

KTUNAXA

KINBASKET

ABORIGINAL

TRAINING

COUNCIL

Policies and Procedures For Educational Sponsorship

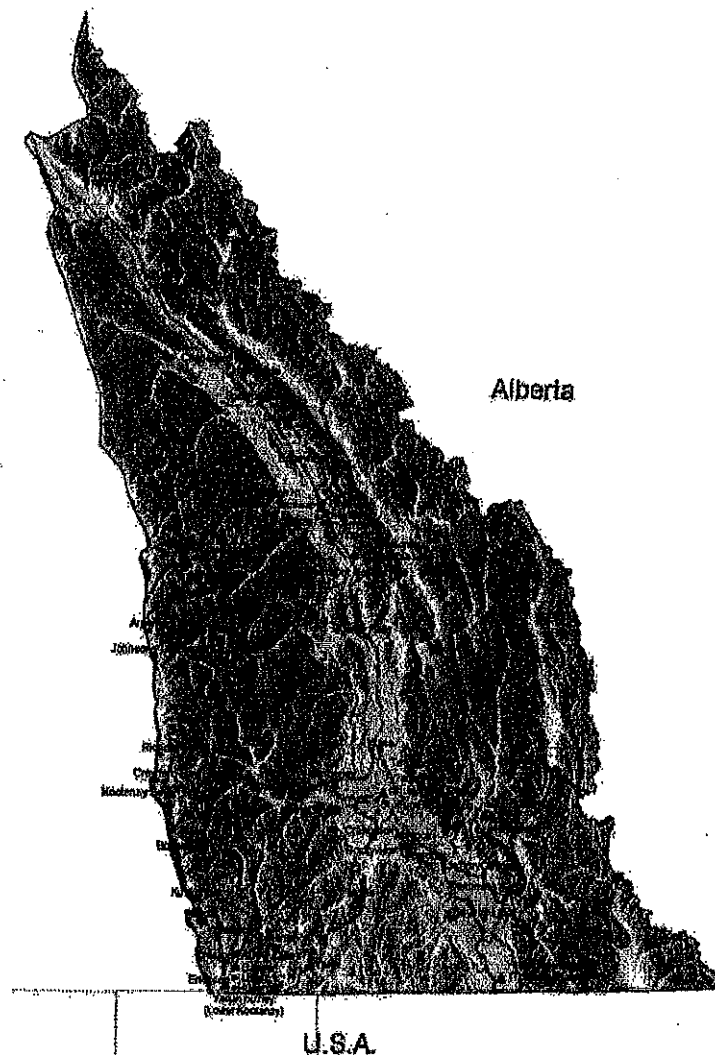
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Service Area



KKATC Mission Statement

To support and promote empowerment of First Nations people residing within the KKATC Service area to achieve self-sufficiency and independence through counselling, training and employment.

KKATC Vision Statement

Our vision is to be a dynamic organization that respects and honors the importance of First Nations language and culture in the achievement of self-sufficiency and independence through capacity building.

The Ktunaxa/Kinbasket Aboriginal Training Council (KKATC) is funded through Service Canada. This program is called the Aboriginal Human Resource Development Agreement (AHRDA). There are ten First Nation AHRDA agreements in BC. KKATC is a sub-agreement of the Okanagan/Ktunaxa Aboriginal Management Society (OKAMS) AHRDA.

KKATC is responsible to develop and administer programs which address Labour Market needs of all First Nations people, both status and non status, living within the area known as the Ktunaxa Traditional Territory both on and off reserve, excluding Métis. The Métis have a similar program.

1. Eligibility

1. Eligibility for KKATC is limited to persons of First Nations ancestry (status and non status) living within the KKATC service area (on and off of reserve).
2. A non First Nations person who is married to, common law partner of or has children and is permanently residing with a First Nations person may be considered for funding.
3. All applicants must reside within the KKATC Service area prior to making application to KKATC, with the exception of students who normally reside within the KKATC Service area but have moved out of the service area to attend school.
4. Persons who have been previously funded by KKATC and have not successfully completed the initiative and have an outstanding balance owed to KKATC are not eligible for further funding until they have repaid the outstanding amount in full or have made a mutually agreed upon payment plan.

2. Failure to Comply

1. Failure to comply with the terms of the program funding agreement and the policies and procedures may be cause for discontinuation of funding and/or refusal of subsequent funding and may result in repayment of any funds received to date.

3. Non Completion

1. All KKATC funding is considered to be a loan, 100% forgivable upon successful completion. Successful completion is passing all courses.
2. KKATC will not hold a student in default if they are not able to successfully complete for one of the following reasons:
 - a. Makes every effort to complete and pass (attends all classes, arranges for a tutor, etc) but does not pass. Supporting documentation will be required from the instructor(s) that this is accurate.
 - b. Medical reasons do not allow for the student to complete. Documentation is required.

3. Participants who do not successfully complete the initiative must repay all funds received.
4. Individuals required to repay funds will not be considered for further funding until the funds are repaid in full or a mutually agreed upon payment plan has been made.

