



# 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;
- If a student falls below the grade point average for their funding stream, the IEF Manager will issue a warning in writing to the student. The Manager will also identify a grace period of one semester during which the student has the opportunity to improve his or her grades and establish with the student a date by which the student will produce evidence that he or she has achieved the minimum grade point average. If after one semester, the student has failed to achieve the minimum grade for his or her funding stream, the IEF will have the authority to terminate the student's funding.
- 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).

#### **“Grace Period”**

- If an accepted student, who has been in receipt of funding for one or more semesters, drops below an average of 70% during their funded program, they may be eligible for an extension of funding for one semester (a “grace period”). This grace period provides an opportunity for the student to improve his and or her grades before funding is terminated. The Education Manager will issue a warning in writing to the student that outlines grace period requirements. Proof of achieved grades according to established time

periods will be required. This “grace period” would be granted on a case-by-case basis and is subject to IEF budget and funding levels. If after the one semester grace period, the student has failed to achieve 70% or above, IEF will have the authority to terminate the student’s IEF funding.

### **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.