



## Directive on Sponsorship for Transfer Students of the Adult and Vocational Education sector

<b>Department responsible:</b> Adult and Vocational Education Services	<b>Approved by:</b>  _____ Director-General
<b>Effective date:</b> January 1 <sup>st</sup> 2003	<b>Amended on:</b> December 7, 2012, March 13, 2014, March 18, 2015 and October 22, 2015.
<b>Reference:</b> CC 2000/01-42, CC 2012/13-28, 2013/14-35 and 2015/16-06	

***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 Nunavik 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) **director:** the Director of an Adult Education Centre;
  - b) **dependent:** a dependent child and/or a spouse as defined in c) and e) provided that they reside with the student in the locality where he is transferred;
  - c) **dependent child:** a child of a student, of his 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 student for his 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 18<sup>th</sup> birthday or before reaching his or her 25<sup>th</sup> 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) **Principal:** the Principal of the Nunavimmi Pigiursavik Training Center;
- f) **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 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 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 student must be domiciled in Nunavik;
- b) the service required must be a full time program and not available in the student's home community;
- c) 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.
- 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 Academic and Vocational Information Counsellor*
  - b) *the candidate fills the application form, shown in **Annexe A** and returns to the Academics and Vocational Information Counsellor*
  - c) *once the candidate's file has been studied and evaluated the student is informed by the Academic and Vocational Information Counsellor of the decision about the request;*
  - d) *in the case of a positive answer, the Academic and Vocational Education Counsellor makes the travel arrangements;*
  - e) *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 Director or Principal, 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 student residences 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) Kuujuaq and Kuujuaaraapik: \$99.75 for lodging and laundry and \$192 for meals;
  - b) Inukjuak, Puvirnituk and Umiujaq: \$99.75 for lodging and laundry and \$212.00 for meals;
  - c) Akulivik, Aupaluk, Ivujivik, Kangiqsualujuaq, Kangiqsujuaq, Kangirsuk, Quaqtuk, Salluit and Tasiujaq: \$99.75 for lodging and laundry and \$232.75 for meals;
  - d) An additional amount of \$46.50 is paid for each dependent.

## **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 and Babysitting**

- 4.1 [public and subsidized](#) An amount of \$7.30 per child per day is paid for public day care and subsidized home care.
- 4.2 [private home day care](#) An amount of \$35.00 per day for the first child is paid for private home day care with the addition of \$17.50 per day per child for the second, third and fourth child.
- 4.3 [babysitting](#) When a transfer student has classes while his school age child(ren) does not have classes, babysitting fees are paid or reimbursed according to the rates established in article 4.2.
- 4.4 [exceptional circumstances](#) The Director, Principal or Residence Manager may, in exceptional circumstances, authorize temporary babysitting services and pay the fees thereof when the transfer student is unable to fulfill this responsibility (e.g. he is evacuated for urgent medical reasons, etc.).
- 4.5 [maximum per week](#) The total amount paid to a transfer student for daycare or babysitting of his child(ren) cannot exceed \$200 for any given week.

## **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: \$15 per day;
  - b) student with 1 dependant: \$22.50 per day;
  - c) student with 2 dependants: \$26.50 per day;
  - d) student with 3 dependants: \$30.50 per day;
  - e) student with 4 dependants: \$34.50 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.

- 6.2            [cargo](#)    The student and his dependant(s) of 12 years old and over are entitled to an allocation for the transportation of personal effects up to 135 kg per person per year. Dependant(s) 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 does quit school during the first 2 weeks without a valid reason will cover his own travel expenses home, 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 dependents 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 Director or Principal.*
- 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 \$300 per week each without affecting their level of sponsorship. Any amount greater than \$300 per week will be deducted from the living allowance of the working person, at a 50% rate.
- 7.2            [income exceeding \\$12 000](#)    A spouse shall not qualify as dependant when her/his annual income exceeds \$12 000 .
- 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*
- |                                 |                  |                       |
|---------------------------------|------------------|-----------------------|
| <i>Employment and Training:</i> | <i>Kuujuuaq:</i> | <i>(819) 964-2909</i> |
|                                 | <i>Inukjuak:</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](#) Any person referred to in this Directive must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Director of Adult and Vocational Education Services is the person responsible for providing support in the interpretation of this Directive and to ensure its revision when necessary.



**Δμ'Λι' Δα'σ'ΑΝΑΠ'σ'Ρ' ΛΡ'Δ'ΥΑΝΑΠ'σ'Ρ'Α**  
**Λε'Λ'Υ' Λ'Υ'Α'Ρ'**  
**Éducation des adultes et de la Formation professionnelle**  
**Adult and Vocational Education Services**

**Annex A**  
**Transfer Student / Application Form**

Nom/Name/ΔΝ'Λ

Prénom/ Surname/ΔΝ'Υ'Ρ'Λ

Date de naissance/DOB/Δμ'Α'Λ

Courriel/Email/Υ'Λ'Α'Υ'Υ'Α'Υ'Δ' Α'Α'Α'Υ'Λ

Téléphone/Phone number/Δ'Υ'Α'Α'Ν'Λ

Facebook Username

(\* Facultatif / Optional / Α'Υ'Λ'Υ'Α'Υ'Υ'Α'Υ'Δ')

