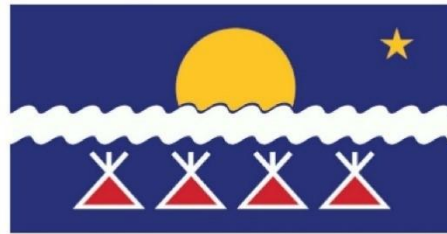


Tłıchq Ndek'áowó



Tłıchq Government

# Policy Manual

**Tłıchq Government  
Post-Secondary Programs**

Updated June 30, 2025

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## Section 1: Overview

### 1.1 Purpose

This policy manual provides a fulsome explanation of the Tłıchq Government's Post-Secondary Programs and policies.

The Tłıchq Government's Post-Secondary Programs (PSP) provide supports to post-secondary students who are Tłıchq citizens and/or members of one of the former Tłıchq First Nations Bands of Dechi Laot'i First Nation, Gamètì First Nation, Whatì First Nation or Dogrib Rae Band.

There are a total of six funding streams under the Tłıchq Government's PSP including:

- Top-up Program
- Dq Nàke Lààni Nàts'etso Bursary
- Graduation Celebration Grant
- Laptop Benefit Program
- Emergency Funds
- Privately Funded Scholarships

### 1.2 Authority

The Director of Client Services is responsible for the overall implementation and operations of the program. The Post-Secondary Education Committee (PSE Committee) approves the allocation of the Dq Nàke Bursary and Private Scholarships and reviews Top-up Fund allocations.

The Director of Client Services prepares draft policies and recommendations for consideration by the Tłıchq Executive Officer. The Tłıchq Executive Officer makes policy recommendations to the Chiefs Executive Council. The Chiefs Executive Council has authority to make and amend policies.

Programs funded by Canada must first and always align with the program rules and regulations set out as the minimum standard by the Government of Canada. If there is ever an incongruity between policies, the Government of Canada policy shall prevail.

### 1.3 Application

These policies apply to all applications for funding under the PSP.

### 1.4 Privacy

The Tłıchq Government collects, uses, discloses, and retains personal and confidential information in its operations. Some of this information is collected on behalf of Canada. The Government of Canada collects, uses, discloses and retains personal and confidential information in its operations in compliance with the *Privacy Act*.<sup>1</sup>

Personal information will only be collected when necessary and only utilized for the purposes intended. In the case of Post-Secondary Education (PSE) applications, the collected data may be shared with the Tłıchq Registrar to update contact information and Career Development Coordinators to assist with career planning. Applicants are notified and have the opportunity to provide consent at the beginning of the application process.

It is the position of the Tłıchq Government that confidential information shall be treated as such, and personal information will only be collected when necessary and only utilized for the purposes intended. The Tłıchq Government is committed to managing and safeguarding all personal information it receives about employees, members of the public, clients and all others who engage with the Tłıchq Government and who provide their personal information. Unless required by law, no personal information that is collected shall be used or disclosed without first receiving consent to do so from the individual providing the information.

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<sup>1</sup> <https://laws-lois.justice.gc.ca/eng/acts/P-21/page-1.html#h-397260>

## Section 2: Definitions

1. **Tłjchq citizen:** An individual on the Tłjchq citizenship list because:
  - a. Has Aboriginal ancestry and had resided in and had used and occupied any part of Mqwhì Gogha Dè Njłtłèè on or before August 22, 1921 and had received Treaty 11 benefits; or A descendant of such person;
  - b. Or was a member of Dog Rib Rae Band; Whatì First Nation Band; Gamètì First Nation Band; Dechi Laot'i First Nations Band (Wekweètì); at the time of the effective date (August 4, 2005);
  - c. Or was adopted the laws of by a person described in (a.) or (b.); or By a Tłjchq Citizen, or Is a descendant of any such person.
2. **Private scholarships:** Private donations received by the Tłjchq Government from individuals, corporations, and non-governmental organizations and distributed to Tłjchq post-secondary students as scholarships.
3. **Private scholarship donors:** Individuals, corporations and non-governmental organizations who wish to donate funds to establish a scholarship for Tłjchq post-secondary students.
4. **Donation agreement:** An agreement between an individual, corporation or non-governmental organization and the Tłjchq Government for the purpose of receiving and dispersing scholarship funds.
5. **Immediate family member:** Means an individuals' father, mother, brother, sister, spouse, child, step-child, foster child, or any relative with whom the individual permanently resides. As per Tłjchq custom, immediate family member should be interpreted to include individuals who are not related by blood but were raised together in a family unit.
6. **Post-Secondary Education Committee (PSE Committee):** Means the committee of Client Services staff and community members who approve

the allocation of the Dq Nàke Bursary and Private Scholarships, review Top-up Fund allocations, and consider appeals.

7. **Academic year:** the period of the year during which students attend an educational institution, usually from September to June but can vary depending on program.
8. **Tłıchq Resident:** Tłıchq Citizen, living on Tłıchq lands or in one of the Tłıchq communities of Behchokò, Wekweètì, Whatì and Gamètì.
9. **Tłıchq Non-resident:** Tłıchq Citizen, not living in a Tłıchq community or on Tłıchq lands, for example a citizen living in Yellowknife, Fort Smith, Hay River, Fort Providence or Southern communities.
10. **Full-time student:** are students enrolled in at least 60% of a full course load or 40% of a full course load if the student has a permanent disability or a persistent or prolonged disability that is expected to impact the student during the academic year.
11. **Part-time student:** are students who are not enrolled as a full-time student.
12. **Retroactive funding:** is payment for costs incurred or payment of funding to the student before the date on which their application was approved.
13. **Withdrawal:** occurs when a student enrolls in a program, and subsequently decides they must drop all classes and leave their academic program and institution after the term begins.
14. **Economic need:** the need resulting from living near or below the poverty line.
15. **Dependant:** means a child aged 18 or younger, the student has legal guardianship of (legal documentation signed by one of the parents is required) or a child over 18 with a permanent disability and unable to care for themselves. Medical documentation maybe required. To be eligible to

claim the dependent they must not be attending post-secondary education and receiving Top-up Funding and must be financially dependent upon the student. The dependent must be living with the student for at least 50% of the time in each semester that the student is receiving assistance. A dependent can only be claimed by one legal guardian



## Section 3: Eligibility for Tłıchq Government Post-Secondary Programs (PSP)

This section outlines the minimum requirements applicants must meet to be considered for PSP.

