



# **GINOOGAMING FIRST NATION TIMBER CLAIM TRUST**

PO Box 868 Longlac, ON P0T 2A0  
TEL: (807) 876-1678 FAX: (807) 876-2982  
CELL: (807) 854-8536 TOLL FREE: 1-866-882-0305

---

## **GINOOGAMING FIRST NATION TIMBER CLAIM TRUST**

### **EDUCATION PROGRAM POLICY**

**Adopted February 16, 2005**

**Amended July 21, 2010**

#### **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 help them complete courses or programs of study at recognized 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 are intended to supplement other funding sources. (i.e. Indian Affairs, Matawa Post Secondary Authority).

Bursaries may only be awarded in accordance to 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 after being out of school for several years and may require upgrading to obtain grade 12 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 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.

**“Bursary”** means a monetary award/payment based primarily on demonstrated financial need.

**“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.

**“Full-time”** means an applicant/student who is enrolled in a minimum of four courses of an academic semester and/or more than 25 hours per week of in-class instruction.

**“G.E.D.”** means an applicant/student has successfully completed the Ontario General Educational Development Test and is eligible for admission to a post secondary program.

**“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 OAC”** means an applicant/student who has completed the Ontario Secondary School 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 to a post secondary institution.

**“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.

**“Part-time”** means an applicant/student enrolled in a program less than two classes or less than 25 hours of in-class instruction per week.

**“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.

**“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.

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

- < Enrolled in a recognized 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, the parent or legal guardian shall complete applications.

Applicants who are being compensated 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.

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

## **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.
2. Criteria for award of a bursary shall be determined on the basis of:
  - > Academic merit;
  - > Financial need; and/or
  - > Achievement.

See Appendix "A"
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 specified documents.
5. The General Manager may reject an application if it is incomplete.
6. The Ginoogaming First Nation Timber Claim Trust may publicize any bursaries that are given to successful recipients.

## **BURSARY DISTRIBUTION**

1. For post-secondary programs bursaries will be disbursement 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. Prior to the beginning of the program.
  - b. After completion of program.
3. For Special Needs:
  - a. Students who meet the eligibility criteria may qualify for disbursement for items listed in "qualify items" but are not limited to

these items. The Board of Trustees will review and consider applications that are made from time to time.

- 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 in eligibility 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 full-time post secondary students - \$ 1000.00 per semester  
For part-time post secondary students - \$ 500.00 per semester  
For employment training – 4 or more – \$ 500.00  
For employment training – up to 4 weeks - \$ 250.00  
Adult education - \$ 1,000.00 per year  
GED – \$ 500.00

### **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 ninety (90) days before their program starting date. Considerations will be given to applicants to have documented late acceptance from the educational institution.
2. The applicant/student shall provide the following required information and documents with their written application:
  1. A written request explaining educational and career goal plans;
  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. Provide appropriate documentation to confirm on a yearly basis that the applicant qualifies as a special needs applicant.
  8. Student is enrolled in an education program with satisfactory standing.

3. The applicant/student shall be responsible to submit the following to the Ginoogaming First Nation Timber Claim Trust once approved for a bursary:
  1. Proof of registration / schedule
  2. 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.

### **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;
  - > send out necessary packages and/or forms;
  - > receive and coordinate applications;
  - > prepare preliminary assessments of applications;
  - > prepare and present applications and preliminary assessments to the Selection Panel;
  - > act as secretary to the Selection Panel;
  - > undertake all scholarship Selection Panel “follow-up” actions including getting award presentations to students, letters, publications etc; and
  - > prepare regular reports for the Board of Trustees on behalf of the Selection Panel 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. Selection Panel will:
  - > recommend to the Board of Trustees 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 recommend changes to the Board of Trustees as may be appropriate;
  - > review applications, rank applicants according to relevant criteria, and determine the applicable funding amount for each successful applicant;
  - > authorize cheques to applicants for the approved amount of each award;
  - > review and approve reports to the Board of Trustees on the implementation of this Education Program Policy prepared by the General Manager; and
  - > make recommendations to the Board of Trustees about changes to the Education Policy.
5. The Selection Panel may request input, advice, or guidance from education authorities. Such outside parties shall not attend meetings in which individual applications are discussed or decided.
6. The Board of Trustees will appoint the Selection Panel each year that will include three of the following:
  - < Chairperson
  - < Vice-Chairperson
  - < Trustee
  - < General Manager
7. 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 Selection Panel, and consider other related matters as may be appropriate.

**DEADLINE DATE(S)**

To begin in September - June 1<sup>st</sup>

To begin in January - November 1<sup>st</sup>

To begin in May - February 1<sup>st</sup>

## **RESULTS**

The Selection Panel will review all applicants within approximately 30 days after the application deadline. Applicants will be advised of the Selection Panels decision 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](mailto:gfmtct@bellnet.ca)





# GINOOGAMING FIRST NATION TIMBER CLAIM TRUST

PO Box 868 Longlac, ON P0T 2A0  
TEL: (807) 876-1678 FAX: (807) 876-2982  
CELL: (807) 854-8536 TOLL FREE: 1-866-882-0305

---

## CONSENT OF RELEASE OF INFORMATION

Surname:

Given Names:

Address:

Band Number:

Phone Number:

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 educational 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 Timber Claim Trust Board, such as official transcripts from the education institution in which I am currently enrolled for the academic year \_\_\_\_/\_\_\_\_.

---

Educational Institution

Name of Program

---

Student Number

---

Signature of applicant/student

Date



## **GINOOGAMING FIRST NATION TIMBER CLAIM TRUST**

PO Box 868 Longlac, ON P0T 2A0  
TEL: (807) 876-1678 FAX: (807) 876-2982  
CELL: (807) 854-8536 TOLL FREE: 1-866-882-0305

---

### **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 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 am enrolled in the course(s)/ program that I have applied for education award, and will remain enrolled for the semester or period of time covered by this application;
3. I will attend class(es) on a regular basis and complete all the course/program requirements; and
4. I 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.

---

Signature of applicant/student

Date



# GINOOGAMING FIRST NATION TIMBER CLAIM TRUST

PO Box 868 Longlac, ON P0T 2A0  
TEL: (807) 876-1678 FAX: (807) 876-2982  
CELL: (807) 854-8536 TOLL FREE: 1-866-882-0305

## ***DIRECT DEPOSIT REQUEST***

---

Last Name

First Name

Initials

---

Mailing Address

---

City

Province

Postal Code

Is this a new address? (Please circle correct answer)

YES

NO

---

Bank Name

Branch Number

Account Number

### **Certification:**

I, as the person entitled to receive payments, authorize Ginoogaming First Nation Timber Claim Trust to deposit payments into the above-noted bank account until further notice.

---

Signature

Telephone

Date

### More Information:

- If the financial institution does not allow us to deposit any of your payments into your account, we will mail a cheque to you at the address we have on file.
- Your direct deposit request will stay in effect until you change the information or cancel your request.

If you need help completing this form or have any questions, please call our General Manager at 1-866-882-0305 or 807-876-1678.