4. Appeal

1. All decisions made by KKATC can be appealed. The process for appeal is as follows:
 - a. Make written request for appeal within 30 days to KKATC detailing the grounds for which the appeal is being pursued.
 - b. If the appeal is granted, attend an appeal hearing to further discuss the details of the appeal.
2. If the appeal process does not bring about a satisfactory conclusion, a mutually agreed upon adjudicator will be brought in. The decision rendered by the adjudicator will be final.

5. Policy Amendments

1. This policy may be amended when necessary by consensus of a quorum of Social Sector Council members.
2. KKATC reserves the right to impose extraordinary conditions or requirements in addition to those stated herein, as required or otherwise deemed necessary.

6. Application Deadline & Review

1. Applications and proposals must be submitted no later than the second Friday of each month. KKATC meetings are on the last Wednesday of each month.
2. Late applications and proposals will be held until the following regularly scheduled KKATC meeting.
3. Applications and proposals that are incomplete, due to the circumstances beyond the control of the applicant, should be submitted along with a written statement identifying the missing information and estimating when the information is expected to be received.

4. Approved applications and proposals, which are missing information, will not be eligible to receive funds until such time as the missing information is received.
5. Applications and proposals can be submitted:
 - a. In person;
 - b. By mail;
 - c. By fax; or
 - d. By e-mail.(see front cover for contact information)
6. Applications and proposals will not be considered if submitted after the proposed activity has already started.
7. Applicants requiring assistance with their application may seek assistance from KKATC.

7. Personal Presentations

1. Personal presentations of applications or proposals will not be permitted without special permission from KKATC.
2. Special permission will be considered if a written request outlining why a personal presentation is requested is received at least five days prior to the regularly scheduled KKATC meeting.

8. Income Status

1. Applicants must notify KKATC of all sources of income of both the applicant and the spouse that is being received at the time of the application.
2. If the income status of the individual or the spouse changes, it is the individual's responsibility to notify KKATC of the income change and the source of the income.
3. Failure to notify KKATC of an income status changes may be considered failure to comply and may result in discontinuation of funding.

9. Educational Sponsorship

1. Applications for educational sponsorship will be accepted for consideration from persons eligible for KKATC funding.
2. Educational sponsorship is considered a loan, 100% forgivable upon successful completion.
3. Applications will be considered provided that:
 - a. The program is two years or less. KKATC can only fund up to the diploma level and cannot consider requests for bachelor's, degrees or higher.
 - b. Provides proof that they do not qualify for sponsorship from any other funding source, including:
 - i. Band Sponsorship;
 - ii. Service Canada;
 - iii. Ministry of Employment and Income Assistance (MEIA);
 - iv. Aboriginal Social Assistance Recipient Employment and Training (ASARET); or
 - v. Other such programs.
 - c. Has initiated/updated their Individual Training Plan (ITP), which may include interest and academic assessments, career exploration and research, and short and long term goal setting that is in line with the educational program they are applying for. The applicant will need to provide documentation that this is in place.
 - d. Submits a copy of their letter of acceptance, if available.

10. Acceptable Costs

The follow costs may be considered:

1. Tuition
2. Program fees
3. Textbooks, supplies, materials, tools, equipment, relevant apparel, etc.

- a. Requests for materials, tools, equipment, and relevant apparel may be considered. These items must be required for the program. Documentation is required that these items are necessary.

4. Living Allowance

- a. Based on whether the student is single, has a working or dependent spouse, and the number of dependent children.
- b. Living allowance is directly related to attendance. Students will only be paid for the time that they have attended to the maximum living allowance they are eligible. (ie. If attended 20/23 days, the student will only be paid for the 20 days attended.)
- c. Living allowance is based on full-time attendance. Requests for less than full-time attendance may be considered and adjusted accordingly.
- d. Living allowance may be withdrawn at any time due to:
 - i. A demonstrated lack of commitment, motivation achievement, or poor attendance;
 - ii. Intentional submission of misleading or false information;
 - iii. Breach of the funding agreement; or
 - iv. For any other reasonable cause as determined by KKATC.
- e. All living allowances are subject to the appropriate deductions as outlined by Revenue Canada.

5. Transportation

- a. May be considered, based on the public transportation rate. (ie. equivalent to a buss pass)
- b. Special travel may be considered for other travel expenses that are required for the program.

6. Other Costs

- a. Special training material, equipment or furniture;
- b. Physical adaptation of building for ease of access;
- c. Interpreters and interviewers for the deaf and hearing impaired;

- d. Specialized work training assistants; or
- e. Reading assistance, audio cassette recording, Braille or large print materials.

Due to the availability of Provincial subsidy, requests for daycare allowances will not be considered.

Purchases made prior to approval will not be reimbursed. Costs that exceed the amount approved will be the responsibility of the student.

11. Reporting Requirements

1. Monthly progress reports must be completed in full and signed by both the student and the instructor(s).
2. Monthly progress reports are required in order to receive the living allowance.
3. Reports are due on the 20th day of each month.
4. Reports that are received late will result in the living allowance not being processed until the following cheque run (this could take up to three weeks).
5. It is the student's responsibility to ensure that reports are completed and submitted on time. KKATC will not solicit the reports from students.
6. Upon completion, the student must provide KKATC with a copy of their statement of marks or transcripts as proof of completion in order for the loan to be forgiven.