### 3.1 Eligible Applicants

#### 1. Purpose and Position

The Tłıchq Government wants to ensure that Tłıchq citizens have access to supports that will help them succeed in their studies.

The purpose of this policy is to establish who is eligible to apply for Tłıchq Government PSP.

#### 2. Requirements

To qualify for Tłıchq Government PSP an individual must:

- a) Be a Tłıchq citizen or a member of one of the former Tłıchq First Nations Bands maintained by the Department of Indian Affairs and Northern Development: the members of the Dog Rib Rae band, the Wha Ti First Nation band, the Gamètì First Nation band or the Dechi Laot'i First Nations band and
- b) Be enrolled at an eligible institution (see policy 3.2 – Eligible Institutions) and in an approved program (see policy 3.3 – Approved Programs).

Applications will not be accepted from individuals who:

- a) Have arrears with any Tłıchq Government PSP; or
- b) Have outstanding documentation owing to the Tłıchq Government from any previous PSP support received.

## 3.2 Eligible Institutions

### 1. Purpose and Position

The purpose of this policy is to clearly define which institutions have programs that a student must be enrolled in to be considered eligible for funding under PSP.

The Tłıchǵ Government seeks to support attendance at educational institutions that have been recognized by their provincial or territorial education authority of awarding academic credentials (degrees, diplomas, certificates).

### 2. Requirements

- a. To be considered an eligible institution a post-secondary educational institution must be on the Master List of Designated Educational Institutions as determined by the Government of Canada.
- b. Foreign institutions may be eligible if the student provides evidence that it is recognized in Canada as an acceptable post-secondary institution of study.
- c. Adult Basic Education Centres are not considered eligible institutions.

## 3.3 Approved Programs

### 1. Purpose and Position

The purpose of this policy is to clearly define what program a student must be enrolled in to be considered eligible for funding under Tłıchǵ Government PSP.

The Tłıchǵ Government seeks to support attendance at programs that meet minimum quality requirements.

### 2. Requirements

To be considered an eligible program it must meet the following conditions:

- a. Be delivered at an eligible institution (see policy 3.2 - Eligible Institutions).
- b. Be a degree, diploma, certificate, or other program that is made up of credit courses.
- c. Be at least twelve continuous weeks
  - i. Programs measured in hours will be reviewed on a case-by-case basis. Institutions will be required to provide confirmation of the fulltime status of the program.
- d. Spring or summer semester programs which are less than 12 continuous weeks may be eligible. Applications will be reviewed on a case-by-case basis.

## Section 4: Core Financial Supports

### 4.1 Top-up Program

#### 1. Purpose and Position

The purpose of this policy is to establish parameters for the Top-up Program and outline financial support amounts and payment schedule.

The Tłıchq Government wishes to encourage Tłıchq Citizens to attend post-secondary education to support the development of Tłıchq communities and build the strength of the Tłıchq Nation.

The financial assistance is intended to supplement other sources of income available to students including: savings; employment earnings; scholarships; bursaries; and Student Financial Assistance programs of other governments.

#### 2. Requirements

##### Eligibility

1. Applications will be considered from individuals who:
  - a. Meet the requirements outlined in the policies in Section 3 and are a Tłıchq citizen.
2. Applications will not be accepted from individuals who:
  - a. Receive Impact Benefit Agreement (IBA) student financial assistance or land-claim funded student financial assistance from other First Nations, Métis or Inuit organizations.
3. To be eligible for funding students must be enrolled full time in an approved program (see policy 3.3 - Approved Programs) at an eligible institution (see policy 3.2 - Eligible Institutions).

4. For each month of a program in which the student is enrolled for ten (10) days, they will be eligible to receive funding for that month.

#### Financial Support

5. The amount of financial support available to students is approved annually by the Chiefs Executive Council and included in Appendix A.

#### Payment Schedule

6. The payment schedule is approved annually by the Director of Client Services and is included in Appendix B.

### 4.2 Dq Nàke Lààni Nàts'etso Bursary

NOTE: Students who are eligible for the Government of the Northwest Territories - Student Financial Assistance (SFA) are strongly encouraged to apply for SFA first.

Students must provide the Tłıchq Government with a letter from SFA denying the student the basic and supplemental grants (or equivalent Indigenous student financial assistance programs) before the student is eligible to receive the Dq Nàke Lààni Nàts'etso Bursary.

#### 1. Purpose and Position

The purpose of this policy is to establish parameters for the Dq Nàke Lààni Nàts'etso Bursary, outline additional eligibility criteria, and outline financial support amounts and payment schedule.

The Dq Nàke Lààni Nàts'etso Bursary aims to improve the education opportunities for First Nations students by providing them with funding to access post-secondary education and university and college preparation.

The program is offered through the Tłıchq Government. The Tłıchq Government is responsible for determining the funding and selection criteria.

The Government of Canada provides funding for this program as part of a funding agreement with the Tłıchq Government.

The Tłıchq Government seeks to ensure that all students have adequate funding to pursue post-secondary education.

## 2. Requirements

### a. Applications will be considered from individuals who:

- i. Meet the requirements outlined in the policies in Section 3 and are a member of one of the former Tłıchq First Nations bands of: Dechi Laot'i First Nation (Wekweètì), Gamètì First Nation (Gamètì), Whatì First Nation (Whatì) or Dogrib Rae Band (Behchokò); and
- ii. Have been considered ineligible to receive the GNWT Student Financial Assistance grants; and,
- iii. Are not receiving funding from other Indigenous organizations for books, tuition and/or living expenses.

### b. Applications will not be considered from individuals who:

- i. Are eligible to receive the GNWT Student Financial Assistance and/or equivalent Indigenous student financial assistance programs but have been denied funding due to arrears, or outstanding documentation.

- c. University & College Preparation Program: Applicants attending an eligible institution in a program that provide students with the necessary courses to attain their academic level for post-secondary institution entrance may be eligible for a maximum of one year of funding.
- d. Application will be accepted from full-time and part-time students.
  - i. Full-time: Full time students may be eligible for support for tuition and books and up to 100% of the benefit for living expense, travel support and childcare.
  - ii. Part-time students: Part-time students may be eligible to receive reimbursement for tuition and books and up to a maximum of 50% of the benefit for living expenses, travel support & childcare
  - iii. Part-time students who demonstrate that they are unable to study full-time for reasons such as disability or family commitments may be eligible for support for tuition and books and up to 100% of the benefit for living expenses, travel support & childcare.
- e. Maximum annual benefit: The maximum amount payable to any student cannot exceed \$53,000 per year. Exceptional circumstances will be considered for advanced professional degrees or masters or doctoral degrees.
- f. Tuition & Books: Funding for tuition is based on actual expenses for tuition and mandatory fees, verified by the academic institution. Funding for books is based on an estimated or actual amount, verified by the institution.

