



Inuvialuit Regional Corporation
Human Resource Department

Date Received:

(internal use only)

Inuvialuit Education Foundation (IEF) Student Funding Application

Important: This application must be completed and submitted (pages 1-4) prior to the deadline.
Incomplete applications will not be accepted.

Application Deadlines	Semester
July 15	Fall (September)
November 15	Winter (January)
March 15	April (Spring/Summer)

PERSONAL INFORMATION:

Name:	Previous Last Name:	Male / Female
SIN #:	Date of Birth:	Beneficiary #:

PERMANENT ADDRESS:

Home address: Box #		
Community:	Territory/Province:	Postal Code:
Phone:	Fax:	Email:

SCHOOL ADDRESS - where you will be living while attending school (provide when known):

Home address: Box #		
Community:	Territory/Province:	Postal Code:
Phone:	Fax:	Email:

DEPENDANT(s) - only one parent may claim dependant(s)

Name (First and Last)	Date of Birth	Living with me	Relationship

INSTITUTION AND PROGRAM APPLIED FOR:

Institution:		
Program:		
Location:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Confirmation Pending
<input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Other _____		
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Distance Education		
Start Date:	End Date:	Year ___ of a ___ Year Program (IEF: confirm with institution enrolment form_____)

EDUCATION HISTORY:

Year Completed	Institution	Program	Certificate/Diploma/Degree

PRIMARY FUNDING SOURCE: (State what source has been secured or is in progress)

Territorial/Provincial Education Fund	
Employment Insurance (EI)	
Other	

BANKING INFORMATION (all funding will be deposited directly into a CIBC account – no exceptions):

Bank: CIBC	Transit Number:
Bank Address:	Account Number:

IEF FUNDING

Please check all boxes for which this application is to be considered

Post-Secondary Financial Assistance Program (PSFAP)

Scholarships

Masters

IDC

BP Canada Energy Company

Dougie Irish

CEDO

Nelson Green/ Joint Secretariat Memorial

Roy “Bunker” Wilson

Aklak Air & Canadian Helicopter Aviation

CONSENT CLAUSE, DECLARATION AND RELEASE OF INFORMATION

(To be read and signed by student)

1. I consent to and authorize the release of any personal information by my employer, banks or other financial institutions, mercantile organizations, aboriginal organizations, educational institutions and by federal, provincial, territorial and municipal government departments and agencies, including the Canada Customs and Revenue Agency to the Inuvialuit Regional Corporation. My personal information will be used to determine my initial and continued eligibility for funding and for the effective and efficient general administration and enforcement of the IRC Employment and Training Programs.
2. In addition, I consent to and authorize the release of any personal information by the Inuvialuit Regional Corporation to any federal, provincial, territorial and municipal government departments and agencies for the purpose of the effective planning, development, delivery and monitoring of the IRC Employment and Training Programs.
3. I understand that “personal information” means and includes:
 - my name, home or business addresses or home and business telephone numbers,
 - my national or ethnic origin;
 - my age, sex, marital status or family status, and date of birth,
 - my financial status and history;
 - any identifying numbers, symbol or other particular assigned to me such as my social insurance number, health care card number, or personal identification number;
 - information about my income tax returns and other taxpayer information as supplied to or from Canada Customs and Revenue Agency only; and
 - information about my educational or employment status and history.
4. Further I consent to and authorize the release of the personal information noted in clause (5) below, by the Inuvialuit Regional Corporation to banks or other financial institutions, mercantile organizations, aboriginal organizations and education institutions. My personal information will be used to determine my initial and continued eligibility for funding and for the effective and efficient general administration and enforcement of the IRC Employment and Training Programs.
5. I understand that the personal information that may be released to banks or other financial institutions, mercantile organizations, aboriginal organizations, and educational institutions are:
 - my name, home or business addresses or home and business telephone numbers;
 - my national or ethnic origin;
 - my age, sex, marital status or family status, date of birth; and
 - my financial status and history.

I agree to provide such additional consent to the release of my personal information as may be required from time to time by the Inuvialuit Regional Corporation.

DECLARATION

I declare that the information submitted in this form and appendices are correct to the best of my knowledge.

I agree to:

- immediately notify the IEF in writing if I change my status as a full time student in an approved program, my study period, the status of my dependants or financial status, any changes to my address(es), phone numbers and CIBC bank account;
- participate in regular IEF monitors which may include program attendance verification;
- provide information or documents requested by IEF to verify any statement made in this application; and
- to follow the terms and conditions of related funding documents that will follow, specific to this application.

