



POLICY ON POST-SECONDARY EDUCATION SPONSORSHIP PROGRAM

Department responsible: Post-Secondary Services	Approved by: Director General
Adopted on: June 22, 2017	Amended on: October 22, 2019 and June 3, 2020
References: Policy CC 2016/2017-48, CC-2019/2020-08 and CC 2019/2020-85	

The Kativik Iisarniliriniq Post-Secondary Education Sponsorship Program is designed to encourage, support and assist Inuit beneficiaries to obtain College and University degrees as well as diplomas from technical institutes for programs not offered in Nunavik, so that they become economically self-sufficient, realize their individual potential and contribute to the advancement and the betterment of the Nunavik¹.

1.0 ADMINISTRATION OF SPONSORSHIP PROGRAM

1.1. The Post-Secondary Services coordinates all aspects of the Post-Secondary Education Sponsorship Program (the “Sponsorship Program” or “Program”). The Department has no involvement in the management and application of policies and directives of any educational institutions.

2.0 DEFINITIONS

2.1. In this Policy, the following words or expressions mean:

- a) **child:** a child of a student, of his spouse or of both, or a child for whom adoption procedures have been undertaken, who is unmarried, who depends on the student for his financial support and who is under 18 years of age;
- b) **current student:** a student currently sponsored and who is continuing his studies without interruption for the next school year;
- c) **dependent:** a child or a spouse as defined in a) and l) provided that
 - i. they reside with the student at the place of study, and
 - ii. their annual earnings are less than the Low Income Line;
- d) **Director:** the Director of Post-Secondary Services;
- e) **fully employed:** when an individual works at least 35 hours per week;
- f) **full-time student:** when the student is registered with this status, as recognized by the attended Institution. The student registered part-time in one or several

¹ Exceptions regarding courses provided in Nunavik by KI's Adult Education and Vocational Training Services include those beneficiaries with permanent addresses outside of Nunavik. These students could be eligible for sponsorship for full-time accredited vocational and technical courses provided outside Nunavik.



Institutions at the Post-Secondary level for a minimum of 12 hours per week, is deemed to be registered full-time in reference to this Sponsorship Program;

A student who has almost completed his program of studies but is not registered as a full-time student, maybe recognized as such by Post-Secondary Services if his other sources of revenues do not exceed the Low Income Line;

- g) **home community:** the community in Nunavik where the family residence of the student is or, for JBNQA Beneficiaries who are not on the Active List, the community of affiliation;
- h) **Low Income Line:** the rate as established by Statistics Canada for low income line calculated before tax and applicable to the entire family size;
- i) **non-current student:** a student who is not currently sponsored under the Sponsorship Program;
- j) **personal effects:** personal items such as clothing and other personal belongings not including furniture;
- k) **Recognized Institution or Institution:** an educational institution registered as a Post-Secondary institution (including technical institutes) by the Ministry of education;
- l) **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;
- m) **Student Residence or Residence:** a shared living accommodation for students including on campus or off campus apartments linked to an Institution when recognized as such by Post-Secondary Services.

3.0 ELIGIBILITY

3.1. To be eligible and remain eligible to receive assistance under this Sponsorship Program, an applicant must:

- a) be a beneficiary of the James Bay and Northern Québec Agreement and its Complementary Agreements (JBNQA) within the meaning of paragraphs 3.2.4, 3.2.5 and 3.2.6² and be registered on his Community Active List³.

However, as of the school year 2020/2021, the JBNQA Beneficiary who is not on the Active List, is covered by the present Policy as if he were on the Active List and by making the necessary adaptations;

- b) meet the educational and/or other entrance requirements of the Institution he will attend as a full-time student;
- c) have a reasonable chance of succeeding at a Post-Secondary Institution. In order to evaluate this criteria, candidates might have to do tests and interviews as required by Post-Secondary Services to assess various levels, including:

² For corresponding excerpts of the JBNQA, see the note following section 13 of this Policy

³ However, a student who did qualify at the time of application but who loses his status during his program of study, will be entitled to finish the program he is currently enrolled in



