



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

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

Natalja Blanchard
PH: (867) 993-7100 x 212
Cell: (867) 993-4285
E: post.secondary.coordinator@trondek.ca

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: \$650-\$1800 (+\$350 per dependent) depending on living situation– *paid to student or school*
 - Students on Social Assistance *Must inform TH Education*
- 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
Adult Learning 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: post.secondary.coordinator@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
Have you / will you be receiving Social Assistance?	<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:

<input type="checkbox"/> Upgrading/College Prep	<input type="checkbox"/> Bachelor	<input type="checkbox"/> Master	<input type="checkbox"/> Doctorate
<input type="checkbox"/> Certificate	<input type="checkbox"/> Diploma	<input type="checkbox"/> Apprenticeship Trade, Year _____	<input type="checkbox"/> Other

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

SECTION F: FINANCIALS

<input type="checkbox"/> Student with Rent Expense	<input type="checkbox"/> Student without Rent Expense
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* 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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Post-Secondary Contract Agreement for Financial Assistance

I, _____, accept financial assistance from Tr'ondëk Hwëch'in for my post-secondary education in the form of tuition, textbooks, living allowance and possibly other related expenses, if applicable. Tr'ondëk Hwëch'in has agreed to financially contribute towards my education, and to work with my institution to coordinate sponsorship.

I am enrolled in the _____ program at _____ from _____ to _____.

Living Allowance is to be paid:

Directly to the school for Dorm fees Directly into my Bank Account

I also agree to have a representative from the Tr'ondëk Hwëch'in Employment & Training Department to check on my attendance and progress reports from the College/University, where I am attending.

I give my consent to representatives of the Tr'ondëk Hwëch'in to publish my image and non-personal information regarding my studies, program, and awards received for promotional and educational purposes for an indefinite term.

I give my consent for Tr'ondëk Hwëch'in to release the information contained in this form, and authorize the sharing of information related to training / supports / attendance and outcomes regarding participation in an ISETS program to Service Canada and other Tr'ondëk Hwëch'in departments that provide financial assistance to citizens.

I also understand that any or all funding may cease or be revoked at any time:

**If I fail to complete this training by unauthorized withdrawal or poor attendance;
 If I fail to maintain a passing grade;
 If I fail to inform the school I am attending or the Tr'ondëk Hwëch'in Employment and Training Office of any changed in my student status.**

I, _____, understand that should I fail to comply with the above conditions, I will be held responsible for repayment of all monies spent on my behalf and invoiced accordingly. _____ (initial)

Upon completion of the course, I will also provide the Employment and Training Office with a copy of transcripts and/or certificates received to be kept on my file by Tr'ondëk Hwëch'in to null and void repayment of this course.

I would like to be considered for any Bursaries that may be available. Yes No

 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 #:** _____