- g. Living Expenses, Travel Support & Childcare: Students who have demonstrated economic need may apply for support for living expenses, travel support and childcare support. Students are considered to have economic need if the total cost of their family's monthly basic needs and housing costs are more than their total financial resources. Financial resources are based on the student's income as outlined in section j(i). Monthly basic needs and housing costs are calculated based on the family size and using the Market Basket Measure for the region/city in the province or territory where the student is living while attending school.
- i. Living Expenses: Living expenses are based on 100% of the federal government's Market Basket Measure for the region/city in the province or territory where they are living while attending school and is calculated based on the number of people in the household.
- ii. Travel Support: The maximum amount of financial support for travel for students living away from their permanent residence is approved annually by the Chiefs Executive Council and included in Appendix E. Eligible travel support expenses only include gas or airfare and hotels. Students must choose the most economical means for all travel. Travel expenses can be reimbursed to the student or paid directly to the vendor by the Tł̓chq̓ Government. All requests for reimbursement must be submitted within 30 days of the expense and include an official receipt.
- iii. Childcare Support: Students who have dependents living with them at least 50% of the time are eligible for reimbursement of childcare costs up to the maximums per Statistics Canada reporting measures. If students are not able to pay childcare costs upfront and then seek reimbursement, they are able to provide an invoice and have monies advanced to them. All requests for reimbursement must be submitted within 30 days



of the expense. Where licensed childcare is not available, and alternate care arrangements are made, the amount of the benefit will be considered on a case-by-case basis by the PSE Committee. See Appendix F for current rates.

- h. Determining Living Expenses Benefit Amount: Students must provide their previous year tax return as the basis for determining their living expense benefit amount.

Students who expect a significant change in income due to a change in their employment status when they attend school, may request an exception, and have an estimated income used to calculate their benefit. Benefits are calculated as follows:

<u>Income</u>	<u>Benefit Reduction Rate</u>
< \$20,000	0%
\$20,000 - \$75,000	30%
>\$75,000	50%

If a student's income or circumstances change during the school year they can request to have their benefits reviewed and recalculated.

- i. Eligible Income: In calculating a student's income, the following will be included:
- Income from employment both full-time and part-time;
  - Honoraria;
  - Government assistance such as employment insurance, and income assistance.
- ii. Exempt Income: In calculating the student's employment income, the following shall not be included in the calculation:
- Their spouse's income,
  - Any funds received as a scholarship, bursary or award,
  - Tłchq Government Top-up Program Funding, and

- Canada Child tax benefit.
- iii. Verifying Income: Students must provide their notice of assessment for the years they receive funding to validate their income. Income variances of \$5,000 or less will not result in the student having to pay back funds. Income variances of over \$5,000 or more will result in the student having to pay back funds. Students who underestimate their income are not eligible for retroactive funding.
  - i. Selection Criteria: Where the total amount of applications exceeds the available funding the PSE Committee will use the following selection criteria to determine recipients:
    - i. Enrolment in Program: Applications from students who are already attending a program will be prioritized over applications for new studies.
    - ii. Financial Need: Applicants who demonstrate the greatest financial need will be prioritized. Financial need is the difference between costs and the ability to pay. At the request of the PSE Committee students must disclose all financial resources available to the student to attend school including other approved funding, family support and expected income. Likewise, they can provide a listing of all reasonable expenses including: tuition, fees, books and materials, rent/mortgage and childcare.
    - iii. Prior Academic Performance: The Committee will consider the academic achievement of applicants including official transcripts and results on standardized tests.
    - iv. Knowledge of Tłjchq Language, Culture & Way of Life: The Committee will consider the applicant's participation in Tłjchq cultural activities and community life.

- v. Other activities: The Committee will consider the applicant's participation in school, extracurricular, athletic and community activities.
- vi. Recommendations: The Committee will review any recommendations from teachers, professors and Tł̓chq citizens.
- vii. Interviews: If necessary, the Committee may conduct an interview with the applicant to gather further information.

### 4.3 Application Requirements

#### 1. Purpose and Position

The purpose of this policy is to clearly define how individuals can apply for Core Financial Support Programs.

The Tł̓chq Government seeks to ensure the application process is fair and transparent.

#### 2. Requirements

- a. For an application for funding to be considered applicants must:
  - i. Complete an application form in paper or electronic format.
  - ii. Submit the application form and all supplemental documentation by the deadlines outlined in Policy 4.4 - Application Deadlines.
- b. Applicants must complete a new application form for every year of study they are seeking funding.
- c. Application forms must be accompanied by a proof of registration from their academic institution and proof of residency by health card of province or territory in which an individual permanently resides.

- d. Incomplete applications will not be considered. Applicants will be notified if their application is deemed incomplete.
- e. Applicants must submit their transcript at the end of the academic year to complete their application. If a student fails to submit their transcript, they will be considered to have amounts paid in the academic year owing to the Tłıchq Government and they will not be able to apply in subsequent years until all documentation is received and all arrears are paid in full.

#### 4.4 Application Deadlines

##### 1. Purpose and Position

The purpose of this policy is to outline application deadlines for Core Financial Support Programs.

The Tłıchq Government seeks to ensure the application process allows for adequate time for administrative processing and decisions by the PSE Committee.

##### 2. Requirements

- a. Application intake periods for the Core Financial Support Programs are as follows:
  - i. Fall Semester: Applications will be accepted between February 1 to June 30. All supplemental information must be received from the student by September 30.
  - ii. Winter Semester: Applications will be accepted between June 1 to October 31. All supplemental information must be received from the student by January 31.
  - iii. Spring/Summer Semester: Applications will be accepted between October 1 to February 28. All supplemental information must be received from the student by May 31.

- b. Applications will only be accepted from students who are applying for the Bursary to attend a University and College Preparation program during the fall semester intake. Applications for all other programs will be accepted during all three intake periods.
- c. Late applications: Late applications may be considered only in situations where there is a surplus of program funds; however retroactive funding is not permitted for studies completed in a previous fiscal or academic year. Late applications will only be reviewed at the next regular PSE Committee meeting therefore there will be a delay in receiving funding.

## 4.5 Withdrawal from Program

### 1. Purpose and Position

The purpose of this policy is to establish financial implications of students withdrawing from a program for which they have received Core Funding Supports.