- academic levels
 - motivation
 - second language proficiency
 - maturity and
 - the overall capacity of the student to successfully complete his program of study;
- d) submit his application by March 1st for the Fall session and by November 1st for the Winter session;
- e) accept all responsibilities and obligations outlined in this Policy by signing the Sponsorship Agreement (**Annex A**);
- f) not receive funding from another source for the same purpose⁴;
- g) respect the KI Code of conduct and any applicable regulations;
- h) have received final approval from the Director;

Moreover,

- i) when an applicant was previously sponsored under the Sponsorship Program:
- i. he is deemed not eligible for at least one semester, if he has left without a valid reason, and
 - ii. he must have reimbursed any amount due (overpayment of allowances, etc.)⁵.

3.2. Part-Time Students

A student enrolled as a part-time student⁶ in a Recognized Institution may be eligible to the reimbursement of tuition fees and required books provided that:

- a) he has submitted his duly completed application form to Post-Secondary Services at least 30 days before the beginning of the course, and,
- b) the course was approved by the Department, and
- c) he has successfully completed the course.

3.3. Mature Students

A student (minimum age of 21 years old) who has not completed his secondary 5 Diploma (DES) could be eligible for sponsorship if he meets the other conditions established in this Policy.

Acceptance without a DES is the sole decision of the Institution and Post-Secondary Services is not responsible for providing upgrading courses to meet the acceptance requirements of the selected program.

3.4. Other Conditions / work

Students are allowed to take up part-time work while being sponsored. However, since students are sponsored on a "Full-Time" student status, it is their responsibility to ensure that

⁴ See section 6.9 a)

⁵ However, when arrangements for reimbursement are made with Post-Secondary Services, the student may become eligible

⁶ Including on-line courses



the majority of their time is spent attending to their studies. It is also their responsibility to remain in good standing with their Institution, despite working at the same time.

4.0 APPLICATION PROCEDURE

- 4.1. All application requests must be received at the KI Post-Secondary Services Montreal Office by the deadline established in 3.1 d). In order to be considered, the Application Form must be duly completed and accompanied by all the necessary supporting documents.
- 4.2. The selection of post-secondary programs and/or Institutions will be made by the applicant in conjunction with a counselor from Post-Secondary Services prior to the Institution's application deadline. It is the applicant's responsibility to apply to and provide the Institution with all necessary application documents.

In the case of Secondary 5 students and certain first-time applicants, applications shall be done with the assistance of Post-Secondary Services and their local schools in Nunavik.

- 4.3. The student must attend a public Institution within the Province of Quebec. Students requesting sponsorship to attend a private Institution and/or out-of-province for valid reasons and the request must be justified. The sponsorship is subject to certain limitations for out-of-province studies as described in section 5.2.
- 4.4. Any expenses incurred by the student prior to his application to the Program will not be considered eligible for funding, except in certain circumstances for the application fees to the Institution as provided in section 6.1.

5.0 PREMISES

- 5.1. All applicable rates and amounts under the Sponsorship Program are established by resolution adopted by the Council of Commissioners.
- 5.2. If a student is approved for sponsorship to study out-of-province or out of the country in a program of study which is available⁷ at a Quebec Post-Secondary Institution, the Sponsorship Program will only assume the eligible costs of sponsorship equivalent to studying at the Quebec Institution. Additional costs may be covered by the student through other sources.
- 5.3. When the student wishes to claim sponsorship for dependents, he must submit the "Declaration of Status" form with his application (see **Annex B**).
- 5.4. The student must immediately declare any subsequent change regarding the recognized dependent, by submitting an amended form to Post-Secondary Services without delay.
- 5.5. The student who has completed his current semester and who has school age dependent(s) will have his sponsorship continued for a reasonable period to allow the dependents to complete their term.
- 5.6. In cases where a student and/or members of the student's family are claimed as dependents through the spouse's employer, and thereby receive certain benefits such as travel and housing benefits, Post-Secondary Services will not provide funding for these same benefits.

