



# Inuit Post-Secondary Education Program Student Handbook

Welcome to the Kitikmeot Inuit Association Inuit Post-Secondary Education Program (IPSEP). This program provides financial and non-financial support to Kitikmeot Inuit students so that they can achieve their post-secondary education goals. Our hope is to eliminate the gap between Inuit and non-Inuit post-secondary education graduation rates, and by having you participate in this program, we are one step closer.

Our ability to run this program is thanks to funding and support from Indigenous Services Canada (ISC) through Nunavut Tunngavik Inc. (NTI).

This Student Handbook outlines the policies and practices that are in place to make sure that the program runs smoothly, is accountable and fair. This document is for general purposes only, for more specific details please see the IPSEP Policy which is available from the KIA at [psecoordinator@kitia.ca](mailto:psecoordinator@kitia.ca).

## ***Before School Starts***

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### ***Application***

Once you are accepted into a post-secondary program, you can apply for the KIA's Inuit Post-Secondary Education Program. The application form can be found on the KIA website or through the KIA PSE Coordinator at [psecoordinator@kitia.ca](mailto:psecoordinator@kitia.ca). Once you submit your completed application package a committee will meet to review it. Application reviews take approximately 3 weeks. Apply early to allow enough time for processing.

The IPSEP has a limited budget. Meeting the program eligibility does not guarantee funding. The actual amount of funding students will receive will be based on the IPSEP funds that are available when the application is reviewed.

Part-time students are eligible for assistance with tuition, books and supplies, and prorated childcare costs.

**\*\* Nunavut and NWT Residents \*\***

Students who are residents of Nunavut or NWT **must** apply to government funding programs such as ALTS, FANS or NWT SFA before applying to the IPSEP program. Even if you know you will be denied funding through these programs you must still apply and submit proof of your approval/denial.

It is important that you do not miss the deadline for government funding programs, as the IPSEP may not have enough funds for students who didn't get their application in on time.

Once students receive confirmation of funding through FANS, ALTS or NWT SFA they may apply to the IPSEP for eligible funding or top-ups.

Students who are co-sponsored by the KIA and another organization may not receive funding for duplicate benefits. For example, if travel is provided through government funding for flights to and from school, the student will not also receive flights from the KIA.

***Contribution Agreement***

After the review committee meets, the PSE coordinator will get in touch to let you know if your application has been approved. If you are approved for funding, the PSE Coordinator will send a contribution agreement and other paperwork for you to sign which outlines the funding you have been approved for. The contribution agreement explains what your responsibilities are as a student. It is very important that you read this document and understand what you are agreeing to.

If you are not approved for funding, there is an appeal process. More information on the appeal process is available in the IPSEP Policy.

***Travel***

Once you sign the contribution agreement and other paperwork you are officially a participant in the Inuit Post-Secondary Education Program!

The next step is to get travel arranged if you will be studying outside of your home community. Please do not book travel yourself, instead work with the PSE Coordinator who will arrange travel for yourself and your family (if needed). If you are travelling by air, the KIA will pay for one piece of baggage per person. If you decide to bring more baggage, you will be responsible for the extra cost.

Students whose families accompany them to school will be entitled to round trip transportation for both themselves, their partner and their dependent children at the

start and end of the school year. Christmas travel will not be provided for students who have their families with them.

Students who do not have family with them (e.g. single students or those whose partners/children stay behind in their home community) will be entitled to transportation at the beginning and end of the school year, as well as a trip home during Christmas break.

You may travel up to two weeks before or after your program start and end dates. However, living and rent allowances will be paid according to your program start/end dates regardless of when you travel. KIA will not pay for your transportation if you stay more than two weeks after school ends. An exception will be made if you will be staying because you have summer employment. This must be approved by the PSE Coordinator in advance.

## ***Once School Starts***

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### **Student Enrolment Form**

Once you arrive at school, one of the first things you'll need to do is go to the registrar and have them complete the Student Enrolment Form. This form is used to show that you started school. It is very important that you submit this form to the PSE Coordinator as soon as possible, since it affects your student payments. This form must be completed each semester you are in school (e.g. September, January, May, etc.)