While wanting to maintain fairness and financial accountability, the Tłıchǵ Government doesn't want to penalize students who are unable to complete their studies.

### 2. Requirements

- a. Notification: If a student withdraws from a program, they must notify the Director of Client Services immediately and provide proof of the date of withdrawal.
- b. If student does not attend program: If an applicant decides not to attend a program for which they have been approved and received funding, the applicant is responsible for repaying the entire amount of funding to the Tłıchǵ Government immediately.

- c. If student withdraws from program during academic year: If a student withdraws from a program, the Tłjchq Government will immediately suspend all future payments.
- d. Tuition: Any amounts credited by an institution due to student withdrawal will be paid directly to the Tłjchq Government and not the individual student.
- e. Books: If books have not yet been purchased, any amounts advanced to the student for books are due back to the Tłjchq Government immediately.
- f. Living Expenses & Childcare: Funding allowances for living expenses and childcare will cease at the end of the month in which the student withdraws.
- g. Travel: If maximum amounts for travel support have not been exceeded, students living away from their permanent residence will receive financial support to return home.
- h. Top-up: As per Section 4.1 - Top-up Program requirement (e) if the student is enrolled for fewer than 15 days in the month they withdraw, they will not be eligible to receive that month's funding.
- i. Amounts owed to the Tłjchq Government: Should a student withdraw from a program, any amounts paid to the student in excess of the benefits outline above, will be due to the Tłjchq Government and a student may not receive any other funding for post-secondary education until all arrears are paid in full.

## Section 5: Supplemental Financial Supports

Applications for Supplemental Financial Supports will only be accepted from Tłıchq citizens who meet the requirements outlined in Section 3.

### 5.1 Graduation Celebration Grant

#### 1. Purpose and Position

The purpose of this policy is to establish criteria for graduates of approved programs to receive funds for graduation and to set the amount of the grant.

#### 2. Requirements

- a. Students who have successfully completed an approved program at an eligible institution may apply for the Graduation Celebration Grant.
- b. Transcripts demonstrating successful completion of a program must accompany the application.
- c. Applications will be accepted up to thirty (30) days after graduation/convocation.

#### Financial Support

- d. The amount of the grant is approved annually by the Chiefs Executive Council and included in Appendix C.

#### Payment Schedule

- e. Graduation Celebration Grant funds will be dispersed within 15 days of approval of the application.

## 5.2 Laptop Benefit Program

### 1. Purpose and Position

The purpose of this policy is to establish criteria for applying for the laptop program.

The Tłıchǵ Government wishes to ensure that students have the equipment and technology they need to succeed.

### 2. Requirements

- a. Students who demonstrate a need for a laptop may apply for the laptop program. Students may be required to provide additional supporting document at the request of the Post-Secondary Student Support Programs Coordinator.
- b. Students may only apply for the laptop program once in their lifetime.
- c. Applications for the laptop program will be accepted three times a year as follows:
  - i. Fall Semester: Application deadline June 30.
  - ii. Winter Semester: Application deadline October 31.
  - iii. Spring/Summer Semester: Application deadline February 28.
- d. Applications are received and reviewed on a first come, first served basis until all equipment is allocated.

## 5.3 Emergency Funds

### 1. Purpose and Position



The purpose of this policy is to outline the requirements for student access to emergency funds.

The Tłıchq Government understands that from time-to-time students may experience emergency situations for which they may require additional financial support.

## 2. Requirements

- a. Students may receive up to \$1,000 in Emergency Funds over a period of 24 months to cover emergency expenses.
- b. Emergency funds can be used for:
  - i. Transcript and application fees
  - ii. Initial personal certification and examination fees
  - iii. Tutorial, guidance and mentoring/counselling services
  - iv. Extraordinary living expenses, including dependents
  - v. Emergency travel expenses
- c. Emergency Funds cannot be used for:
  - i. Paying outstanding personal debts
  - ii. Vacations
- d. Proof of the emergency expense is required.
- e. Applications are received on an ongoing basis as long as funds are available.

## 5.4 Application Requirements

### 1. Purpose and Position

The purpose of this subsection is to clearly define how individuals can apply for Supplemental Programming.

The Tłıchq Government seeks to ensure the application process is fair and transparent.

## 2. Requirements

- a. For an application for funding to be considered applicants must:
  - i. Complete an application form in paper or an electronic format.
- b. Application forms must be accompanied by supporting documentation.
- c. Incomplete applications will not be considered. Applicants will be notified in writing if their application is deemed incomplete.

## Section 6 – Privately Funded Scholarships

### 6.1 Eligibility Requirements for Private Scholarships & Bursaries

#### 1. Purpose and Position

The purpose of this policy is to outline the requirements for student access to private scholarships.

The Tłchq Government wants to ensure that Tłchq citizens have access to supports that will help them succeed in their studies.

#### 2. Requirements

- a. Applications will be considered from individuals who:
  - i. Meet the requirements outlined in the policies in Section 3 and are a Tłchq citizen.
- b. To be eligible for funding students must be enrolled full time in an approved program (see Policy 3.3 - Approved Programs) at an eligible institution (see Policy 3.2 - Eligible Institutions).
- c. To be considered full-time a student must be enrolled in at least 60% of a full course load or 40% of a full course load if the student has a permanent disability or a persistent or prolonged disability that is expected to impact the student during the academic year.
- d. Students must demonstrate financial need. Students are considered to have economic need if the total cost of their family's monthly basic needs and housing costs are more than their total financial resources. Financial resources are based on the student's income as outlined in Section 4 Policy 4.2 j(i). Monthly basic needs and housing costs are calculated based on the family size and using the Market

Basket Measure for the region/city in the province or territory where the student is living while attending school.

- e. if their adjusted after-tax income falls below the market basket measure as reported by Statistics Canada annually. See Appendix G for income thresholds.<sup>2</sup>
- f. Students must meet any additional requirements outlined in the individual scholarship (See current list of available Privately Funded Scholarships in Appendix D).

## 6.2 Application Requirements

### 1. Purpose and Position

The purpose of this subsection is to clearly define how individuals can apply for privately funded scholarships.

The Tłıchǫ Government seeks to ensure the application process is fair, and transparent.

### 2. Requirements

- a. For an application for funding to be considered applicants must:
  - i. Complete an application form and provide all required supporting documentation in paper or electronic format to the Department of Client Services by the deadline outlined in the individual scholarship.
- b. Applicants must complete a new application form for every year of study for which they are seeking funding.