⁷ However, when a student has duly applied and was not accepted in programs otherwise available in Quebec due to quota, etc., the Director may, under special circumstances, consider a recognition of an out-of-province program for funding of comparable expenses.



- 5.7. Children can be recognized as dependents of the student, the student's spouse, but not both. Consideration will be given if said benefits are lower than those that would have been provided by Post-Secondary Services.
- 5.8. When the student lives with a non-dependent spouse who is working full-time with a revenue equivalent to 50% of the Low Income Line as defined in 2.1 h), the spouse shall assume 50% of the rent and utilities (heat, hydro) as well as 50% of the baby-sitting fees that would be eligible for KI sponsorship.
- 5.9. When 2 sponsored students are sharing an apartment, both names must appear on the lease and living expenses are divided equally⁸. However, each student is entitled to full benefits regarding moving and furniture.
- 5.10. Unless otherwise specified, the student must submit the original receipt for any expense claimed under this Policy.

6.0 AREAS OF ASSISTANCE FOR FULL-TIME STUDENTS

6.1. Application Fees

Application fees to Recognized Institutions are paid or reimbursed in full but for a maximum of 2 applications per year (per level of study).

6.2. Tuition Fees and Registration Fees

- a) Tuition and registration fees will be paid in full for students registered full-time at a Recognized Institution;
- b) Tuition will be paid only for those courses, which are officially listed as requirements by the Post-Secondary Institution for the completion of the program of study;
- c) Other courses may be approved by the Director of Post-Secondary Services. In this case, the student must first consult with his KI Post-Secondary Counsellor and this prior to register in the course;
- d) Any mandatory examination fees required to be able to practice in the field of studies are also eligible for sponsorship (nurses, lawyers, etc.).

6.3. Books, Equipment & Supplies

- a) The cost of books and equipment⁹ which are officially listed as requirements by the Institution for completion of the program of study will be paid in full¹⁰;
- b) A lump sum is provided each semester for consumable school supplies such as pencils, paper and other similar objects (no receipt required);

⁸ See section 6.9 d) for more details

⁹ Including tools and special clothing

¹⁰ However, rentals of equipment might have to be considered if appropriate



6.4. Internet and Telephone Fees for students

The following fees are eligible for funding up to the maximum established by KI:

- a) Internet fees on a monthly basis (no receipt required) ;
- b) Telephone fees on a monthly basis (no receipt required).

6.5. Tutorial Assistance

Students are entitled to tutoring up to one hour per week, per the number of courses taken. The total hours may be used for tutoring in one single course or spreaded over the other courses. Additional hours may be approved by the Director but, prior to receiving extra tutoring hours, the Counselor from Post-Secondary Services must assess the need and have approval from the Director. The KI Post-Secondary Counsellor can arrange for tutorial services. If needed, a form must be completed to receive reimbursement or payment of tutoring.

6.6. Transportation

To the Home Community

- a) Students and their dependents are entitled to a return trip by the most direct and economical route between the student's home community and the area of the Institution attended as follows:
 - at the beginning and end of each school year
 - at Christmas
 - at Spring Break or at another time as determined by Post-Secondary Services.

Necessary taxi expenses to and from the airport will be reimbursed upon presentation of receipts.

KI shall not prepay nor reimburse expenses incurred for excess baggage;

- b) With the prior approval of the Director, students and their dependents may receive an additional return trip in cases of emergency related to the death of immediate family members (spouse, child, father, mother, brother, sister, grandparents and grandchildren);
- c) To permit the student to attend an exam or an entrance interview or classification in a Post-Secondary Institution, KI may provide a trip, but only if the said exam or interview is scheduled more than two weeks prior to the beginning of classes. A return trip (without dependents) will be provided from the student's home community to the closest location of the exam;
- d) Transportation benefits are not transferable and must be taken within the same school year, after what they are deemed forfeited;
- e) Subject to section 6.10.3, students returning home must do so within 3 days of completing a semester or discontinuing their studies.
- f) Any changes to confirmed reservations that entail additional costs will be charged to the student unless due to unforeseen circumstances.



