



Chippewas of the Thames First Nation  
Board of Education

2016 – 2017  
Post Secondary  
Bursary and Assistance Program  
Guideline and Application

# Chippewas of the Thames Board of Education Post Secondary Bursary Assistance Program Guidelines

## **RATIONALE:**

COTTFN Board of Education Bursary Assistance Program was set up to help alleviate some of the financial stress students may experience. Through community engagement, various guidance requests, post-secondary students' feedback and applications for post-secondary it is recognized that student's experience many trying moments when they are away from home and even when they are not. Taking on a new program or trying to complete an unfinished program any number of situations can arise. Adult students have a host of needs often separate to those first time students just leaving home. The bursary program is meant to assist as many various situations as possible both young and more mature, help students reach their dreams.

## **ASSISTANCE:**

Students applying for assistance may be granted a Bursary based on documented need in the amount specified in each category. The Benevolent Fund is set for emergency and extenuating circumstances that have occurred which are preventing you from being successful in your program. In each one of these situations the determination will be assessed by the Post Secondary Counsellor, the Education Director and the Board of Trustees based on documented individual need. The decision of the group will be final and there will be no appeal process.

## **ELIGIBILITY:**

Students who are registered members of the Chippewas of the Thames First Nation, including students who are living in the United States, as documented by the COTTFN Administration office. Proof of such will be required in the form of a copy of status card or a current letter from Membership at the Chippewas of the Thames First Nation Administration office.

Students must also produce proof that they are attending a higher learning institution. Confirmation from the place of attendance will be required (see Attendance Confirmation Form) to be filled out and signed by a designated authority.

It is not required that students be part of the COTTFN Post Secondary funding program, we welcome all members in a higher education program apply for the assistance as per guidelines per category.

**APPLICATIONS:**

Applications will be available at the Education Office, Administration Office, Employment and Training office as well as online. If you would like to have an application mailed to you, please send a note along with a self-addressed envelope to:

Post Secondary Bursary and Assistance Program  
Chippewas of the Thames FN Board of Education  
324 Chippewa Road,  
Muncey, ON N0L 1Y0

**We are not able to accept any faxed, scanned or emailed applications.** All applications must be sent by mail or courier by the deadline date or applications will not be processed. All applications must be RECEIVED AT THE OFFICE on the day of or before the due date. You will be notified that your application has been received either by telephone, email or mailed receipt. Please ensure your current email and mailing address is on file as well as a telephone number you can be reached at. No other notifications will be sent until the final decisions are made, if you have questions or wonder if your application has been received, please make sure to call the office within office hours of 8:30 – 4:30 Monday to Friday (closed statutory holidays).

When applying for the Benevolent Fund please ensure you have completed your statement of need and included as many details as possible in order to help the team guide their decision regarding your situation. You are not at liberty to disclose any details you are not comfortable with however all forms will be held in complete confidence as well as locked in the office. You will be notified by telephone and mail of the final decision of the Bursary Assistance team.

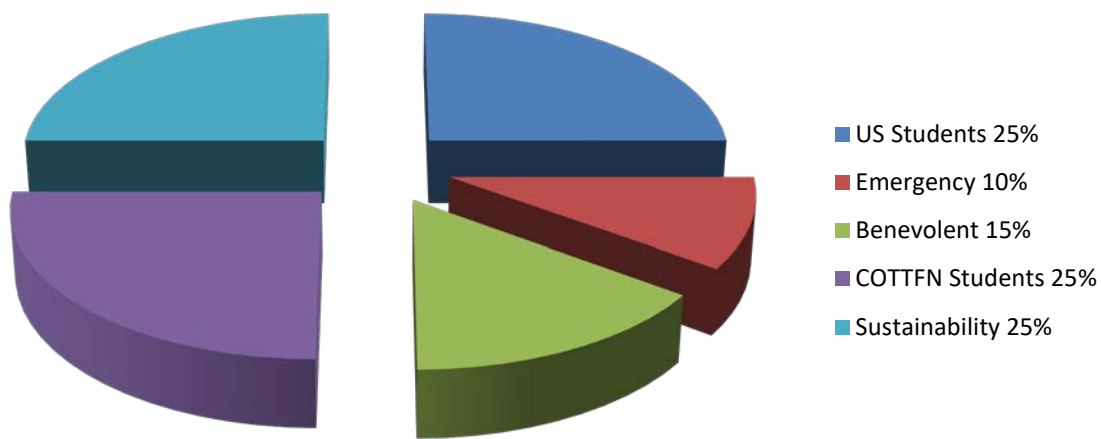
The board of education staff and/or trustees reserve the right to authenticate all information pertaining to the application prior to any decision being given. Once you have sent your application in you agree to the terms of authentication.