12. Release of Funds

1. No funds will be released until the student has signed and returned the agreement and participant information form.
2. Living allowances will be distributed on the last Friday of each month, provide the reporting requirements have been met.
3. Living allowances will be given to the students the on the last Friday of each month for the following month. (ie. August 30th student will receive their living allowance for September)

14. Other Sponsorship Verification Form

All applications to KKATC must provide documentation to show that the applicant has made every effort to apply to any other funding sources available to them. Documentation may be a letter or having the following form completed.

Band/Organization Name _____

Contact Person _____ **Phone Number** _____

Applicant's Name _____ **Phone Number** _____

This is to verify that _____ **has:**

- a. Formally submitted an application for educational sponsorship.
- b. Has inquired about educational sponsorship.

Result:

- c. Application is being considered
- d. Application has been fully approved
- e. Application has been partially approved for \$ _____
- f. Application is not eligible for funding
- g. Application is not approved
- h. Sufficient funds are not available to fund this person at this time.
- i. Other _____

Signed by Band/Organization

Date

15. Monthly Report Form

Name: _____ For the month ending: _____

Course	Attendance	Course Progress (be specific!)	Instructor Comments and Sign-Off
	/ classes What did you do to make up for classes missed? _____		
	/ classes What did you do to make up for classes missed? _____		
	/ classes What did you do to make up for classes missed? _____		
	/ classes What did you do to make up for classes missed? _____		
	/ classes What did you do to make up for classes missed? _____		
Weekly total of all class hours for all courses:		/24 hours	

This form must be completed in full by student and signed-off by each Instructor for each course. This form is due by 1:00 pm on the 20th day of each month; late reports may result in late living allowance cheques.

16. Educational Sponsorship Application

Application **due** second Friday of each month.

Program cannot have started.

Name _____	SIN _____
Address _____	Birth date _____
_____	Phone _____ <small>M/D/Y</small>
_____	Date _____

Are you a Canadian Citizen Yes No

Are you First Nations Yes No Status Non-Status

Do you live on reserve Yes No If yes, which reserve _____

Are you currently employed Yes No Are you receiving EI Yes No

Have you received EI in the past 3 years Yes No

Have you received EI Maternity/Parental benefits within the past 5 years Yes No

List any other funding sources that you have applied to and the outcome _____

Title of program and Institute _____

Start Date _____ End Date _____

Number of classes _____ Number of hours/week _____

Have you included a letter of acceptance with this application Yes No

If no, when will it be received _____

Last school attended _____

Last grade completed _____ Year attended _____

Training Programs:

1. _____
Program _____ length of program _____ where attended _____
Was it completed Yes No If no, why not _____

2. _____
Program _____ length of program _____ where attended _____
Was it completed Yes No If no, why not _____

3.

Program	length of program	where attended

Was it completed Yes No **If no, why not** _____

Have you initiated an Individual Training Plan with the Ktunaxa Nation Employment and Training Department Yes No **If yes with who** _____ **Date** _____

What is your career goal _____

How did you determine this goal _____

What are the qualifications necessary to achieve your career goal _____

What other education and/or training do you need for this career _____

Where can you access the required education and/or training _____

What are the employment opportunities for this career? Locally? Provincially? _____

What is the job duties of someone employed in your chosen field _____

What types of employment opportunities exist for you once you have completed all of the education/training that you need for this career _____

List three potential employers

1. _____ 2. _____ 3. _____

What is the salary range? What is the entry level of pay? _____

Are you fully committed to this program Yes No Explain how _____

How long do you anticipate it will take to complete any other necessary education and training needed _____

List all persons living in your household

Last Name	First Name	Relationship	Age

Monthly Income

	Applicant	Spouse
Employment Income		
Employment Insurance		
Social Assistance		
Self Employment Income		
Pension/Other Income		
Total Monthly Income	\$	\$

Requested Assistance

LIVING ALLOWANCE (RATE X # OF MONTHS)	\$
Tuition	\$
Books & Supplies	\$
Fees	\$
Transportation	\$
Other	\$
TOTAL	\$

Applicant's Acknowledgement

I _____ declare that the information provided above is true to the best of my knowledge. I acknowledge that I have submitted this application to the Ktunaxa/Kinbasket Aboriginal Training Council (KKATC) for educational sponsorship. I acknowledge that if this application is approved it will be considered a loan that is 100% forgivable upon successful completion. I understand that this application is not approved until I have been notified in writing by KKATC and I will be required to sign a loan agreement.

I give permission for KKATC to make inquires and receive information in regards to my current and past sources of income, including Employment Insurance, Ministry of Employment and Income Assistance, Band Social Assistance, etc. I also give permission for KKATC to make inquires and receive information in regards to my present and past educational/training records including transcripts, assessment materials, grades, attendance and conduct.

In signing this application, I hereby authorize KKATC to disclose the following information to Service Canada: name, social insurance number, address, date of birth, aboriginal status, current and previous education and training, and past sources of income as indicated on this application.

Applicant's signature

Date