I understand that:

- All training funds are considered income under the Income Tax Act (Canada). IRC is obligated to report the amount of the Contribution on a T4A, provide the T4A to me, and I am required to include the amount of the Contribution when computing my income for the fiscal year;
- I may have to repay my financial assistance now or in the future to the Inuvialuit Education Foundation if there are changes to my financial , dependants or my status as a full-time student in an approved program.

I may be denied financial assistance now and in the future, if:

- I make false or misleading statement(s) in this application;
- I do not comply with a request from the IEF to provide information or documents so that information in this application may be verified;
- I do not comply with a request from the IEF to participate in regular IEF monitors which may include program attendance verification;
- I experience a change in my primary income source; and
- I have an outstanding debt to the Inuvialuit Regional Corporation or its affiliates or to other funding agencies.

Signature of Student

Signature of Witness

Print name of student

Date

Inuvialuit Education Foundation (IEF)

Bag Services # 21
Inuvik, NT X0E 0T0
1-866-427-6645 toll free
(867) 777-7029 phone
(867) 777-4506 fax

sandra.elanik@irc.inuvialuit.com



INUVIALUIT EDUCATION FOUNDATION

STUDENT ENROLMENT FORM

To be completed by Educational Institution

(Student's name) _____ is registered in the

(Program) _____

at (University/College) _____

as a full-time student.

She/he is in the _____ 1st _____ 2nd _____ 3rd _____ 4th year of a

_____ 1 _____ 2 _____ 3 _____ 4 year program

Program Date:

Starts: _____ Ends: _____

Registrar's Signature: _____

Date: _____

Telephone Number: _____

Fax Number: _____

Please fax to the Inuvialuit Education Foundation at (867) 777-4506



Inuvialuit Education Foundation (IEF) Policy

1.0 Policy Statement:

The Inuvialuit Education Foundation is established to provide educational assistance and encouragement to Inuvialuit students, without duplicating programs already available. Programs include financial assistance to Inuvialuit students attending University and College degree or diploma programs of a two year minimum duration, specifically identified one-year programs, the Scholarship program and a Tutoring Program for academic support.

1.1 Goals:

- To increase the number of beneficiaries accessing and completing post-secondary education;
- To support the overall goals of the Inuvialuit Land Claim, enabling beneficiaries to be equal and meaningful participants in the northern economy; and
- To establish specific educational assistance goals and programs linked to beneficiary hire and career development within IRC and IDC & subsidiaries.

1.2 Scope:

- All enrolled Inuvialuit beneficiaries meeting the requirements outlined in Policy.

1.3 Criteria for Funding Eligibility:

Final acceptance of students is dependent on all program criteria being met:

- IEF funding is secondary funding. To meet expenses, students must demonstrate a primary funding source, which may include but is not limited to funding through territorial or provincial student finance boards;
- A grade point average at the 70 percentile, or the equivalent GPA or alphabetical average in their previous academic year for the start of the new academic year or the previous semester for subsequent semesters in the academic year;
- Mature Students who do not have transcripts available within the previous (5) years are eligible for one semester only, after which they must present their transcript;
- Students must be enrolled full-time in university or college programs generally recognized through the Association of Universities and Colleges of Canada (AUCC) and the Association of Community Colleges of Canada for college level programs or as recognized by professional associations or certification boards;
- The post-secondary diploma or degree program must be a minimum of two years in length;
- “Fast track” diploma programs of less than 2 years will also be considered on a case-by-case basis for eligibility under the Post Secondary Financial Assistance Program;
- Beneficiaries with outstanding IEF loans will not be considered for further funding until repayment arrangements have been made; and
- Applicants must have been resident in the NWT for 12 consecutive months before the start of their program in order to be eligible for the highest level of funding support. If an applicant has not been a resident of the NWT for 12 consecutive months before the start of the program, they may be eligible for the maximum funding if any of the following situations apply:

- The parent(s) having sole custody and control of the applicant was a resident of the NWT while the applicant was away at school;
- The parent(s) having sole control and custody of the applicant was temporarily out of the NWT for either a short-term (one year or less) work placement or to attend school;
- The applicant was attending school outside the NWT while receiving Student Financial Assistance from the Government of the NWT.

If none of the above situations apply, the applicant is only eligible to receive the lower level of funding.