**STUDENT RESPONSIBILITY:**

It is the student's responsibility to fully complete and mail or courier this application with all required documentation. The completed application needs to reach the Education office either on or before the due date listed in the category you are applying for. *Any applications received after 4:30 pm (EST) on the due date will not be processed however you will be able to reapply for the next deadline date for consideration.*

If there is any portion of the application you do not understand it is your responsibility to make contact with the Education office to get assistance completing your applications. Education staff is not permitted to alter or complete the applications in any way on behalf of applicants.

## Proposed Allocation in % for BBC Education Interest Money



### ***Currently the Board of Education Trustees have proposed these possible categories for the fund:***

1. COTTFN International Students currently are not being funded according to National Guidelines. This would allow them the opportunity to apply for assistance.
2. Emergency is a fund set aside for things outside of your control. Things happen and we understand students don't have much to fall back on.
3. COTTFN Students while being funded still fall very short of the mark when it comes to having enough to survive. Book prices, rent, parking etc.
4. Sustainability is the fund where the long term planning is taking place. The Board would like the fund to be in place for a long time and this amount will be rolled into the next year in order to continue to plan for the future.



3) If the funds do not cover your needs, what is your plan to make up the rest? (ie.) OSAP, personal loan, savings etc.

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4) Provide a draft budget with the amount requested with as many supporting documents as possible (ie.) course outline, rent, receipts etc. (a copy of your draft budget must be included)

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5) Please provide 1 letter of support regarding your application (provide a letter template as an Appendix)

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6) If you are successful, at the end of the year no later than April 30<sup>th</sup> you will be required to follow up on the disbursement of funds and you will be required to show how the funds helped you. ***\*\*Failure to submit a final report can jeopardize any further education funding\*\****

**DECLARATION:**

*I acknowledge the information I have submitted is true and accurate to the best of my ability. I understand submitting information that cannot be supported can and will affect my eligibility to be further funded by education dollars.*

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Student Signature

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Date



**CHIPPEWAS OF THE THAMES BOARD OF EDUCATION  
POST SECONDARY BURSARY AND ASSISTANCE PROGRAM APPLICATION FOR  
EMERGENCY FUNDING**

Applicants Name:	Telephone #:	Date of Application: Year:      Month:      Day:
Street Address:	Cell #:	Date of birth: Year:      Month:      Day:
City: Prov.: Postal Code:	Sex of Applicant: Male <input type="checkbox"/> Female <input type="checkbox"/>	Band Registry #: <b>1660</b>

1) Please briefly explain what your emergency is.

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2) Please outline the amount you are requesting with supporting documentation.

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3) Once your emergency ends please explain how the funds assisted you.

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**DECLARATION:**

*I acknowledge the information I have submitted is true and accurate to the best of my ability. I understand submitting information that cannot be supported can and will affect my eligibility to be further funded by education dollars.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**\*\* All funding requests must pertain to current school year\*\***

Please read examples listed in each fund to determine the fund that is most applicable to you. The following are included but not limited to. If you are unsure ask an Education staff member.

Applications for the following are due on or before: **November 14<sup>th</sup>, April 17<sup>th</sup>, August 15<sup>th</sup>**

### **BENEVOLENT**

- technology (electronics, laptop etc.)
- software
- uniforms/work relevant attire
- school/program related workshops/conferences (outside of regular institution)
- childcare
- travel
- supplies
- association fees ie.) ONECA, OCT ect.
- fees (school)
- internet data
- deposits regarding school
- print fees
- assisted technology

### **COTTFN INTERNATIONAL STUDENTS** *(comparable to COTTFN Post Secondary Policy)*

- tuition
- living allowance
- book/supplies
- travel
- parking
- tutoring
- additional fees
- professional fees

### **COTTFN STUDENTS**

- travel
- parking
- supplies
- rent
- tuition to non-traditional education institutions
- professional fees
- late & application fees
- deposits
- tutoring
- co-op/placement costs
- internet/data
- printing fees
- travel for ceremony purposes



***\*\* All funding requests must pertain to current school year\*\****

Please read examples listed to determine what are most applicable to you. The following are included but not limited to. **In case of an emergency please contact the Education Office as soon as possible.**

**EMERGENCY**

- a death or critical illness (travel)
- traditional healing/mentoring/mental health 'breaks'
- unexpected fees from rent, childcare, books/supplies, tutoring or illness
- natural disaster
- personal (household) emergency
- student card replacement
- food/special diet
- car breaks down
- medication
- fridge goes or large critical appliance
- flood/water damage