

**Ginoogaming First Nation
TIMBER CLAIM TRUST
EDUCATION POLICY
And
GUIDELINES**



Adopted February 16, 2005
Amended July 21, 2010
Amended September 12, 2017



GINOOGAMING FIRST NATION TIMBER CLAIM TRUST EDUCATION PROGRAM POLICY

Adopted February 16, 2005
Amended September 12, 2017

POLICY STATEMENT:

In accordance with the permitted uses of the Ginoogaming Timber Trust Claim Agreement Section 11.4 – (d); ***it is the policy of the Ginoogaming Timber Claim Trust to set aside a designated amount of funds annually to provide education bursaries to qualifying Band Members.***

PURPOSE OF THE POLICY:

The primary objective of the Education Program is to assist Ginoogaming First Nation members by providing bursaries to assist while completing courses or programs of study at colleges, universities, technical institutes and the Ginoogaming First Nation Training Centre.

The second objective of the Education Program is to assist Ginoogaming First Nation members who have been assessed by medical and education authorities to have special needs related to physical or developmental challenges.

Bursaries awarded to Ginoogaming First Nation members through this Education Program is intended to supplement other funding sources. (i.e. Indian Affairs, Matawa Post Secondary Authority).

Bursaries may only be awarded in accordance with this Ginoogaming First Nation Timber Claim Trust Education Program Policy.

DEFINITIONS

“Academic year” means not less than eight months.

“Adult Education” means an applicant/student returning to complete education and may require upgrading to obtain grade 12 Ontario Secondary School Diploma or equivalent to pursue further education.

“Alternate Education” means an applicant/student enrolled in alternate education course(s) on or off reserve to obtain grade 12 Ontario Secondary School Diploma to pursue further education.

“Applicant” usually means the student in the case of applications for awards relative to post-secondary education, employment training, Adult Education and the like, but in the case of “Special Needs” students, the applicant may be the parent or guardian.

“Award” means a monetary payment granted at the discretion of the Timber Claim Trust Board of Trustees



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“Bursary” means a monetary payment granted to Ginoogaming First Nation students based on academic merit and achievement.

“Distance Education” means an applicant/student enrolled in distance education program part-time or full-time due to program not being offered through other delivery sources within community.

“Modular/Community based” means an applicant/student enrolled in a program while employed to obtain certificate, diploma or degree and may have to leave the community/employment for a short term to attend on-site course/class.

“Employment Training” means an applicant/student enrolled in a program for the purpose of benefitting their current or proposed employment for a period of less than or more than 4 weeks.

“Full-time” as defined by whatever the institute deems to be full-time.

“Ginoogaming First Nation member” and **“member”** mean a person whose name appears on the Ginoogaming Band List, pursuant to the provisions of the Indian Act.

“Grade 12 or OSSD” means an applicant/student who has completed the Ontario Secondary School Diploma requirements and obtained a diploma.

“Mature Student” means an applicant/student 19 years of age or older and who does not possess an Ontario Secondary School Diploma or its equivalent, and is eligible for admission through testing at that post-secondary institution.

“On-Line Education” means an applicant student who is enrolled and furthering their post-secondary education through on-line courses which are delivered from a recognized “Post-Secondary Institution” working towards a degree, diploma or certification.

“Part-time” as defined by whatever the institute deems to be part-time.

“Post-Secondary Institutions” are degree and diploma granting institutions recognized by a province and include educational institutions affiliated with, or delivering post-secondary programs by arrangements with a post-secondary institution.

“Qualifying Items” shall include: medical assessments, learning aids/devices, computer equipment and/or learning programs, psychological assessments, supplementary educational programs, (i.e. Kumon) items that will enhance or support development that is prescribed or recommended by a doctor, resource teacher or health care professional.



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“**Semester**” means part of an academic year and is usually not less than four consecutive months. E.g. September to December.

“**Special Needs**” is a term used in this guideline to describe an individual’s developmental or physical need.

