



Kivalliq Inuit Association

Department of Inuit Programs & Services

KIVALLIQ RESIDENCE

Inuit Post-Secondary Education Program Student Handbook

January 2022

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Inuit Post-Secondary Education Program

Student Handbook

Eligibility

Welcome to the Kivalliq Inuit Association Inuit Post-Secondary Education Program (IPSEP). This program provides financial and non-financial support to Kivalliq Inuit Students both in the Kivalliq region and Kivalliq Inuit from across Canada whose beneficiary numbers reside in the Kivalliq region so 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. The funding is received from Indigenous Services Canada (ISC) through Nunavut Tunngavik Incorporated (NTI) with the federal Government.

This student handbook outlines the policies and practices that are in place to make sure that the program runs smoothly and fairly for all students.

Application

Once you are accepted into a post-secondary institution program, you can apply for KIA's Inuit Post-Secondary Education program. The application form can be found on the KIA's website or you can contact KIA's Employment & Training Coordinators (ETO) depending on where you reside in the Kivalliq Region at dpanika@kivalliqinuit.ca, cangootealuk@kivalliqinuit.ca or mtagalik@kivalliqinuit.ca, Please see page 11 for listing.

Once you submit your completed application form with the required supporting documents (listed on the application form) **We will not review your application form unless all supporting documents are sent to your ETO*, the review committee will meet and decide the next steps. Application reviews take approximately 3 weeks, please 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.

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

Nunavut Students

Students who reside in Nunavut **MUST** apply for Government of Nunavut funding programs such as FANS or ALTS before applying to the IPSEP Program.

Even if you know you will be denied funding through those programs, you must still apply and submit proof of your approval/denial when submitting your application.

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

FANS Deadlines:

July 15
November 15
March 1

ALTS Deadline:

30 days before course start date

Once students receive confirmation of funding through FANS or ALTS, they can apply to the IPSEP for eligible funding top-ups. *Please note FANS Tuition maximum about is \$9,885.00, we are able to cover costs that FANS or ALTS cannot cover.*

Students who are co-sponsored by KIA and another organization may not receive funding of duplicate benefits. *Ex. If travel is covered by the Gov't of Nu for flights to and from school, the student will not receive flights from KIA.*

Memorandum of Understanding Contribution Agreement

After the review committee reviews your application, the ETO coordinator will touch base to let you know if your application has been approved. If you are approved for funding, the ETP coordinator will send a Memorandum of Understanding contribution agreement and other documents 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 about 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 are studying outside of your home community. Please do not book travel yourself, work with the ETO coordinator who will arrange travel for you and your family (if needed). If you are travelling by air, the KIA will pay for two piece of baggage per person. If you decide to bring more baggage, you will be responsible for extra costs.

Students whose families accompany them to school will be entitled to round trip transportation for both themselves, their partner and their dependents at the start and end of the school year. Christmas travel will not be provided for students who have families with them.

Students who do not have family with them (Ex. Single student or those whose partner/children stay behind in the home community) will be entitled to transportation at the beginning and end of the school year, as well as a trip home during Christmas holidays.

You may travel up to 2 weeks before and after your program start and end dates. However, living and rent allowances will be paid according to your program start and end dates regardless of when you travelled. KIA will not pay your transportation if you stay more than two weeks after school ends. An exception will be made if you will be staying because of summer employment, this must be approved by the ETO coordinator in advance.

Once School Starts

Student Enrollment 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 ETO Coordinator as soon as possible, since it affects your student payments. This form must be completed each semester that you are in school. (EX. September, January etc.)*

At the beginning of the school year, no student payments will be made before the ETO 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 Enrollment within the first calendar month of the semester, your student payments will be suspended until the form is received.

Tuition

If you receive tuition support through IPSEP, the funds 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 Kivalliq 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. Tuition will not be paid unless an invoice is sent to the ETO at KIA.

Books & Supplies

Textbooks

If you are eligible for books and supplies support, you will be reimbursed for the full costs 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 the price.

Equipment and Supplies

If your program requires specialized equipment or supplies (e.g. a special calculator, Steel toe boots, etc.) you may be eligible for funding to help with these costs. **There is a limit of \$1500.00** per program for this type of support. To be reimbursed you must provide:

1. A detailed outline noting the mandatory equipment and supplies (Quote with total costs including GST), 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 costs reimbursed. If that is the case, you may request an advance for the costs of your books, equipment and 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 advances will be taken off your future student allowance payment.