1.4 Timeline for Applications:

To be considered for funding the following timelines must be met:

- **July 15** for September intake;
- **November 15** for January intake;
- **March 15** for Spring/Summer intake; and
- Applications for other periods must be received six (6) weeks prior to the course start date.

1.5 Application Requirements:

The following must be included in each application:

- Proof of acceptance from the educational institution, college, technical institute or university;
- Official transcripts (no photocopies) from the last educational institution attended;
- Proof of territorial, provincial or other funding source; and
- A photocopy of NWT Health Care Card as proof of residency.

1.6 Applicant Acceptance Dates:

Applicants will receive a verbal notice of acceptance or non acceptance of applications within two (2) weeks of the application deadline, with a formal written approval to follow in the mail or by email.

1.7 Process for Payment:

- The student enrolment form must be signed by the Registrar and submitted to the IEF Manager when classes begin; and
- Payments will be deposited to the student's CIBC bank account on the third Monday of each month. The branch and account number of the CIBC bank account must be provided at time of application. Only CIBC accounts are accepted and all funds are directly deposited (no exception).

1.8 Monthly Payment Level:

1. Residency:
 - a. Level 1 beneficiaries (beneficiaries residing in the NWT) - \$500.00 per month; and
 - b. Level 2 beneficiaries (beneficiaries residing outside of the NWT) - \$200.00 per month.
2. Support for students who maintain a permanent residence in an Inuvialuit community, and are pursuing post secondary diploma/degree programs in the designated careers as outlined in 1.9 will be eligible for an additional \$300 per month.
 - a. Residence will be verified by using the Community Corporations' membership list.
3. Support for Corporate Group staff that maintain a permanent residence in an Inuvialuit community, and are pursuing post secondary diploma/degree in the designated careers as outlined in 1.9 will be eligible for an additional \$500.00 per month on approved Education Leave.
 - a. Residence will be verified by using the Community Corporations' membership list.

1.9 Priority Career Designated Professions:

The following designated careers identified by IRC as a priority for beneficiaries within the Inuvialuit Corporate Group and the Beaufort Delta education services and health services are eligible for additional funding as indicated in 1.8.3:

- Bachelor of Business (Commerce, Administration) with a major in accounting or human resources plus applicable certifications or designations;
- Law degree following the completion of the required undergraduate degree;
- Information Technology Degree or an advanced two year diploma;
- Bachelor of Education; and
- Bachelor of Nursing.

1.9.1 The designated career priority list will be reviewed every three (3) years to ensure currency with the Inuvialuit Corporate Group's and the Inuvialuit communities requirements.

1.9.2 Students receiving the additional supplement for designated careers must agree to return to work in one of the Inuvialuit communities for a minimum of one year. The year must be within the one year period following completion of their degree or diploma.

1.10 Repayment:

If an approved student fails to complete their academic semester the full amount of student assistance is deemed repayable.

1.11 Tutorial Program:

Program is available to Grade 5 to 12 and post secondary students dependent on the availability of qualified tutors.

1.11.1 Criteria for Funding Support Grade Five (5) to Twelve (12):

- Tutorial support may include "public" tutoring, available on site at schools, or "private" tutoring, where students receive individual support;
- Public tutor program is provided in partnership with District Education Authorities or other interested organizations; and
- Private tutor program is arranged directly through the Inuvialuit Education Foundation where tutors must provide a clean criminal record check.

1.11.2 Criteria for Funding Post Secondary Tutoring:

Post secondary students may apply for funding subject to:

- The students finding a tutor who has the required qualifications and with whom she/he feels comfortable; and
- Prior approval is based on the tutor's resume and an acceptable agreed rate of pay and hours per week.

1.11.3 Pre-Approval Process:

- Applications for tutoring must be pre-approved;
- Payments must be pre-approved; and
- A student's teacher cannot be hired as a tutor for the student.

1.12 Scholarships:

The Inuvialuit Education Fund provides scholarships as outlined in Appendix B to this agreement.

1.12.1 Eligibility Criteria:

- Meeting the deadline for applications - **July 15**, with the exception of the Aviation scholarship.
- Students must have a minimum 75% average, equivalent GPA or alphabetical grade in their previous academic year;
- Two letters of support required;
- Scholarships will be awarded on the basis of academic achievement; the level of involvement in community activities may be considered;
- Funding from all scholarships is considered as income. It is the responsibility of each student to claim any funding received as income in accordance to Canada Revenue Agency guidelines. IEF assumes no responsibility in this matter; and
- Only Diploma/Degree post secondary students are eligible for scholarships provided that they pass all criteria.

