

Kivalliq Inuit Association

Student Handbook

Department of Inuit Programs and Services

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Inuit Post-Secondary Education Program

KIA Student Sponsorship Funding

Welcome to Kivalliq Inuit Association Student Sponsorship program. This program provides financial and non-financial support to Kivalliq Inuit Students in the Kivalliq Region and from across Canada with the NTI beneficiary that resides in Kivalliq region so that students can achieve their post-secondary education goals.

KIA's mission is to represent, in a fair, and democratic manner, Inuit of the Kivalliq region in the development, protection, administration and advancement of their rights and benefits as an aboriginal people; as well as to promote their economic, social, political, and cultural well-being through succeeding generations.

Our goal is to fulfill its mission to assist Inuit in the Kivalliq region in training and preparation for a Nunavut Territory.

This funding is received from Indigenous Services Canada (ISC) via Nunavut Tunngavik Incorporated. This student handbook outlines the policies and practices that are in place to make sure that the program runs smoothly and fairly to all students.

Hours of Operation:

Monday to Friday 8:30 A.M. to 12:00 P.M. and 1:00 P.M. to 5:00 P.M.

Toll Free Phone Number: 1-800-220-6581

Student Responsibilities

Students are responsible for the following:

- Submitting Student Enrolment Form the first two weeks of each semester
- Maintaining good attendance and satisfactory academic standing
- Contacting hotel if flight is delayed or canceled
- Notify KIA office as soon as possible if withdraw from training program or if there is a change in your situation
 - Withdrawal from training program or dropping courses (full-time status may change)
 - Changing institutions or programs
 - Change of contact information (example: phone, address/email)
 - Change of bank accounts
 - Marital Status
 - Employment status of your spouse
 - Number of Dependents

Memorandum of Understanding Contribution Agreement (Student Sponsorship Agreement)

The student sponsorship agreement is an agreement between Kivalliq Inuit Association and the sponsored student, the purpose is for the student proposing to undertake training through a designated post-secondary institution located outside or in their home community that will allow them to obtain employable skills.

KIA agrees to provide contributions to the students for the training program the students are studying. Both KIA and student wish to record in writing their respective rights and responsibility with respect to KIA contributions to the student. The student sponsorship agreement will show on last page “Appendix A: Individual Sponsorship Program Allowances” which shows what the student is approved for. Once the student reviews, sign and send the document to the appropriate employment and training officer, student is officially a participant in the program.

Travel Assistance

If you are studying outside of your community, please do not book travel for yourself, work with the employment and training officer who will arrange travel for you or your family(if needed). Unless if you have already paid a travel ticket, you will be reimbursed. KIA will cover two piece of baggage per person. If you bring more than two excess baggage you are responsible to cover extra expenses.

Students whose families accompany them to school will be entitled for round trip at the start and end of school year if fully sponsored by KIA. Christmas travel will not be provided for students who have families with them.

Single students will be entitled for travel assistance from the start date to end date of the school year, only single students are eligible to receive this Christmas travel assistance.

Students must travel up to 2 weeks before and after your program start and end date.

Student Enrolment Form

Once students arrive to school, one of the first things students need to do is go to the registrar or representative for them to complete the student enrolment form. This form is to confirm and proof that students have started their training program. It is very important that students must submit this form to their Employment & Training Officer as soon as possible, as it affects student training allowance and payments. This form must be completed each semester.

No payments will be made if student enrolment form is not completed and submitted.

Tuition

Students who are fully funded or who are funded for tuition top-up by Kivalliq Inuit Association, tuition fees will be paid directly to the post-secondary institution, if students pay on their own, KIA will reimbursement tuition fees directly to student. If KIA pay directly to the student for tuition fees, the student must provide receipt after paying the tuition cost. Students must notify registrar or representative at their training institution that they are a sponsored student by KIA. Tuition payments are paid out only if Invoices are provided to Employment & Training officer. Tuition will not be paid without an invoice.

Books and Supplies

If student pays for books on own, reimbursement will be made for the full costs of required books once student provide a copy of receipt or invoice that shows the name and price.

If the training program requires specialized equipment and supplies, students are eligible to receive supplies/equipment support at a limit of \$1,500.00 per program. Students must provide invoice or receipt with detailed cost breakdown including GST and Shipping.

Lost or damaged Equipment/Supplies

Reimbursement will not be provided if your textbooks, supplies, or equipment are lost or stolen.