Daily transportation at the locale of study

- g) Funds for bus or train passes which are required for daily transportation in the area of the Institution will be provided for the student and their dependents. In the event that a student is unable to access public transportation, other economical and practical methods will be considered.

6.6.1. Change of destinations

The Director may authorize, no more than once a year, a student to travel to a Nunavik community other than his community of departure. The request must be for valid reasons and submitted with the travel request. If this change incurs expenses exceeding what it would have cost to travel to the original point of departure, the student will however have to assume or reimburse these additional expenses. Arrangements can be made with Post-Secondary Services to recuperate these additional costs from the living allowance, make the appropriate deductions, etc.

6.7. Cargo

Students and their dependents are entitled to a cargo allowance for transportation of personal effects once at the beginning and once at the end of the Sponsorship Program and as follows:

- a) students and their dependent(s) of 12 years old and over: 135 kg each;
- b) dependent(s) between 2 and 11 years old: 90 kg each;
- c) dependent(s) under 2 years old: 45 kg each.

6.8. Daycare and Babysitting

When required and necessary, Students may be entitled to reimbursement of daycare or babysitting fees of a dependent child as follows, for services provided by a person not residing with the student.

The reimbursement of these fees is subject to section 5.8, where a non-dependent spouse might have to contribute.

Public and subsidized

- a) A maximum daily amount as established by law is paid for public day care and subsidized home care for each child;

Private home day care

- b) A maximum amount as determined by KI for eligible dependent children is paid for private home day care;

Babysitting

- c) When a student has classes while his school-age child(ren) does not have classes, babysitting fees are paid or reimbursed according to the rates established above.

Receipts must be submitted.

Moreover, the above allowance may also be provided under the same conditions for the summer camp of dependent children.

Other situations may require a student to request additional funds under the terms of this section, which may be granted if deemed appropriate upon authorization of the Director.

6.9. Living Allowance



- a) Food, lodging, local travel, tuition, recreation, etc. are essentially covered under the sponsorship agreement; any other sources of income from employment or government agencies must be declared by the student at the time of application. This income will be considered in computing the student's living allowance. Scholarships, bursaries and or awards are not considered in computing the student's living allowance;
- b) Income earned or assistance provided by a student's spouse, dependents, or other relatives are not considered in determining the sponsorship of the student except for the "Lodging";
- c) Allowances will not be provided for "part-time" students or fully employed students. However, their costs of tuition, books and supplies will be provided upon successful completion of the course, unless the student receives funds for these expenses from other sources;
- d) Sponsored students living at home with their parents in the area of the Institution are entitled to:
 - i. room and board allowance
 - ii. pocket money
 - iii. personal care items
 - iv. phone
 - v. the internet (the invoice must be under the student's name)
 - vi. bus or train passes as per section 6.6.

6.10 Lodging

6.10.1. Student Residence¹¹

First year students without dependent may have to stay in the student residence where available¹² and as determined by Post-Secondary Services. Should there be a waiting list, Post-Secondary Services will arrange for short-term temporary accommodation.

6.10.2. Apartment

Students with dependent(s) and students not subject to 6.10.1 are entitled to a furnished apartment under the following conditions.

Montreal area / KI arrangements

Within the Montreal area, where the majority of students are studying, a student eligible to an apartment has the following options:

KI leased apartment

- a) Post-Secondary Services may organize the arrangements signs the lease, provides the services of transportation of personal effect, etc.; students will be presented with 2 options of areas to be housed upon acceptance of their sponsorship. Post-Secondary Services will consider their preferred area when assigning apartments;

Opt out provision

- b) A student eligible to an apartment may opt out from this provision by making his own arrangements for lodging and by notifying PSSS before May 1st. In such

¹¹ See definition in 2.1 m)

¹² And if the student also meets the criteria of eligibility of the said residence



situation, he may benefit from funding up to the applicable CMHC rate + %10 in the area of the apartment (see **Annex D**);