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<sup>2</sup> The Market Basket Measure defines low-income as households with a disposable income lower than the cost of a specific basket of goods and services representing a modest, basic standard of living.

- c. Application forms must be accompanied by a proof of registration from the chosen academic institution.
- d. Incomplete applications will not be considered. Applicants will be notified if their application is deemed incomplete.

### 6.3 Selection Criteria and Selection by PSE Committee

- a. The PSE Committee will review all the submitted application forms and determine which students are eligible for a private scholarship.
- b. The PSE Committee will select the student who best meets the private scholarship's selection criteria.
- c. If there are two or more students tied for best meeting the scholarship's selection criteria, the PSE Committee will give the private scholarship to the student with the greatest financial need.
- d. The private scholarship donor and the private scholarship donor's immediate family members are not allowed to receive the private scholarship.
- e. Applicants will be notified of their application status per the requirements of each individual private scholarships. See Appendix D for more information.

## Section 7: Service Provider & Student Commitments

### 7.1 Service Provider Commitments

#### 1. Purpose and Position

The purpose of this policy is to establish the service level commitments that students and applicants can expect from Tłjchq Government staff and coordinator.

#### 2. Requirements

PSP staff will:

- a. Notify an applicant when their application has been received in full.
- b. Ensure all eligible applicants are provided with information on all available programs and services.
- c. Review and update supplementary schedules and appendices annually.
- d. Ensure all applicants are treated with dignity and respect.
- e. Return telephone and email messages within five (5) business days.
- f. Provide a written response to an application for benefits within 15 business days of receipt.
- g. Deposit students' monthly living allowance by or on the first Thursday of every month, even if it is a holiday.
- h. Deposit students' top up funding by or on the second Thursday of every month, even if it is a holiday.
- i. Provide appropriate and accurate records for annual income tax reporting (ie. T4A).
- j. Publish a publicly available annual report that outlines awards given by the Tłjchq Government.

### 7.2 Student Recipient Commitments

## 1. Purpose and Position

To establish the commitments that student applicants must fulfill to access Tłıchq Government PSP.

## 2. Requirements

Applicants will:

- a. Treat Tłıchq Government staff with dignity and respect.
- b. Ensure all information on application forms is current and accurate.
- c. Return telephone and email messages within ten (10) business days.
- d. Ensure banking information is accurate to allow for monthly deposit of living allowance and/or top-up funds.
- e. Ensure annual income tax returns are filed in a timely fashion.

## 7.3 Payment of Funds

### 1. Purpose and Position

The purpose of this policy is to establish the schedule and means by which funds will be distributed to approved applicants.

### 2. Requirements

- a. Confirmation of Enrolment: All successful applicants must have their post-secondary institution provide the Post-Secondary Education Coordinator a signed letter of Confirmation of Enrolment before any payment can be made to the student.
- b. Confirmation of Banking Information: Benefits will be deposited directly into the student's bank account. Students are responsible for ensuring all banking information is complete and up to date.
- c. Living allowances: Living allowances are paid monthly on the first Thursday of the month. Living allowances are paid for Christmas and study breaks.

- d. Top-up Funds: Top-up Funds are paid monthly on the second Thursday of the month. Top up funds are only paid for months where the student has 15 days or more of participation in programming.
- e. Advances: The Tł̓chq̓ Government will not advance approved funds for any reason.
- f. Tuition and Books: Payment for tuition will be paid directly to the student or the institution on the first day of classes. If monies are paid to the student, it is their responsibility to remit their tuition to the educational institution. If costs for books are not paid directly to the institution, reimbursement for books will be paid to the students upon submission of receipts or by estimate as provided by the course syllabus or campus bookstore.



## Section 8: Post-Secondary Education Committee

### 8.1 – Establishment of the Post-Secondary Education Committee

#### 1. Purpose and Position

The purpose of this policy is to establish the PSE Committee, which is tasked with reviewing and approving applications for financial assistance for the Dq Nàke Lààni Nàts’etso Bursary and Private Scholarships and reviews Top-up Fund allocations.

#### 2. Requirements

##### Post-Secondary Education Committee

- a. Membership: The Director of Client Services will chair the Post-Secondary Education Committee (PSE Committee).
  - i. The Tł̓chq̓ Executive Officer will appoint up to eight members to the Post-Secondary Education Committee, two from each of the four Tł̓chq̓ communities, based on nominations put forward by the Director of Client Services, for a term of no greater than two years.
  - ii. Members of the Post-Secondary Education Committee must be over the age of 18 and not enrolled in post-secondary education.
  - iii. One representative from each community. The representative may be either an employee of the Tł̓chq̓ Government, not on probation or a community member at large.
  - iv. The Tł̓chq̓ Post-Secondary Programs Coordinator is not eligible to be a Committee member. The Tł̓chq̓ Post-Secondary Funding Coordinator will coordinate the Committee, and present and make recommendations on funding applications.
  - v. The manager of post-secondary programs is an ex-officio member of the committee.
- b. Objective and Non-discriminatory Selection: Where there are more applications than funds available for any program stream the Post-

Secondary Education Committee shall select recipients, who, in the reasoned view of the Committee, are the most deserving of funding based upon the funding stream's selection criteria. The Committee shall select recipients on an objective and non-discriminatory basis.

- c. Conflict of Interest: Any Post-Secondary Education Committee member who is an immediate family member of an applicant must recuse themselves from the review process and abstain with their vote in relation to the immediate family member's application.

## Section 9: Appeals

### 9.1 – Applicant Appeals

#### 1. Purpose and Position

The purpose of this policy is to establish the means by which an applicant can appeal or challenge a decision.

#### 2. Appeals Process

- a. Submit In Writing: all appeals must be submitted in writing on the PSP Appeals form.

#### Appealing a Decision of the PSE Committee

- b. Decisions of the PSE Committee to reject an application because of no funding or because the applicant does not meet the eligibility requirements are final and cannot be appealed.
- c. Where the applicant feels that the PSE Committee has not fairly applied the policies the applicant may appeal the PSE Committee's decision by submitting an appeal in writing to the Chiefs Executive Council within 60 days of receiving a notification letter related to a decision of the PSE Committee. In the written appeal, the applicant must clearly explain how they feel the PSE Committee did not apply the policies to their situation fairly or appropriately. The applicant may include any relevant supporting material with their written appeal.

The Chiefs Executive Council will consider all appeals of the PSE Committee received within the prescribed deadline.

- d. Deadline: All appeals will be reviewed within 90 days by the appropriate body (Chiefs Executive Council for appeals of the PSE Committee).