ELIGIBILITY CRITERIA

To be eligible to apply for bursary under the Ginoogaming First Nation Timber Claim Trust Education Program applicants must be a registered Ginoogaming First Nation member and be registered at a recognized college, university, technical institute or the Ginoogaming First Nation Training Centre:

- < as a full-time or part-time student; or
- < in a modular program, distance education program, adult education program, employment training program or on-line training
- < where training is included and sponsored through employment, applicant will not qualify

To be eligible to apply for bursaries under the Special Needs applicants must be a registered Ginoogaming First Nation member, and

- < Enrolled full-time or modified program in an education program at the primary or secondary school level.
- < Medical or educational information that will support the applicant’s area of disability.
- < If applicant is under the age of sixteen (16) years of age, or at any time deemed necessary, the parent or legal guardian shall complete applications.

Applicants who are receiving allowances, incentives, incidentals travel or accommodations, through programs such as Unemployment Insurance, Ontario Works or any employment sponsored training program during the period in which the applicant is attending the course are not eligible for bursaries under the Ginoogaming First Nation Timber Claim Trust Education Program – Members who fall under this category you may qualify for an “Award”

Self-improvement courses such as, but not limited to; driver improvement courses, Firearm Safety Courses, etc. are not eligible for bursaries.



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Limits of Eligibility:

- < Applicant can apply for **2** of Certificate
- < Applicant can apply for **2** of Diploma
- < Applicant can apply for **1** Undergraduate Degree
- < Applicant can apply for **1** Master Degree
- < Applicant can apply for **1** PHD Degree
- < Applicant can apply for **2** Training Programs
- < Special Needs qualifying times:
 - o Junior Kindergarten to Grade 8 – can apply **twice**
 - o Grade 9 – 12 - can apply **once**
 - o College, University – can apply **once**

PROCEDURES:

1. Written requests for bursaries shall be submitted to the Ginoogaming First Nation Timber Claim General Manager who will determine if the student/applicant is eligible for assistance. Please allow 20 business days to have your application processed.
2. Criteria for an award or bursary shall be determined on the basis of:
 - < Academic merit;
 - < Achievement;
 - < Financial need; and/or
 - < In the event of excess award and bursary applications will be based on funding availability
3. It shall be mandatory for the applicant/student to sign the Ginoogaming First Nation Timber Claim Trust release of information and student agreement forms.
4. All written requests for bursaries shall be accompanied by copies of all supporting documents as specified in responsibilities of the applicant/student.
5. The General Manager will return an application if it is incomplete.
6. The Ginoogaming First Nation Timber Claim Trust may publicize any bursaries that are given to successful recipients.



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BURSARY DISTRIBUTION

1. For post-secondary programs bursaries will be disbursed in three installments:
 - a. During the month of September.
 - b. During the month of January.
 - c. During the month of May.

2. For employment training and all other programs bursaries will be disbursed in one installment:
 - a. After completion of program to include supporting documentation.
 - b. Payment will be scheduled according to duration of program.
 - c. Payment rate will be determined by duration of program in accordance with Ginoogaming Timberclaim Education Policy.

3. For Special Needs:
 - a. Students who meet the eligibility criteria may qualify for disbursement for items listed in "Qualifying Items" but are not limited to these items. The General Manager will review the applications and present his/her findings to the Board of Trustees.

 - b. Expenses must be incurred or letters of support provided to the Board of Trustees indicating eligibility and necessity.

4. The bursary will be withdrawn if the applicant/student is making insufficient progress in their program.

5. Withdrawal from any program will result in a penalty of ineligibility to apply for future awards. Future eligibility will be at the discretion of the Board of Trustees.

6. Bursaries will be disbursed in the following amounts for eligible applicants:

For full-time post-secondary students - \$ 1000.00 per semester
For part-time post-secondary students - \$ 500.00 per semester
Adult/Alternate education - \$ 1,000.00 per year
Special Needs - \$2000.00 as per "Limits of Eligibility" paid directly to service provider
Ontario Secondary School Diploma (OSSD) - \$100.00
Award - \$100.00

7. An "Award" will be disbursed to those who are not entitled to a bursary but have completed Employment Training and provide proof of completion.