Advances for books and supplies

Students may request an advance for the costs of textbooks, equipment, and supplies. To receive an advance pay, students must provide an invoice or detailed list that shows the name of the item with price including shipping and GST. Receipt must be provided after purchase.

Living Allowance

Students are eligible to receive living allowance to assist with day-to-day expenses while attending college/university. If students with spouse are funded under the student sponsorship program only one may claim dependents. Spouses are not considered dependents. Dependents must be living with students while attending school.

Living allowance rate is depending on number of dependents:

Type of Student	Bi-Weekly Living Allowance
Single Student with no dependents	\$500.00
Student with one dependent	\$700.00
Student with 2 or more dependents	\$900.00

Please note that part time student rate is half of the amount above.

Training Allowance

Students who are not receiving any other funding from other funding agencies receive the training allowance, fully sponsored students will receive both living and training allowance. Training allowance may be deducted for income tax purposes.

Training allowance rate is depending on number of dependents:

Type of Student	Bi-Weekly Training Allowance
Single Student with no dependents	\$650.00
Student with one dependent	\$870.00
Student with 2 dependents	\$1090.00
Student with 3 dependents	\$1,310.00
Student with 4 or more dependents	\$1,530.00

Student allowances will be direct deposit to student's bank account provided with their application on Fridays Bi-weekly. Please note that the part time student rate is half of the amount above.

Childcare Subsidy

Students with dependents are eligible to receive childcare subsidy if their spouse is working or is a single parent. Childcare subsidy is paid out bi-weekly following an invoice or receipt. The subsidy is offered at a rate of a maximum of \$40 per child per day for children 0-6 years of age, a maximum of \$25 per child per day for children 7-12 years of age. Invoices or receipts must be submitted to the employment and training officer every two weeks. Students must state if their dependents are under private caregiver or at daycare. The rate per day will be based on daycare rate per day as well as the private childcare giver.

Additional Tutor, Guidance and Counseling Services

KIA acknowledges students and want to support students that might need extra help. If students are struggling with school or your mental health, please let employment & training officer know. More funding for this category may be approved by the review committee.

Rent Supplement

KIA sponsored students are eligible to apply for the rent supplement, Full-time students are eligible to receive this supplement. Part-time students are not eligible to receive the rent supplement.

Students who are in:

Nunavut Arctic College Residence/Units

Funded by FANS Rent are eligible to receive up to a maximum of:

- \$590.00 per month in college residence (dorm/room)
- 254.00 per month for 1-bedroom unit
- \$194.00 per month 2-bedroom unit
- \$191.00 per month 3-bedroom unit
- 340.00 per month 4-bedroom unit

If students are not eligible to receive Rent Supplement from other funding agencies living under Nunavut Arctic College residence maybe eligible to receive full rent supplement from KIA.

Residence/Unit for Non-Nunavut Arctic College Students

Students are eligible to receive up to a maximum of:

- \$1,000.00 per month living in college/university dorm/room
- \$1,000.00 per month living in 1-bedroom unit
- \$2,250.00 per month living in 2-bedroom unit
- \$2,650.00 per month living in 3-bedroom unit
- \$3,100.00 per month living in 4-bedroom unit

Withdrawal or Dropped Courses from Training Program

Students must notify their employment & training officer as soon as possible if they have withdrawn, dropped courses, or have been dismissed from institution and provide a copy of withdrawal/dropped courses form.

Students must complete semester to avoid owing amount to KIA. An exception will be made if students withdraw due to medical or extraordinary circumstances, Students must provide a medical note or a letter from a professional explaining the situation. Amount owing to KIA is calculated based on what the student spent for the year.

Achievement Awards

Achievement Awards are available to all Kivalliq beneficiaries who have successfully completed their training or education courses. Maximum amount awards students are eligible to receive are the following:

- \$1,000.00 College or Technical School Certificate
- \$2,500.00 College or Technical School Diploma
- \$5,000.00 Undergraduate Degree (B.A, B.Sc., B.S.W)
 - For every year completed under the undergraduate degree \$1,000.00 each year to a maximum of \$5,000.00
- \$7,500.00 master's degree or Advanced Professional Degree (MBA, MD)
 - For every year completed under the master's degree \$1,000.00 each year to a maximum of \$7,500.00
- \$10,000.00 Doctorate (Ph.D.)
 - For every year completed under the Doctorate \$1,000.00 each year to a maximum of \$10,000.00