



Directive on sponsorship for transfer students of the Adult and Vocational Education sector

<i>Department responsible:</i> Adult and Vocational Education Services	<i>Approved by:</i> <div style="text-align: center;">_____</div> Director-General
<i>Effective date:</i> January 1st 2003	<i>Amended by:</i>
<i>Reference:</i> CC 2000/01-42	<i>Budgetary code:</i>

Underlined article numbers identify provisions already adopted by the Council of Commissioners

1. Premises

- 1.1 [purpose](#) This directive sets the rules to ensure that full-time students enrolled in an Adult and Vocational Education program and who have to attend school outside their own community receive proper funding to compensate for certain expenses.
- 1.2 [application](#) This directive applies to students who are enrolled in an Adult and Vocational Education Services program for a minimum of 25 hours per week, leading to the obtention of a professional or secondary diploma.
- 1.3 [definition](#) In this directive, the following expressions are defined as:
- a) **center director:** the Centre Director of an Adult Education Centre or the vocational training Centre;
 - b) **dependent:** a dependent child and/or a spouse as defined in c) and e) provided that they reside with the employee in the locality of assignment;
 - c) **dependent child:** a child of an student, of his or her spouse or of both, or a child living with the student for whom adoption procedures have been undertaken, who is unmarried and living or domiciled in Canada, who depends on the employee for his or her financial support and who is under 18 years of age;
- every child under 25 years of age who is a duly registered

student attending a recognized institution of learning on a full-time basis or a child of any age who has become totally disabled before reaching his or her 18th birthday or before reaching his or her 25th birthday if he or she was a duly registered student attending a recognized learning institution on a full-time basis and has remained continuously disabled since;

- d) **immediate family members:** the spouse, child, father, mother, brother, sister, grand-parents, uncle or aunt of the student;
- e) **spouse:**
 - i. persons who are married and cohabiting;
 - ii. persons who are living together in a conjugal relationship and are the father and mother of the same child;
 - iii. persons of the same or opposite sex who are living in a conjugal relationship for at least one (1) year;

it being specified that the dissolution of the marriage by divorce or annulment, as well as any de facto separation for more than three (3) months in the case of persons living together in a conjugal relationship, shall entail the loss of status as a spouse.

2. Criteria for the selection of transfer students

2.1 [criteria](#) In order to be admitted as a transfer student, the following criteria have to be considered:

- a) the service required must be a full time program and not available in the student's home community;
- b) a satisfactory evaluation of the candidate based on the following criteria is provided:
 - i. maturity;
 - ii. motivation and interest;
 - iii. capacity to adapt to the host community;
 - iv. willingness to abide by the rules of the host community;
 - v. academic placement.
- c) the candidate must be recommended in writing by the centre director in the home community and by a second person;
- d) the capacity of the community to accommodate the student.

Procedure

2A) [application](#) *The following steps apply in regard to application and selection procedure:*

- a) *the candidate contacts the local adult and vocational education Centre Director or if any, the Director of the regular sector;*
- b) *the candidate fills with the Centre Director's help, the application form, assessment form and medical form as shown*

in Annexes A and B;

- c) *the CD faxes the forms to the Adult and vocational Education CD of the desired host community;*
- d) *once the candidate file has been studied and evaluated, the local CD is informed of the decision about the request;*
- e) *in the case of a positive answer, the Adult and vocational Education CD makes travel arrangements;*
- f) *candidates should apply for EI or income support, if applicable, in their home community before they leave.*

2B) [deadline](#) *Set entry dates will be determined locally by each Adult and vocational Education CD, according to their situation and the number of applications received by the center.*

3. Room and Board

3.1 [student residences](#) In any community that has student residences, a transfer student shall live in the student's residence unless there is a lack of available accommodation in the residence.

3.2 [private home](#) Students who refuse to live in available students residence and who wish to live in a private home in the community, must assume all expenses related to room and board.

3.3 [rates applicable/room and board](#) The following rates are paid to the host family every week for a student's board and room, taking into account the differences in the cost of living between the communities:

- a) Kuujjuaq and Kuujjuaraapik: \$75 for lodging and laundry and \$145 for meals;
- b) Inukjuaq, Puvirnituaq and Umiujaq: \$75 for lodging and laundry and \$160 for meals;
- c) Akulivik, Aupaluk, Ivujivik, Kangiqsualujjuaq, Kangiqsujuaq, Kangirsuk, Quaqtuaq, Salluit and Tasiujaq: \$75 for lodging and laundry and \$175 for meals;
- d) An additional amount of \$35 is paid for each dependant child.

Procedure

3A) [indexation](#) *KSB is trying as much as possible to meet the rates set by the Kativik Regional Government concerning the cost of living in Nunavik. However, KSB has to respect the budget rules set by the Ministry of Education in doing so.*

4. Daycare

4.1 [public and subsidized](#) An amount of \$5.00 per child per day is paid for public day care and subsidized home care.