By opting out, the student relinquishes his rights from all housing services provided by KI and will not be eligible to benefits such as KI furniture, household supplies, storage of furniture, etc. However, the student may receive an allowance:

- i. for the purchase of furniture and household supplies up to an amount determined by KI; this allowance is paid only once but a student who is returning after an interruption of studies may be eligible a second time, when a period of 5 years has elapsed since he received the first allowance. If the return following an interruption occurs before the 5 year period, the student could keep the receipts and claim the allowance once the 5 year period has elapsed.
- ii. for certain expenses for moving his furniture, once at the beginning of the opt out and once at the end. Post-Secondary Services will make payment arrangements with the company up to a maximum amount predetermined by KI.

The student is personally responsible for any other costs or expenses;

Other areas (outside the Montreal area)

- c) In any other locations outside the Montreal area, paragraph b) applies and the student makes his own arrangements, sign the lease, etc. Post-Secondary Services will pay up to the equivalent of the average rental rate established by the Canadian Mortgage and Housing Corporation +%10 for that location (CMHC rate)¹³;

Size of the apartment

- d) In order to establish the size of the lodging required by a student, the “Appendix on Apartment Distribution” in **Annex C** will be used;

Coverage

- e) The lodging costs include only the actual rental costs of the premises, utilities, and necessary furnishings (if applicable), but do not include costs related to, television/cable, or parking for vehicles;

Furniture

- f) For KI furnished apartments, the furniture must remain in the apartment and no expenses will be assumed by KI for the moving or storage of personal furniture;

Student owner

- g) When the student is the owner of the accommodation, an amount may be agreed upon in lieu of rental and related costs up to the applicable CMHC rate + 10% to the area of the dwelling;

Financial contribution of the spouse

- h) The rent subsidy is subject to section 5.8, where a non-dependent spouse might have to contribute to the cost of rent and utilities (heat, hydro).

¹³ For Out of province: if the program is not offered in Quebec, the maximum will also be the CMHC +10% of the rate applicable to the location of study.



5. Master's Degree or Equivalent:	24 student months
6. Doctorate (Ph.D.):	60 student months

7.2. Summer Sponsorship

Currently sponsored students will be sponsored for study during the summer months if they meet the following criteria

- a) it allows them to complete their program of study at the end of the summer session;
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- or**
- b) it is a requirement of their program which is running through the summer;
or
- c) they require prerequisite courses for a program of study, which commences immediately following the summer session in question and cannot be taken in the following academic year;
or
- d) the student must wait for his dependent children to complete their current school year.

8.0 STUDENTS RESPONSIBILITIES

8.1. Courses

Students must:

- a) attend all classes in the program in which they are registered and make every effort to succeed in their studies in order to maintain their sponsorship:
 - College level students must be registered as full-time students and meet the requirements of the Institution (students passing less than 4 courses will normally be put on probation by the Institution)
 - University level students must successfully complete 12 credits per semester or 24 credits overall per year in order to maintain their sponsorship for the following semester;
- b) adhere to the rules, regulations and conditions of the Post-Secondary Institution they are attending;
- c) maintain a regular contact with the student counselor assigned to them by Post-Secondary Services. The nature and regularity of this contact will be established in the beginning of the school year with the student's counselor;
- d) attend all study and tutoring sessions that have been organized for them;
- e) inform their Post-Secondary Services counselor of a course change, a course drop or a program change before proceeding with the change;
- f) successfully complete their semesters as per article 8.1a). After an incomplete or unsuccessful semester (namely where the Institution does not allow the student to continue studying), the student will be required to wait a minimum of one semester and submit a new sponsorship request.



8.2. Student Residence

Students living in a residence must adhere to the rules and conditions established for that residence. Students who neglect or disregard this responsibility may affect their sponsorship under the terms of this Policy. The student may be held responsible for any costs incurred for damages he would have caused.