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RESPONSIBILITIES OF THE APPLICANT/STUDENT

1. The applicant/student will make a written application to the Ginoogaming First Nation Timber Claim Trust to request a bursary at least thirty (30) days before their program starting date. Considerations will be given to applicants that have documented late acceptance from the educational institution.
2. The applicant/student shall provide the following documentation with their written application:
 1. A written request explaining educational and career goal plans; if applicable, explain why you are attending an Adult/Alternative educational institution
 2. Acceptance letter from educational institute
 3. Program information i.e.: working towards credits, certificate, diploma, degree etc.
 4. Photocopy of status card (both sides).
 5. Consent/release form.
 6. Applicant/student agreement form.
 7. Funding Information form
 8. Provide appropriate documentation to confirm that the applicant qualifies under "special needs".
 9. Student is enrolled in an education program with satisfactory standing.
3. The applicant/student is responsible for providing official Academic transcripts for each term to avoid delays in payment. Payment will not be issued without this information:
 1. Proof of registration / schedule
 2. Official Academic transcript for each term
4. The applicant/student shall maintain a grade point average of 2.0 (50%) in order to maintain eligibility for bursaries.
5. The applicant/student shall make every effort to pass all courses in order to maintain eligibility for future bursaries.
6. Applicants/students attending an Adult Education or equivalent program are required to attend the program for a minimum of forty (40) hours per month to continue eligibility for bursaries.



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RESPONSIBILITIES OF THE GINOOGAMING FIRST NATION TIMBER CLAIM TRUST

1. The Ginoogaming First Nation Timber Claim Trust will undertake full administration of the Education Program.
2. The Ginoogaming First Nation Timber Claim Trust shall maintain all necessary files, applications and financial records. Such files, applications and financial records shall be kept confidential.
3. The General Manager will:
 - < ensure and monitor appropriate advertising;
 - < prepare necessary forms;
 - < disburse necessary packages and/or forms;
 - < receive and coordinate applications;
 - < prepare preliminary assessments of applications;
 - < prepare and present applications and preliminary assessments to the Board of Trustees;
 - < undertake all “follow-up” actions including getting award presentations to students, letters, publications;
 - < prepare regular reports for the Board of Trustees regarding the implementation of this Education Policy, including a list of all successful applicants and the amount of the relevant award, and a list of all unsuccessful applicants and the reason(s) for the decision.
4. The Board of Trustees if required will:
 - < recommend the funding amounts for each category of awards (i.e.; part-time, full-time, adult education, special needs) for each budget year;
 - < review the funding amount for each category of awards each year and make necessary changes as may be appropriate;
 - < review applications, rank applicants according to relevant criteria, and determine the applicable funding amount for each successful applicant;
 - < Authorize payment to applicants for the approved amount of each award;
 - < review and approve reports as prepared by the General Manager on the implementation of this Education Program Policy prepared by the General Manager; and
 - < Make recommendations and changes to the Education Policy.
5. The Board of Trustees may request input, advice, or guidance from education authorities. Such outside parties shall not attend meetings in which individual applications are discussed or decided.



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6. The Board of Trustees will review and approve funding amounts for each category of awards at the beginning of each budget year, review reports provided by the General Manager, and consider other related matters as may be appropriate.

DEADLINE DATES:

September 15th
January 15th
May 15th

Please note that we will accept late applications for up to one year only.

RESULTS

The Board of Trustees or General Manager will review all applicants within approximately 30 days after the application deadline. Applicants will be advised of eligibility by mail.

ADDITIONAL INFORMATION:

For additional information concerning the Ginoogaming First Nation Timber Claim Trust Education Program, please contact:

General Manager
Ginoogaming First Nation Timber Claim Trust Office
PO Box 868 Longlac, ON P0T 2A0
Telephone: (807) 876-1678
Toll Free: 1-866-882-0305
Email: gfmtct@bellnet.ca



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Education Bursary Application Package Checklist

Ginoogaming First Nation Timber Claim Trust Fund is to provide assistance to Ginoogaming members by providing bursaries to assist those completing courses or program of study at recognized colleges, universities, technical institutes and the Ginoogaming First Nation Training Centre. All Students/applicants are required to submit a new application each year.

