



Tr'ondëk Hwëch'in Government
P.O. Box 599
Dawson City, YT
Y0B 1G0

Melissa Atkinson
PH: (867) 993-7100 x 111
E: Melissa.atkinson@trondek.ca

Natalja Blanchard
PH: (867) 993-7100 x 212
Cell: (867) 993-4285
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Post-Secondary Application Information and Form

Objective

To encourage and assist Tr'ondëk Hwëch'in citizens to pursue developmental studies, trades programs and/or academic education which will enable them to attain a career of their choice.

Eligibility

All registered members of the Tr'ondëk Hwëch'in First Nation's Final Agreement who have been accepted into a recognized course of study at a recognized educational facility.

Financial Assistance (subject to availability of funding)

Tr'ondëk Hwëch'in Citizens enrolled in full-time studies are eligible for 7 years of funding. The maximum allowable for full-time students is as follows:

- Tuition & Fees: up to \$4000 per semester or \$8000 per academic year - *paid directly to school*
- Mandatory Textbooks/Supplies: up to \$600 per semester or \$1200 per academic year - *paid directly to school*
- Living Allowance: \$600-\$1700 depending on living situation— *paid to student or school*
- Other financial requests related to post-secondary studies may be considered (travel, tutoring, etc)

If your program is continuous, you may apply for more than one semester at a time, up to a maximum of 12 months.

How to Apply

Application forms are available through the Tr'ondëk Hwëch'in Employment & Training Office. All applications must be completed and returned by the following deadlines:

| | |
|------------------------------------|---|
| Fall Semester Start Date: | June 15 th and July 15 th |
| Winter Semester Start Date: | November 15 th |
| Spring/Summer Semester Start Date: | April 1 st |

If attending a specialized program, contact TH office for the application and information. DEADLINE – July 15th.

LATE APPLICATIONS WILL NOT BE ACCEPTED - NO EXCEPTIONS!

Students who are continuing studies without a break must apply at least once per year for funding; Returning students with one or more semesters off must apply by the deadline for their start date. Applications must include required supporting documentation (see page 8 for a list)

Assessment of Application & Notification

Applications will be reviewed and decisions made by the Education Committee after each application deadline. Applicants should expect to hear from the Employment & Training Officer within two weeks of the designated deadline. The Education Committee makes their decisions based on the Post-Secondary Education & Training Policy. If you would like to review the Policy, please ask the Employment & Training Officer for a copy.

For any questions regarding or to submit this application:

**Tr'ondëk Hwëch'in Government
Employment & Training Office
Attention: Melissa Atkinson or Natalja Blanchard
Phone: 867-993-7100 ext. 212 Cell: 867-993-4285
PO Box 599 Dawson City, YT Y0B 1G0
Email: Natalja.blanchard@trondek.ca**



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SECTION C: EMPLOYMENT

| | |
|---|--|
| Are you currently Employed? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you currently receiving EI Benefits? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will you be receiving EI Benefits during your studies? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you received EI benefits in the last 3 years? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Provide a brief description of your employment history:

SECTION D: EDUCATION ASSESSMENT & ACTION PLAN

What is your Occupational or Career Goal?

Has your Occupational Goal changed since your last funding application? Yes No
If yes, have you discussed with a career counsellor or academic advisor? Yes No

Name of Counselor / Advisor: _____

Have you researched the labour market to find if there are jobs available in your chosen field? Please explain:

How will your chosen institution assist you in achieving your goal, and how long will it take you to reach your end goal? Please explain:

Would you consider working for Tr'ondëk Hwëch'in if there are any positions available in your field? Yes No

Would you consider a paid summer internship with Tr'ondëk Hwëch'in Government?
 Yes No



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SECTION E: PROGRAM AND INSTITUTE INFORMATION

Institution Name: _____

Location: _____

Relocating in order to attend School?

Yes No

Program/Courses: _____

Class Start Date: _____ **Class End Date:** _____
 (M/D/Y) (M/D/Y)

Periods of Study:

Fall (Sept-Dec) Winter (Jan-Apr) Spring (May-Jun) Summer (Jul-Aug)

Type of Program:

Upgrading/College Prep Bachelor Master Doctorate
 Certificate Diploma Apprenticeship Trade, Year _____ Other

Please include a Letter of Acceptance / Confirmation of Enrolment with application

SECTION F: FINANCIALS

Student with Rent Expense **Student without Rent Expense**
 * Proof of rent expense may be requested

| School Expenses | (\$ / semester) | Estimated Living Expenses | (\$ / month) |
|--|-----------------|--|--------------|
| Tuition | | Rent/Mortgage/Monthly Bills (heat, utilities, phone, internet, etc) | |
| Mandatory Textbooks | | Food | |
| Mandatory School Supplies, Uniform, etc | | Childcare | |
| Tutoring / Disability Supports | | Transportation (gas, bus pass, etc) | |
| Travel Expenses (to relocate) | | Other Supplies | |
| Other: _____ | | Other: _____ | |
| TOTAL: | | TOTAL: | |

Income During Studies: (MONTHLY)

| | |
|----------------------|----------|
| Employment | \$ _____ |
| Employment Insurance | \$ _____ |
| Child Tax Benefits | \$ _____ |
| Funding / Grants | \$ _____ |
| Other: _____ | \$ _____ |



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SECTION G: DESIGNATED REPRESENTATIVE

A Designated Representative may need to contact the Employment and Training Department regarding your application/funding on your behalf.

Designated Representatives may be anyone. Examples are:

- Family Members / Partner
- Friend
- University Official / Career Counselor / Academic Advisor

Without listing them below, Tr'ondëk Hwëch'in staff will be unable to discuss your file or release information.

I hereby authorize the Employment & Training Department to release any information or documents on file which may be requested from time to time by my Designated Representative(s). I understand that this authorization shall remain in effect until revoked by me in writing.

Name of Designated Representative #1: _____

Relationship to Student: _____ **Phone:** _____

E-mail: _____

Address: _____

Name of Designated Representative #1: _____

Relationship to Student: _____ **Phone:** _____

E-mail: _____

Address: _____

Name of Designated Representative #1: _____

Relationship to Student: _____ **Phone:** _____

E-mail: _____

Address: _____

NOTES: _____

 Signature, Student

 Date



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DID YOU REMEMBER TO INCLUDE?:

(If no, please explain why & when it will be sent)

1. Letter of Acceptance or Confirmation of Enrollment from the Institution

Yes No, Explanation: _____

2. Copy of Most Recent Official Transcripts

Yes No, Explanation: _____

3. Proof of Dependents

Yes N/A No, Explanation: _____

FIRST TIME APPLICANTS ONLY

➤ **Photocopy of Status Card**

Yes N/A No, Explanation: _____

ALL APPLICANTS MUST READ AND SIGN:

I declare the information submitted in this application to be true, correct and complete and that the financial assistance sought will be used solely for education pursuits. I understand that if I have given any false or misleading information, I will be held liable. If I obtain funding under false pretenses I will be liable for full repayment of my grant. I hereby give permission to the Tr'ondëk Hwëch'in to verify the information and approve access of my school record. I will notify the Tr'ondëk Hwëch'in if I withdraw from my course of studies. If I do not complete the studies I have been funded for from Tr'ondëk Hwëch'in I may not be eligible for future funding assistance and will be required to reimburse Tr'ondëk Hwëch'in for the full amount received.

Signature, Student

Date

Bank Deposit Information for Living Allowance Payments:

Bank Name: _____

Institution #: _____ **Transit #:** _____ **Account #:** _____