- 4.2 [private home day care](#) An amount of \$20.00 per day for the first child is paid for private home day care and \$10.00 per day for the second, third and fourth child is paid.

5. Training allowance

- 5.1 [rates applicable](#) The following rates are paid for training allowance to the student for each day of training:
- a) student without dependant: \$10 per day;
 - b) student with one (1) dependant: \$17 per day;
 - c) student with two (2) dependants: \$20 per day;
 - d) student with three (3) dependants: \$23 per day;
 - e) student with four (4) dependants: \$26 per day.

6. Travel allowance

- 6.1 [number of trips](#) All transfer students and their dependants are entitled to one trip at the beginning and at the end of each school year, between their community and the place of study. In addition, students and their dependants will be entitled to travel to their home community at Christmas. A third trip may be made available at the discretion of the School Board for the Spring break.
- 6.2 [cargo](#) The student and his dependant(s) of twelve (12) years old and over are entitled to an allocation for the transportation of personal effects up to 135 kg per person per year. Dependants between 2 and 11 years old are entitled to 90 kg per year and dependant(s) under 2 years old are entitled to 45 kg per year.
- 6.3 [student's responsibility](#) A student who quit school during the first 4 weeks shall reimburse the cost of the airfare paid by KSB, unless the Board agrees otherwise.
- 6.4 [funerals](#) With the prior approval of the Director of the Department of Adult and Vocational Education, students and their dependants may receive an additional return trip in cases of emergency related to the death of immediate family members.

Procedure

- 6A) [authorization](#) *All travels must be first authorized by the Centre Director.*
- 6B) [claim](#) *All requests for reimbursement must be forwarded with the appropriate receipts to the Adult and Vocational Education Services located in Montréal.*

7. Income from other sources

- 7.1 [part-time work](#) Students and their spouse or dependants may earn income while

working part-time up to \$80 per week each without affecting their level of sponsorship. Any amount greater than \$80 per week will be deducted from the living allowance of the working person, at a 50% rate.

7.2 [income exceeding \\$3000](#) A spouse shall not qualify as dependant when her/his annual income exceeds \$3000.

7.3 [EI benefit, income support...](#) A person who wish to enroll in an Adult and vocational education program and who used to receive income from other sources such as from EI or Income support programs might still be eligible to receive these benefits.

However, in order to avoid any duplication of funding, section 7.1 remains applicable.

Procedure

7A) [local agent...](#) *Since each case being different, the student is invited to contact his local agent to have his status reviewed before the beginning of the courses. It is also possible to contact the Regional office of Employment and Training:*

<i>Kuujuuaq:</i>	<i>(819) 964-2909</i>
<i>Inukjuaq:</i>	<i>(819) 254-8760</i>

8. Taxation

8.1 [benefits](#) The taxation Act requires that KSB issues at the end of each calendar year, a statement of income (T4-A and Relevé 1) for the benefits granted.

All trips made by the student and his dependant(s) are taxable at the federal level but not at the provincial level.

The student has to include such benefit on his income tax report.

9. Declaration of dependents

9.1 [form](#) In order to receive any allocations or benefits for his dependents, the student shall fill the information required on dependants on the application form as shown in *Annex A*.

10. Application of this directive

10.1 [previous provisions](#) The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.

10.2 [responsibility](#) The Director of Adult and Vocational Education Services is the person responsible for the application of this directive.

10) Write a text of approximately 10 lines, state the reasons you want to attend Adult and vocational education courses in the community requested:

I, _____, declare that the following information is true and accurate and that any false declaration could lead to my expulsion from the Adult and Vocational Education program.

Done in _____, this ____ day of _____, _____

Signature

Note¹

Are considered spouses:

- i) the persons who are married and cohabiting;*
- ii) the persons who are living together in a conjugal relationship and are the father and mother of the same child;*
- iii) the persons of the same or opposite sex who are living in a conjugal relationship for at least one (1) year;*

it being specified that the dissolution of the marriage by divorce or annulment, as well as any de facto separation for more than three (3) months in the case of persons living together in a conjugal relationship, shall entail the loss of status as a spouse.

Note²

Is considered a child:

a child of an student, of his or her spouse or of both, or a child living with the student for whom adoption procedures have been undertaken, who is unmarried and living or domiciled in Canada, who depends on the employee for his or her financial support and who is under 18 years of age;

every child under 25 years of age who is a duly registered student attending a recognized institution of learning on a full-time basis or a child of any age who has become totally disabled before reaching his or her 18th birthday or before reaching his or her 25th birthday if he or she was a duly registered student attending a recognized learning institution on a full-time basis and has remained continuously disabled since.