Living Allowance

You may be eligible to receive a living allowance to assist with your day-to-day expenses while you are attending college/University depending on if you are a full-time (60+ hrs. biweekly) or part-time (Approx. 30 hrs. biweekly) student. If both you and your spouse/common-law are students, only one of you can claim your children as dependents.

If you are a FANS/ALTS or other funding agency sponsored student:

Status of Clients:	Monthly Living Allowance
Student with no dependents	\$500.00 Biweekly
Student with 1 dependent	\$700.00 Biweekly
Student with 2 or more dependents	\$900.00 Biweekly

**Spouses are not considered dependents. See definitions for dependent eligibility.*

Training Allowance

(For fully sponsored Students who are not FANS/ALTS or other funding organizations approved)

Fully Sponsored Students will receive both living and training allowance:

Status of Clients:	Monthly Training Allowance
Student with no dependents/reside with spouse	\$650.00 Biweekly + living allowance
Student with 1 dependent	\$870.00 Biweekly + living allowance
Student with 2 dependants	\$1,090.00 Biweekly + living allowance
Student with 3 dependants	\$1,310.00 Biweekly + living allowance
Student with 4 or more dependants	\$1,530.00 Biweekly + living allowance
Spouses and common-law partners are not considered dependents	

Living Allowance Payment Schedule

Your monthly allowances will be deposited directly into your bank account on Fridays bi-weekly 2 weeks after your start date to your end date. Monthly allowances will be paid in two equal installments and will continue through Christmas and study breaks.

Childcare Subsidy

You may be eligible for support with childcare costs for your dependents if they are 10 years old and under. The subsidy will be offered at a rate of \$40 per child per day. Spouse or common-law partners providing childcare are not eligible for the childcare subsidy.

Childcare allowances 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.

Childcare allowances are paid out to student by invoice submissions to your ETO only

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 ETO Coordinator.

After Each Semester

Transcripts

Within 30 days of the end of each semester, you must send the ETO 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. An unofficial transcript can also be sent to us after each semester, but an official transcript must be used when you are applying for the new school year funding.

Changes to Your Situation

If you are considering making a change, such as withdrawing from school or reducing your course load, please get in touch with your ETO 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

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 IPSE

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 listed below.

Withdrawal at the end of semester due to academic standing:

Number of Months since Withdrawal	Portion of funds to be repaid
Less than 12 months	50%
12-23 months	25%
24+ months	0%

Withdrawal prior to completion of the semester:

Number of Months since Withdrawal	Portion of funds to be repaid
Less than 12 months	100%
12-23 months	50%
24-35 months	25%
36+ months	0%

Our Responsibilities and Your Responsibilities

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

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.

Completion Bonuses

Graduation Awards are available to all Kivalliq Beneficiaries who have successfully completed training or education courses.

Level of Achievement	Maximum Awarded
College or Technical School Certificate	\$1,000.00
College or Technical School Diploma	\$2,500.00
Undergraduate Degree (Ex. B.A, B.Sc., B.S.W)	\$5,000.00
For every year completed	\$1,000.00
Master's Degree or Advanced Professional Degree (ex. MBA, MD)	\$7,500.00
For every year completed	\$1,000.00
Ph.D/Doctorate	\$10,000.00
For every year completed	\$1,000.00

Please provide the documents accompany the application for proof of completion:

- official transcripts
- Copy of Certificate, Diploma, Degree etc..
- Copy of your NTI card
- Void Check
- Social Insurance Number

Scholarship Opportunities

The Kivalliq Inuit Association provides Scholarships every year for student who are enrolled in post-Secondary. Deadline is September 30th of every year through an online application process on the Kivalliq Inuit Association website. Here is the link to kivalliqinuit.ca

Contact Information

The Kivalliq Inuit Association – Department of Inuit Programs & Services has three Employment & Training Coordinators, depending on where you reside in the Kivalliq region, please send completed application form with supporting documents to:

Christina Angootealuk

cangootealuk@kivalliqinuit.ca

Direct Line: (867) 645 5763

Rankin Inlet

Baker Lake

Chesterfield Inlet

Whale Cove

Mary Tagalik

mtagalik@kivalliqinuit.ca

Direct Line: (867) 645-5770

Arviat

Coral Harbour

Naujaat

Daisy Panika

dpanika@kivalliqinuit.ca

Direct line: (867)645-5761

Kivalliq Inuit Beneficiaries across Canada



Kivalliq Inuit Association

Po Box 340

32-4 Sivulliq Avenue

Rankin Inlet, Nunavut

X0C 0G0

Receptionist- (867)645-5725

Toll-Free- 1-800-220-6581

Website- kivalliqinuit.ca