8.3. Students Living in Apartments

- a) Students must adhere to the rules, regulations and conditions outlined in the lease of the apartment. It is the responsibility of the students to familiarize themselves with the lease and its conditions.
- d) Allowances for students living in apartments will be determined according to KI's "Allowances for Post-Secondary Students".
- c) Students must demonstrate responsibility in caring for the basic furnishings and other items, which are provided with the apartment. Students who neglect or disregard this responsibility may affect their sponsorship under the terms of this policy and may be held responsible for costs incurred due to damages.
- d) Apartments are provided as accommodation for the exclusive use of the students and their dependents and must not be used for any other purpose. Moreover, for housing organized and arranged by Post-Secondary Services, the student shall ask in writing an authorization from the Director, in order to allow any guest to stay more than a week in his apartment.

9.0 RESPONSIBILITY OF POST-SECONDARY SERVICES

9.1. Specific Responsibilities

Post-Secondary Services will:

- a) follow-up and evaluate each request for sponsorship under this Sponsorship Program;
- b) provide academic, career, and personal counselling to sponsored students and their dependents;
- c) facilitate the adaptation of sponsored students to their new environment through academic placement, choice of educational program, tutoring, accommodation, etc.;
- d) establish and maintain a communication network between KI and various contact persons in educational Institutions and organizations involved in the advancement of the students;
- e) serve as post-secondary resource centre for any Inuit beneficiary as well as anybody of the KI education network in Nunavik ;
- f) carry out any other relevant activity considered necessary for the successful operation of the Post-Secondary Sponsorship Program.



10.0 INCENTIVES FOR POST-GRADUATE STUDIES

As an incentive, KI allocates an amount of:

- a) \$1,300 for every student who receives a degree at the Bachelor's level;
- b) \$2,000 for every student who receives a degree at the Master's level;
- c) \$4,000 for every student who receives a degree at the Ph.D. level.

11.0 APPEAL PROCEDURE

Should a student be convinced that sections of this Sponsorship Program have not been fairly applied to his situation, he must first address the issue with the Director of Post-Secondary Services within 15 days of the decision he wishes to appeal.

If after this review the student still believes that sections of this sponsorship program other than sections 3.1d), 4.1 and 7 have not been fairly applied to his situation, he may submit his case to an Appeal Board within 30 days of the decision made by the Director. Sections 3.1d), 4.1 and 7 are not subject to an appeal and are final.

- a) The KI Executive Committee shall serve as the Appeal Board. The composition of the Appeal Board may be changed with the approval of the Council of Commissioners;
- b) The student must submit his request in writing to the Assistant Director General with a summary of his case. The Assistant Director General assess the request to ensure it meets the criteria in which, it will be submitted to the Appeal Board;
- c) In cases involving termination of sponsorship, the student shall have the option to be heard by the Appeal Board to explain his appeal (by phone or otherwise, if deemed appropriate);
- d) The decision of the Appeal Board is to be consistent with the Sponsorship Program policies and requirements and is final and binding.

12.0 ABSENCE OF RESPONSIBILITY OF KATIVIK ILISARNILIRINIQ

KI, its employees, representatives and officers are not responsible for any loss, damage or injury suffered by any student or a dependent either before, during or after his enrolment in the Sponsorship Program, whether residing in one of the residences sponsored by KI or elsewhere.

The disclaimer attached, as **Annex A** must be signed in every instance of sponsorship.

13.0 FINAL PROVISIONS

- 13.1.** KI may terminate the funding of a student at any time in the case of a false declaration, fraud or for non-respect of the conditions applicable to the Sponsorship Program.
- 13.2.** The taxation acts require that KI issues at the end of each calendar year, a statement of income (T4-A and Relevé 1) for any taxable benefits granted.

All trips made by the student and his dependent(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.

- 13.3.** In exceptional circumstances, the Director may authorize the reimbursement of reasonable expenses not otherwise covered by this Policy if justified, necessary and if in accordance with the objectives of the Sponsorship Program.