- e. Review Supporting Materials: The reviewing body will review the written appeal, and all submitted supporting materials.
- f. Deadline for Decision: The reviewing body will respond in writing to the appeal within 120 days of receipt. The reviewing body will send a copy of their written response to the appeal to the applicant and Director of Client Services.
- g. Overtaken a decision: If the appealing body overturns a decision, they must explain in their written decision the error made and provide a copy of the written decision to the Director of Client Services.
- h. Final decision: All decisions of the Chiefs Executive Council are final.

# Section 10: Administration of Tłıchq Government Post-Secondary Programs

## 10.1 – Administration of Post-Secondary Programs

### 1. Purpose and Position

The purpose of this policy is to outline the authorities and requirements for administering Core Financial Support Programs.

It is the position of the Tłıchq Government that the program operations should be effective, efficient, and transparent, including the delivery of programs and services, and assistance to clients. Furthermore, programs should meet all Canada Revenue Agency requirements.

### 2. Requirements

#### ***Program Implementation***

- a. The Director of Client Services has the authority to determine program eligibility in accordance with the policies in Section 3.
- b. The Director of Client Services has the authority to administer the Core Financial Support Programs in accordance with the policies in Section 4.
- c. The Director of Client Services have the authority to administer the Supplemental Support Programs in accordance with the policies in Section 5.
- d. The Director of Client Services has the authority to administer the Privately Funded Scholarships in accordance with the policies in Section 6, and policies 10.2 and 10.3.

#### ***Program Reporting***

- e. The Director of Client Services will provide written and financial reports to the Government of Canada on funds distributed through

the Dq Nàke Lààni Nàts'etso Bursary as per the requirements outlined in the agreement with Canada.

- f. The Director of Client Services will provide a report to the Tłchq Annual Gathering on Post-Secondary programs.
- g. The Director of Client Services will provide a report to the Tłchq Assembly twice per year on Post-Secondary programs.
- h. The Director of Client Services will provide a quarterly report on Post-Secondary programs to the Chiefs Executive Council.

### ***CRA Requirements***

- i. The Director of Client Services will ensure that recipients receive a T4A for relevant amounts paid to the recipient.

### ***Applicant Inquiries***

- j. Where an applicant questions the Department of Client Services determination about program eligibility and benefits, the Director of Client Services will ensure that the applicant receives a written explanation for the decision.
- k. If not satisfied

### ***Delegation of Authority***

- l. The Director of Client Services has discretion to delegate their authorities under this policy.

## **10.2 – Administration of Donations for Privately Funded Scholarships**

### **1. Purpose and Position**

The purpose of this policy is to establish the authorities and requirements of the Tłchq Government, Corporate Services Department and the Corporate Services Director for when receiving donations from individuals, corporations, and non-governmental organizations to distribute as private scholarships.

It is the position of the Tłıchq Government that the programs operations should be effective, efficient, and transparent, including the delivery of programs and services, and assistance to clients. Furthermore, programs should meet all Canada Revenue Agency requirements.

## 2. Requirements

### ***Cash Donations for Private Scholarships***

- a. The Tłıchq Government may receive private donations from individuals, corporations, and non-governmental organizations for the purposes of establishing and distributing the funds to Tłıchq post-secondary students, which will be called private scholarships.
- b. The Tłıchq Government will only accept cash gifts for private scholarships.

### ***Ownership of Donated Funds***

- c. The Tłıchq Government owns all money donated for a private scholarship, whether the donation is for the benefit of the Tłıchq Government generally or for some specific purpose.

### ***Donation Agreements***

- d. Private donors, who can be individuals, corporations and non-governmental organizations, who wish to donate funds to establish a scholarship for Tłıchq post-secondary students must enter into a donation agreement with the Tłıchq Government.
- e. The Director of Client Services has the authority to sign a donation agreement on behalf of the Tłıchq Government.

### ***Donor Selections for Private Scholarships***

- f. The private scholarship donor may choose a name for the private scholarship.

- g. Subject to approval by the Director of Client Services, the private scholarship donor may select eligibility criteria for recipients of the private scholarship (see Policy 10.1 and 6.3 for rules on eligibility and selection of private scholarship recipients).
- h. The PSE Committee selects the recipient of a private scholarship but the PSE Committee may consult with the private scholarship donor about the selection criteria and process. However, the private scholarship donor cannot select the recipient if the donor wishes to receive an official donation receipt (also known as a tax receipt).

### ***Private Scholarship Oversight***

- i. Before the Director of Client Services signs the donation agreement and agrees to take the private scholarship donation, the Director of Client Services will make sure that the private scholarship donation, including the listed selection criteria, will not compromise the Tłchq Government's mission and vision statements, violate any laws, contravene any Tłchq Government policy, or negatively reflect on the Tłchq Government's public image.
- j. If after a private scholarship donation has been received by the Tłchq Government, the Director of Client Services decides that it is impossible, inadvisable, or impractical to give out the private scholarship as the private scholarship donor intended, the Director of Client Services can decide to use the private scholarship donation in a different way and will choose the option that most nearly honours the private scholarship donor's wishes and is consistent with the spirit and intent of the private scholarship donor's donation.
- k. In making a decision under 6.3, the Director of Client Services may consult the private scholarship donor but the Director of Client Services makes the decision about what to do with private scholarship donation.

### ***No Recipient of Private Scholarship***



- l. The PSE Committee may choose not to give out a private scholarship in a given funding cycle if there are no eligible applicants.
- m. If the private scholarship is not given out, the Director of Client Services may carry forward the private scholarship to future funding cycles until there is an eligible recipient or until the Director of Client Services decides it is impossible, inadvisable, or impractical to give out the private scholarship as the private scholarship donor intended and decides to use the funds in another way as set out in policy 10.1(2)(m).

### ***Endowments***

- n. The Tłıchq Government will not accept any endowments at this time for private scholarships. (Endowment means a donation where the capital is held in investments and only the income earned from the investment is spent.)
- o. If a private donor approaches the Tłıchq Government to establish an endowment for a private scholarship, the Tłıchq Government may undertake the necessary work at that time to enable an endowment to be created.

### ***Multi-Year Donations***

- p. Where a private scholarship donor makes a lump sum donation, the Tłıchq Government will own the full amount donated once it is received but will use those funds in accordance with the donation agreement and this policy.

### ***Reporting to Donors***

- q. For each year that a private scholarship is active, the Director of Client Services will provide a report to each private scholarship donor on if their donation was distributed to a student and if it was not, plans for future distribution.