In order to process your application, the following criteria will be required by the GFN Timber Claim Trust office

- Application Form (completed and signed).
- A written request explaining your educational and career goal plans.
- Acceptance letter from educational / training institute.
- Course / Program timetable / schedule (copy for each term if post-secondary)
- Program information i.e: working towards credits, certificate, diploma, degree
- Copy of Status Card
- Consent / Release Form (completed and signed).
- Applicant / student agreement form.
- Banking Information (Void Cheque or Direct Deposit/Pre-Authorization Transaction Form from your bank will **only** be accepted). Student responsible for ensuring proper bank information is submitted
- Screenshots will not be accepted.

If eligible for special needs funding student / applicant must:

- Provide appropriate documentation to confirm the need for special needs funding.
- Please note that all payment will be made payable to service provider's only.

Additional Information required

- Secondary School Transcript (all recent High School Graduates, GED, Adult & Alternative Education).
- Evidence of satisfactory completion of last course/program.

- Please ensure that all documents required are submitted with your application to avoid any delay in processing.
- Please work closely with the General Manager if you are having problems completing the application.

***For more information, please contact the GFN Timber Claim Trust office at:
(807) 876-1678 or call toll-free 1-866-888-0305. Fax # (807) 876-2982***



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STUDENT/APPLICANT INFORMATION	
INCOMPLETE APPLICATIONS WILL BE RETURNED	
(Please Print) NAME: _____	
Address: _____ _____	
Phone Number: _____	Email: _____
Band # _____	Student # _____

COURSE INFORMATION
Program Name: _____
Institution: _____
Location: _____
Length of Program/Course _____
Academic Period: _____ to _____

I declare that all of the above information is complete, true and accurate. I declare that I have read and understood all definitions, rules and guidelines of this Bursary Application.

Signature: _____ Date: _____

<u>FOR OFFICE USE:</u>
___ Approved ___ Not Approved _____ ___ Partial Approval _____
General Manager Signature: _____ Date: _____
Comments: _____



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FUNDING TYPE REQUEST

What type of bursary are you applying for?

- Full-time post-secondary
- Part-time post-secondary
- Adult/Alternate education
- General Education Development (GED)
- Special Needs
- Award – Employment Training/OSSD

If you are applying for Adult/Alternate Education Bursary:

- What is the duration of the program? _____
- How many credits do you need to graduate? _____
- How long have you been out of high school? _____
- Which High School did you last attend? _____

Signature: _____ Date: _____



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STUDENT AGREEMENT

I, _____, as an applicant / student agree to the following terms set out as per the Ginoogaming First Nation Timber Claim Trust:

1. I confirm that I have read the Ginoogaming First Nation Timber Claim Trust Education Program – Guidelines and Procedures, that to the best of my understanding I am eligible to apply for a bursary in accordance with its terms and conditions, and that the information I have provided in this application is true and correct;
2. I confirm that I am enrolled in the course(s)/program(s) as listed in this application for an education bursary;
3. I will attend class(es) on a regular basis and complete all the course/program requirements; and
4. I understand and agree that the Ginoogaming First Nation Timber Claim Trust may stop payments or suspend any further awards should I make insufficient academic progress or withdraw from my course(s)/program or if application has been submitted under any false pretenses that are later brought to the attention of the Board of Trustees.
5. If you previously applied and received a bursary but did not complete your course/program please inform the Board of Trustees in a letter the circumstances that led you to withdraw not completing your initial educational goals.

Signature: _____

Date: _____



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CONSENT OF RELEASE INFORMATION

Surname: _____ Given: _____

Address: _____ Band Number: _____

Phone Number: _____ Email Address: _____

I hereby provide my full consent to the Ginoogaming First Nation Timber Claim Trust to Obtain any information from the Matawa Post-Secondary Program and any other employment And education agencies to confirm and verify:

1. My eligible allowance from any funding agency, government and private sources of income information that is required for assessing my level of eligibility for educational assistance; and
2. Information on my academic standing in my program of studies as may be required by the Ginoogaming First Nation Timber Claim Trust Board, such as official transcripts from the education institution in which I am currently enrolled for the academic year ____/____.

Educational Institute: _____ Name of Program: _____

Student Number: _____

Signature: _____ Date: _____