1.13 The Appeal Process:

The appeal mechanism for applicants who feel they have not been fairly considered under this program is as follows:

- The complaint must be made in writing to the Manager, IEF who will forward the complaint to the IEF Appeal Committee.
- The complaint must be made within (30) days from the date the complainant was denied funding.

The Manager, IEF will acknowledge written receipt of the complaint and provide the complainant with information regarding the appeal process; and the date an appeal decision will be made.

The IEF Appeal Committee will advise the complainant as to the outcome of the appeal within 10 working days. The decision will be forwarded in written form and is final.

IEF Background

On January 29, 1990, the Inuvialuit Petroleum Corporation created a registered charitable organization known as the Inuvialuit Education Foundation. The goal was to establish an organization that would provide educational assistance and encouragement to Inuvialuit students, without duplicating programs already available. The programs initiated were a Tutoring Program (provided academic support), a Mature Student Program (a supplementary funding program), and an Encouragement Program (an incentive program providing exposure to post-secondary institutions).

In May of 1992, the decision was made to move the IEF offices from Calgary to Inuvik. The move allowed staff to be closer to the students and communities providing a better service to beneficiaries. The location change was followed by program changes. In 1993, a cooperative effort in both Inuvik and Aklavik allowed the IEF tutoring programs to partner with the schools and other Aboriginal organizations in those communities. The Mature Student Program became known as the Supplementary Funding Program.

From 1997 on, funding and administrative responsibility for the tutoring program in the Inuvialuit Settlement Region (ISR) and Inuvik were devolved to the District Education Authorities. Other programs have remained and grown. The Supplementary Funding Program, most popular of the student support programs, is now known as the Post Secondary Financial Assistance Program. In addition, broad ranges of scholarships are also available to Inuvialuit students. A summer camp with an educational focus has been in effect for several years. Commencing in the summer of 2000, the administration of these camps has been devolved to Community Corporations.

In 2008 the IRC Board and staff determined that a thorough review of our Education and Training programs was required. An Education and Training review was completed by Outcrop Communications Ltd. A number of recommendations pertinent to university and college education resulting from the review are included in this policy.

Scholarships:

- 1. Masters Scholarship (5 @ \$5,000)**
 - a. Applicants must be enrolled in a graduate level program.
 - b. Final approval is at the discretion of the Inuvialuit Petroleum Corporation.

- 2. IDC Scholarship (5 Business and/or Education @ \$1,000); (2 Health/Science @ \$1,000)**
 - a. IDC applicants must be enrolled in a Business program.
 - b. Final approval is at the discretion of Inuvialuit Education Foundation (IEF) and Inuvialuit Development Corporation respectively.

- 3. Community Economic Development Organization Scholarship (2 @ \$1,500)**
 - a. Applicants must be enrolled in the field of Business Administration, Commerce or Economics.
 - b. Final approval is at the discretion of Inuvialuit Regional Corporation.

- 4. Nelson Green-Joint Secretariat Memorial Scholarship (1 @ 1,000)**
 - a. Applicants must be enrolled in the field of Environmental Science, Policy or Law.
 - b. Final approval is at the discretion of the Joint Secretariat and Inuvialuit Regional Corporation.

- 5. Aklak Air and Canadian Helicopters Aviation Scholarship (rate of interest earned)**
 - a. Applicants must be enrolled in the field of Aviation Mechanics, Commercial Aviation Piloting, Aviation Management or other aviation related careers.
 - b. Final approval is at the discretion of the President of Canadian Helicopters Limited and a representative of the IEF.

- 6. BP Canada Energy Company Scholarship (2 @ \$3,000)**
 - a. Preference will be given to those applicants enrolled in programs focusing on northern or environmental issues or programs, which provide business, technical or marine related training.
 - b. Final approval is at the discretion of the IEF and BP Energy Canada.

- 7. Dougie Irish Petroleum Scholarship (2 @ \$2,500)**
 - a. Preference will be given to those applicants enrolled in Petroleum industry related studies.
 - b. Final approval will be at the discretion of Inuvialuit Petroleum Corporation.

- 8. Roy “Bunker” Wilson Scholarship (1 @ \$1,000)**
 - a. Applicants must be enrolled in a program that would positively impact the community through volunteering, committee involvement or through a work opportunity.
 - b. Final approval is at the discretion of the Inuvialuit Regional Corporation.