## **10.3 - Issuing Income Tax Receipts to Donors for Private Scholarships**

## 1. Purpose and Position

The purpose of this policy is to establish who is eligible to receive an official donation receipt (aka tax receipt) for a private scholarship donation and how the Tłıchq Government staff will administer issuing official donation receipts.

The Tłıchq Government wants to ensure that Tłıchq citizens have access to supports that will help them succeed in their studies including private scholarships and wants to establish clear processes for issuing tax receipts for scholarship donations to encourage more private donations for scholarships for Tłıchq students.

## 2. Requirements

- a. The Department of Client Services will issue official donation receipts for all eligible private scholarship donations.
- b. The Department of Client Services will only issue an official donation receipt after the cash donation has been received by the Tłıchq Government; no official donation receipt will be issued for the promise to donate.
- c. Where a private scholarship donor agrees to donate money for multiple years of private scholarship, the Department of Client Services will only issue an official donation receipt for the amount received by the Tłıchq Government in that year.

### ***Record Keeping***

- d. The Department of Client Services will keep records of all official donation receipts as follows:
  - i. Duplicate copies of all official donation receipts issued; and

- ii. Information that would allow the Canadian Revenue Agency (CRA) to verify the amounts donated, for example, cancelled cheques or bank deposit slips.
- e. The Department of Client Services will keep the records for each official donation receipt issued for at least two years from the end of the calendar year in which the donation was made.

### ***Contents of Official Donation Receipt***

- f. All Tłıchq Government issued official donation receipts must have the following written on the receipt:
  - i. “An official receipt for income tax purposes”;
  - ii. Name and address of the Tłıchq Government;
  - iii. A unique serial number;
  - iv. Location where the receipt was issued;
  - v. Date the donation was received by the Tłıchq Government;
  - vi. Date the receipt was issued;
  - vii. Full name (including middle initial) and address of the private scholarship donor;
  - viii. Amount of the donation;
  - ix. Amount and description of any advantage received by the private scholarship donor (for example, value of any thank you gifts given to the donor);
  - x. Eligible amount of the gift (see below for how to calculate);
  - xi. Signature of the Director of Client Services;
  - xii. “Canadian Revenue Agency,  
<https://www.canada.ca/en/revenue-agency.html>”

The official donation receipt will be for the “eligible amount of the gift” which is calculated as follows:

Eligible Amount of        =        Value of the        -        Value of Advantage to

the Gift

Gift

the Donor

The *Value of the Advantage to the Donor* is calculated by looking at any advantage the donor will receive for making the private scholarship donation, for example, the value of any thank you gift.

## Appendix A: Approved Funding Levels

### Top-up Funding

Full-time or Part-Time Study		Monthly	Max Yearly
	Student	\$400.00	\$4,800.00

### Top-Up Dependent Payments

# of Dependents	Monthly	Max Yearly
1 Dependent	\$150.00	\$1,800.00
2 Dependents	\$300.00	\$3,600.00
3 Dependents	\$450.00	\$5,400.00

**Maximum Dependent Allowance:** \$6,000.00 per year.

**Students with Dependents:** Receive an additional \$150 per dependent each month, up to a maximum of three (3) children per student.

## Appendix B: Payment Schedule

### Top-up Funding – Payment Schedule

- Equal monthly payments will be made to students over the duration of their program for months they are eligible to receive funding.
- If the program exceeds four (4) months per semester, the maximum payable remains as outlined above.

### Residents and non-residents:

#### *Student with 3 dependents (Maximum allowance of 3 dependents)*

Semester 1 – Fall			
Sept/Month 1	Oct/Month 2	Nov/Month 3	Dec/Month 4
\$850	\$850	\$850	\$850
Semester 2 - Winter			
Jan/Month 5	Feb/Month 6	March/Month 7	April/Month 8
\$850	\$850	\$850	\$850
Semester 3 - Spring		Semester 4 - Summer	
May/Month 9	June/Month 10	July/Month 11	August/Month 12
\$850	\$850	\$850	\$850

#### *Student – no dependents*

Semester 1 – Fall			
Sept/Month 1	Oct/Month 2	Nov/Month 3	Dec/Month 4
\$400.00	\$400.00	\$400.00	\$400.00
Semester 2 - Winter			
Jan/Month 5	Feb/Month 6	March/Month 7	April/Month 8
\$400.00	\$400.00	\$400.00	\$400.00
Semester 3 - Spring		Semester 4 - Summer	
May/Month 9	June/Month 10	July/Month 11	August/Month 12
\$400	\$400	\$400	\$400

### Non-Resident Tłıchǫ citizens (Permanent resident outside the Tłıchǫ Region)

#### *Student with dependents*

## Appendix C: Graduation Celebration Award Amounts

	Certificate	Diploma	Apprenticeship Red Seal Tickets	Undergraduate and Graduate Degree
Residents/Non- resident – Tłıchǫ Citizen	\$1,000	\$1,250	\$1,350	\$1,500

## Appendix D: Current List of Private Scholarships

### **Dr. Jennifer Keith Scholarship for Community and Cultural Engagement**

Award amount: \$1,000 per annum

This bursary will be awarded to one (1) student per year who is registered at an approved institution in either Indigenous Studies or Public Administration or a comparable academic stream.

Applications will be graded out of a possible 100 points. Students must submit the following items with their application:

- Two page (maximum) essay or multimedia presentation (75 points total) outlining:
  - On the Land experience (10 points)
  - Academic goals and years to achieve goal (5 points)
  - Academic accomplishments (5 points)
  - Career plan (10 points)
  - Interests (5 points)
  - Volunteer work (5 points)
  - Community involvement (5 points)
  - Financial need—how will funds be used, other funding sources (10 points)
  - What does this course of study mean to you (20 points)
- Copy of their most recent official transcript (5 points)
- Letter of support from their Chief or unrelated Elder (10 points)
- Letter of support from a teacher or instructor (10 points)

Applications are to be submitted no later than August 1. Selection will be completed by August 31.