Case postale/P.O. Box/Α'Α'Υ'Α'Λ'Α'Υ'Α' Ρ'Υ'Α'Ν'Λ

Communauté/Community/Α'Α'Α'Λ

Niveau scolaire/Last grade completed/Δ'Υ'Α'Υ'Λ

Langue d'enseignement/Language of Instruction

Δα'σ'Α'Α'Α'Υ'Α'Υ'Α'Υ'Δ' Δ'Υ'Α'Υ'Λ

<b>Formation générale/General Education/Δ'Α'Α'Υ' Δα'σ'Α'Α'Υ'Α'Υ'Δ'</b>			
<i>Formation générale (Français)</i> Δ'Α'Α'Υ' Δα'σ'Α'Α'Υ'Α'Υ'Δ' (Δ'Α'Α'Υ'Α'Υ'Δ')	<input type="checkbox"/>	<i>General Education (English)</i> Δ'Α'Α'Υ' Δα'σ'Α'Α'Υ'Α'Υ'Δ' (Υ'Α'Α'Υ'Α'Υ'Δ')	<input type="checkbox"/>
<i>Formaton à distance (Français)</i> Υ'Α'Α'Υ'Α'Υ'Δ' Δα'σ'Α'Α'Υ'Α'Υ'Δ' (Δ'Α'Α'Υ'Α'Υ'Δ')	<input type="checkbox"/>	<i>Distance Education (English)</i> Υ'Α'Α'Υ'Α'Υ'Δ' Δα'σ'Α'Α'Υ'Α'Υ'Δ' (Υ'Α'Α'Υ'Α'Υ'Δ')	<input type="checkbox"/>

<b>Formation professionnelle/Vocational Education/Λ'Α'Υ'Λ'Υ' Δα'σ'Α'Α'Υ'Α'Υ'Δ'</b>	
<b>Veillez, s-v-p, cochez vos choix/Please check all your interests/Α'Υ'Α'Υ'Α'Υ'Δ' Α'Υ'Α'Υ'Α'Υ'Δ'</b>	
Soutien informatique: <b>1800h (Inukjuak)</b> Computing Support Υ'Α'Α'Υ'Α'Υ'Δ' (Δ'Α'Α'Υ'Α'Υ'Δ')	Plomberie et chauffage: <b>1680h (Inukjuak)</b> Plumbing and Heating Δ'Υ'Α'Υ'Α'Υ'Δ' Δ'Υ'Α'Υ'Α'Υ'Δ' (Δ'Α'Α'Υ'Α'Υ'Δ')
Electricité/Electricity: <b>1800h (Inukjuak)</b> Δ'Δ'Υ'Α'Υ'Α'Υ'Δ' (Δ'Α'Α'Υ'Α'Υ'Δ')	Menuiserie-Charpenterie: <b>1350h (Inukjuak)</b> Carpentry/Υ'Α'Υ'Α'Υ'Δ' (Δ'Α'Α'Υ'Α'Υ'Δ')
Mécanique d'engins de chantier : <b>1800h (Inukjuak)</b> Heavy Equipment Mechanics Α'Υ'Α'Υ'Α'Υ'Δ' Δ'Υ'Α'Υ'Α'Υ'Δ' (Δ'Α'Α'Υ'Α'Υ'Δ')	Infographie : <b>1800h (Inukjuak)</b> Computer Graphics Υ'Α'Α'Υ'Α'Υ'Δ' Α'Υ'Α'Υ'Α'Υ'Δ' (Δ'Α'Α'Υ'Α'Υ'Δ')
Comptabilité / Accounting : <b>1350h (Kuujuuaq)</b> Α'Υ'Α'Υ'Α'Υ'Δ' Α'Υ'Α'Υ'Α'Υ'Δ' (Α'Υ'Α'Υ'Α'Υ'Δ')	Cuisine professionnelle : <b>1470h (Inukjuak)</b> Professional Cooking: Λ'Α'Υ'Α'Υ' Δ'Υ'Α'Υ'Α'Υ'Δ' (Δ'Α'Α'Υ'Α'Υ'Δ')
Mécanique de véhicules légers : <b>1800h</b> Light Vehicle Mechanics ( <b>Kuujuuaq</b> ) Α'Υ'Α'Υ'Α'Υ'Δ' Δ'Υ'Α'Υ'Α'Υ'Δ' (Α'Υ'Α'Υ'Α'Υ'Δ')	Traduction/interprétation en Inuktitut : Inuktitut Translation/Interpreting: <b>1440h (Inukjuak)</b> Α'Υ'Α'Υ'Α'Υ' Δ'Υ'Α'Υ'Α'Υ'Δ' Α'Υ'Α'Υ'Α'Υ'Δ' (Δ'Α'Α'Υ'Α'Υ'Δ')



1 (800) 361-2244 #355



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**Adult and Vocational Education Services**

a) Social Insurance Number (SIN) : _____	Beneficiary Number (if any) : _____
Name of spouse (if any) :	Beneficiary number: _____

- b) Does the annual income of your spouse<sup>1</sup> exceed \$12,000?:      No       Yes
- c) Are you requesting a transfer for your spouse?      No       Yes

Name and date of birth of the children<sup>2</sup> if any:

Name	Date of Birth	Transfer required	
_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

During the school year, are you expecting any revenue from other sources?

No       From: a) EI       Monthly Amount:

Yes       \$\_\_\_\_\_

b) Other       Monthly Amount:

Specify      \$\_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, declare that the following information is true and accurate and that any false declaration could lead to my expulsion from the Adult & Vocational Education Program and I also hereby authorize KSB to access my school records.

Signature \_\_\_\_\_ Date (Y/M/D) \_\_\_\_\_



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Λε'ρ'ε'ε' ΛJ'ε'Δ'ε'ρ'

**Éducation des adultes et de la Formation professionnelle**  
**Adult and Vocational Education Services**

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;
- in) the persons of the same or opposite sex who are living in a conjugal relationship for at least 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 3 months in the case of persons living together in a conjugal relationship, shall entail the loss of status as a spouse.

Not

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 student 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.