At the beginning of the school year, no student payments will be made before the PSE Coordinator receives this form. In each subsequent semester of the school year, your student payments will continue uninterrupted for the first calendar month. However, if we don't receive your Student Enrolment Form within the first calendar month of the semester your student payments will be suspended until your form is received.

### **Tuition**

If you receive tuition support through IPSEP, this money will be paid directly to your post-secondary institution to cover your tuition costs. Upon registering, please identify yourself to the registrar's or cashier's office as being a student sponsored by the Kitikmeot Inuit Association. If you receive tuition support, please send your tuition invoice to the PSE Coordinator as soon as you receive it so that they can coordinate payment with your school.

## **Books and Supplies**

### *Textbooks*

If you are eligible for books and supplies support, you will be reimbursed for the full cost of your required textbooks once you provide:

1. A copy of each course outline listing the required textbooks, AND
2. A copy of your detailed receipt that shows the name of the textbook you purchased as well as price.

### *Equipment and Supplies*

If your program requires specialized equipment or supplies (e.g. a special calculator, stethoscope, etc.) you may be eligible for funding to help with these costs. There is a limit of \$1000.00 per program for this type of support. To be reimbursed you must provide:

1. A detailed program outline noting the mandatory equipment and supplies, AND
2. A purchase receipt that includes a detailed cost breakdown.

### *Lost or Damaged Equipment*

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

### *Advances for Books and Supplies*

We know that not all students have the money to be able to buy their books and supplies up front and then have the costs reimbursed. If that is the case, you may request an advance for the cost of your books, equipment or supplies. To receive an advance, you must provide:

1. A course outline listing required resources, AND
2. A detailed list that shows the name of the item you will be buying as well as the price that you will be paying.

Within two weeks of receiving the advance, you must provide a receipt showing that you purchased the approved items. If a receipt is not provided, or the receipt is for a lower amount than what was advanced, the amount advanced will be taken off of your future student payments.

## **Rent/Residence Assistance**

You may be eligible to receive assistance with rent or residence costs. Assistance with rent will be paid directly to the student. Assistance with residence costs will be paid directly to the institution. More information about rent assistance can be found in the IPSEP Policy.

If you are approved for rent assistance, you must send the PSE Coordinator something that shows you paid your rent costs each month. Items such as an e-transfer receipt, bank statement showing your payment or receipts from your landlord would all be acceptable.

You will not be able to receive your next month’s rent assistance until you send proof of payment for the current month.

No assistance will be provided for damage deposits. Students are responsible for paying their damage deposit out of their own funds.

**Living Allowance**

You may be eligible to receive a living allowance to assist with your day to day expenses while you are attending school. If both you and your spouse/common-law are students, only one of you can claim your children as dependents.

<b>Living Allowance Rates</b>	
Student with No Dependents <i>Living in Residence with a Meal Plan**</i>	\$800
Student with No Dependents <i>Living in Residence without a Meal Plan</i>	\$1,463
Student with 1 Dependent	\$2,058
Student with 2+ Dependents	\$2,708
<i>Spouses and common-law partners are not considered dependents. See IPSEP Policy for details on dependent eligibility</i>	

*\*\*If you are a FANS, ALTS or NWT SFA funded student who is living in residence with a meal plan, please see the full IPSEP Policy for how your living allowance/rent will be calculated.*

*Living Allowance Payment Schedule*

Your monthly living allowances will be deposited directly into your bank account on or by the 1st and 15th day of every month, even if it's a weekend or a holiday. Monthly living allowances will be paid in two equal installments and will continue through Christmas and study breaks. Living allowances are not paid for any semester where you are not considered a full-time student.

Living allowances are based on the number of calendar days you are enrolled in full-time studies for that month. The following chart shows the amount you may be eligible to receive each month:

<b>Calendar Days Enrolled in School</b>	<b>Monthly Living Allowance</b>
1-15	50%
16-31	100%

For example, if your program starts on September 4, you will receive 100% of your monthly living allowance. If your program starts on September 17, you will receive 50% of your monthly living allowance.