## Appendix E: Maximum Annual Travel Allowance

Table 1:

Maximum Annual allowance for Travel Expenses for a student attending school in Yellowknife

	Single	Single Parent/Spouse no Income	Spouse with Income
Single student	\$1,500	n/a	n/a
0 Dependents	n/a	n/a	\$1,500
1 Dependent	n/a	\$3,000	\$1,500
2 + Dependents	n/a	\$5,000	\$1,500

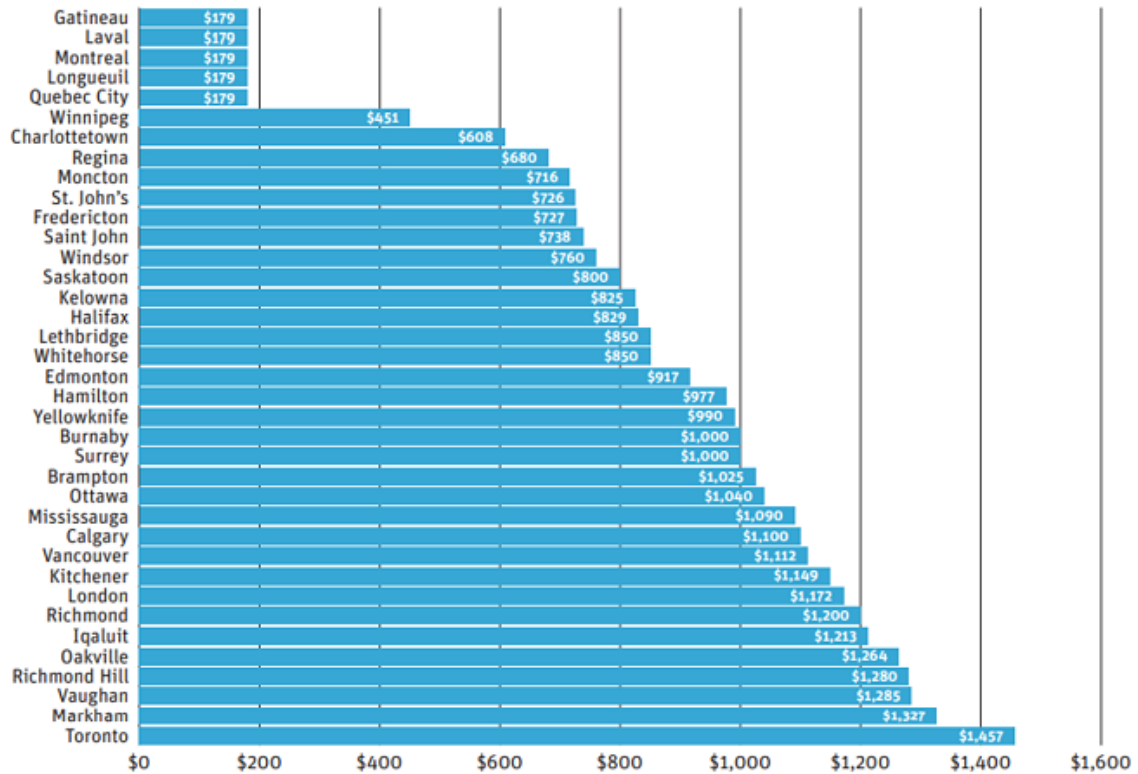
Table 2:

Maximum Annual allowance for Travel Expenses for a Student attending school in Alberta and other parts of Southern Canada

	Single	Single Parent/Spouse no Income	Spouse with Income
Single student	\$2,000	n/a	n/a
0 Dependents	n/a	n/a	\$2,000
1 Dependent	n/a	\$4,000	\$2,000
2 + Dependents	n/a	\$5,000	\$2,000

## Appendix F: Monthly Median Child Care Fees

### Monthly Median Child Care Fees for Children Aged 2 to 3 in Various Canadian Cities, 2019



[https://lop.parl.ca/sites/PublicWebsite/default/en\\_CA/ResearchPublications/202107E](https://lop.parl.ca/sites/PublicWebsite/default/en_CA/ResearchPublications/202107E)

## Appendix G: Low Income Threshold – Market Basket Measure

Newfoundland and Labrador, rural	48,488
Newfoundland and Labrador, population under 30,000	48,920
Newfoundland and Labrador, population 30,000 to 99,999	50,238
St. John's, Newfoundland and Labrador	50,931
Prince Edward Island, rural	49,056
Prince Edward Island, population under 30,000	49,939
Charlottetown, Prince Edward Island	51,033
Nova Scotia, rural	48,476
Nova Scotia, population under 30,000	49,508
Nova Scotia, population 30,000 to 99,999	49,800
Halifax, Nova Scotia	52,439
Cape Breton, Nova Scotia	48,287
New Brunswick, rural	47,508
New Brunswick, population under 30,000	49,231
New Brunswick, population 30,000 to 99,999	48,975
Fredericton, New Brunswick	50,995
Saint John, New Brunswick	48,468
Moncton, New Brunswick	48,790
Quebec, rural	43,545
Quebec, population under 30,000	43,082
Quebec, population 30,000 to 99,999	43,022
Quebec, population 100,000 to 499,999	43,566
Québec, Québec	45,411
Montréal, Québec	46,027
Ontario, rural	46,636
Ontario, population under 30,000	47,400
Ontario, population 30,000 to 99,999	46,799
Ontario, population 100,000 to 499,999	49,290
Ontario, population 500,000 and over	51,468
Ottawa-Gatineau, Ontario part, Ontario/Quebec	54,177
Hamilton/Burlington, Ontario	49,952
Toronto, Ontario	55,262
Manitoba, rural	45,233
Manitoba, population under 30,000	47,324
Manitoba, population 30,000 to 99,999	47,395
Brandon, Manitoba	46,779

Winnipeg, Manitoba	50,942
Saskatchewan, rural	46,049
Saskatchewan, population under 30,000	47,976
Saskatchewan, population 30,000 to 99,999	48,139
Saskatoon, Saskatchewan	52,018
Regina, Saskatchewan	51,101
Alberta, rural	52,156
Alberta, population under 30,000	53,411
Alberta, population 30,000 to 99,999	51,867
Alberta, population 100,000 to 499,999	52,555
Edmonton, Alberta	55,225
Calgary, Alberta	55,771
British Columbia, rural	47,554
British Columbia, population under 30,000	48,852
British Columbia, population 30,000 to 99,999	49,082
British Columbia, population 100,000 to 499,999	53,980
Vancouver, British Columbia	55,727
Yukon, rural north	60,185
Yukon, rural south	57,572
Yukon, Whitehorse	59,124
Northwest Territories, Beaufort Delta	80,064
Northwest Territories, Sahtu	81,150
Northwest Territories, Tlicho	65,957
Northwest Territories, Dehcho	69,657
Northwest Territories, South Slave	65,967
Northwest Territories, Yellowknife	66,991

<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1110006601&cubeTimeFrame.startYear=2022&cubeTimeFrame.endYear=2022&referencePeriods=20220101%2C20220101>