Alternatively, if your program ends on May 4, you will receive 50% of your monthly living allowance. If your program ends on May 16 you will receive 100% of your monthly living allowance.

### **Childcare Subsidy**

You may be eligible for support with childcare costs for your dependents if they are under 12 years old. The subsidy will be offered at a rate of \$35 per child per day. Spouse or common-law partners providing childcare are not eligible for the childcare subsidy.

For Nunavut licensed daycares, this subsidy will be paid directly to the daycare. For licensed daycares outside of Nunavut and all private childcare, these fees will be paid directly to you. From time to time the KIA may ask for receipts or other documentation from you to show that all childcare subsidy funds have been paid to your childcare provider.

### **Additional Tutoring, Guidance and Counseling Services**

We want to see you succeed and know that sometimes you might need a bit of extra help. If you are struggling with school or your mental health let us know. We may be able to financially support you with getting extra tutoring, guidance or counselling services. If at any point in the year you feel like you need these extra services, get in touch with the PSE Coordinator.

## ***After Each Semester***

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### **Transcripts**

Within 30 days of the end of each semester, you must send the PSE Coordinator a copy of your transcript. Your transcript will be used to make sure your academic standing is on track and provide support if you're struggling. Failure to send your transcript may result in your student payments ending.

## ***Changes to Your Situation***

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If you are considering making a change, such as withdrawing from school or reducing your course load, please get in touch with the PSE Coordinator before you make the change! Some changes impact your eligibility for the program or the allowances you receive. Therefore, it is very important to let us know if you plan to make a change, so we can avoid a situation where you are paid funds that you aren't eligible for and have to repay them.

Changes we need to know about are:

- withdrawing from school
- withdrawing from some courses (your full-time status may change)
- changing institutions or programs
- changing contact information - address/phone/email
- changing bank accounts
- change in marital or common-law status
- change in the number of dependents who are staying with you
- other financial circumstances such as receipt of other funding (e.g. change to FANS status). You do not have to let us know about scholarships.

## ***Academic Standing and Withdrawal***

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### **Academic Standing**

Throughout your time in the Inuit Post-Secondary Education Program, you must maintain good academic progress. This means that you must pass at least 60% of your course load or work with us to develop a satisfactory work plan in situations where you are failing courses. The transcript you submit at the end of each semester will be used to assess your academic standing.

### **Withdrawing from the IPSEP**

#### *Withdrawal at the end of the semester due to personal reasons*

If you complete the semester, but do not go back the following semester for personal reasons, you are eligible to re-apply to the IPSEP at any time.

#### *Withdrawal at the end of the semester due to academic standing*

If you complete the semester, but do not continue due to your academic standing, you will not be eligible to participate in the IPSEP for a period of two years unless you meet the criteria outlined for repayment in the IPSEP Policy.

### *Withdrawal prior to completion of semester*

If you withdraw from your post-secondary program before the end of the semester, you will not be eligible to participate in the IPSEP for a period of three years unless you meet the criteria outlined for repayment in the IPSEP policy.

## ***Our Responsibilities and Your Responsibilities***

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This program is a partnership between you and the KIA. In order for it to work smoothly, both of us need to make some commitments. Here are our expectations for both parties:

KIA	Student
<ul style="list-style-type: none"><li>• Support you the best that we can within the limitations of our budget.</li><li>• Be there to answer questions or concerns.</li><li>• Process payments in a timely manner.</li></ul>	<ul style="list-style-type: none"><li>• Provide information quickly when requested (e.g. rent receipts, childcare receipts, tuition invoices, etc.)</li><li>• Go to class and do your best. If you're struggling, get in touch with us, we may be able to help.</li><li>• If things change, let us know right away.</li></ul>

We are here to support you, not just financially, but to help you overcome obstacles that may be standing between you and your post-secondary education goals. Please get in touch if there is anything we can do to help.

## ***Contact Us***

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### **Vicki Aitaok, Post-Secondary Education Coordinator**

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