Excerpt from the James Bay and Northern Québec Agreement and its Complementary Agreements (JBNQA) / paragraphs 3.2.4, 3.2.5 and 3.2.6

3.2.4 A person shall be entitled to be enrolled as a beneficiary under the Agreement and be entitled to benefit therefrom if on November 15, 1974 he or she was:

- a) a person of Inuit ancestry who was born in Quebec or is ordinarily resident in Quebec or, if not ordinarily resident in the Territory, is recognized as a member thereof, by one of the Inuit communities, or
- b) a person of Inuit ancestry who is recognized by one of the Inuit communities as having been on such date a member thereof, or
- c) the adopted child of a person described in sub-paragraph a) or b).

3.2.5 On or after November 16, 1974, a person is entitled to be enrolled as a beneficiary under the Agreement and entitled to benefit therefrom, if he or she is:

- a) a person who is a legitimate or illegitimate descendant in the male or female line of a person entitled to be enrolled pursuant to paragraphs 3.2.4 or 3.2.6
- b) the adopted child of a person described in paragraph 3.2.4 or sub-paragraphs 3.2.5 a) provided such child is a minor at the time of the adoption;
- c) the lawful spouse of a person described in paragraph 3.2.4 or sub-paragraphs 3.2.5 a) or b) or paragraph 3.2.6.

3.2.6 After six months following the posting of the official lists referred to in sub-paragraph 3.3.6 b), an Inuit community may, from time to time, at its discretion, direct the Secretary General to enroll as a beneficiary under the Agreement and as a person entitled to benefit therefrom a person who is of Inuit ancestry provided such person:

- a) was born in Quebec, or
- b) is ordinarily resident in the Territory, and
- c) he or she would have been entitled to be enrolled with his or her descendants pursuant to paragraphs 3.2.4 or 3.2.5 but, through inadvertence or otherwise, was omitted from the official lists of beneficiaries prepared in accordance with paragraph 3.3.6.

The provisions of this paragraph shall not prevent any person omitted from the official lists of beneficiaries prepared in accordance with paragraph 3.3.6 from exercising his right to appeal pursuant to Sub-Section 3.4.



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Kativik Ilisarniliriniq

Annex A

**STUDENT AGREEMENT
POST-SECONDARY EDUCATION SPONSORSHIP PROGRAM**

I, _____, agree to:
(Print Name)

- 1) abide by the policies and directives applicable to Post-Secondary students and fulfill and respect all obligations and requirements applicable to the Sponsorship Program;
- 2) attend all the scheduled courses and tutoring of my program of study;
- 3) complete all required assignments;
- 4) meet with the KI Post-Secondary counsellor, when required;
- 5) respect the travel arrangements made for me and my dependents by KI.

And,

- 6) I understand that I might be withdrawn from the KI Post-Secondary Education Sponsorship Program Policy notably if I or one of my dependents do not respect all the conditions applicable to the Sponsorship Program including the Code of Conduct for Students of the Post-Secondary Education Sponsorship Program.

I agree to indemnify the Kativik Ilisarniliriniq, its employees, representatives or officers, for all claims, actions, costs, expenses and demands in respect to injury, loss or damage that I or my dependents may have caused to KI or a third party (landlord, etc.)

This disclaimer, waiver, release and indemnity is binding on me and on my heirs, personal representatives, successors and assigns.

I hereby agree that, in the event that I or my spouse or parent/tutor/guardian cannot be contacted within a reasonable period of time, the person in charge then designated by KI, be appointed to authorize the admission to a hospital or to any other medical facility, if deemed necessary by medical personnel, and that emergency medical treatment recommended by a medical doctor be given to the above-named student, while under the Post-Secondary education sponsorship.

I have read and understand the above and all of the requirements pertaining to the Sponsorship Program Policy and the Code of Conduct for Students of the Post-Secondary Education Sponsorship Program and I agree to abide by them.

Signature: _____

DATED this ____ day of _____, 20__, in _____.

NOTE: If the student is under the age of 18 years, this document must also be signed by a parent or guardian.

*****This Agreement is kept in the Student's file and a copy is given to the student.***



Annex B

**DÉCLARATION DES PERSONNES À CHARGE /
DECLARATION OF DEPENDENTS**

Post-Secondary Education Sponsorship Program
Programme d'aide financière aux étudiants du post secondaire

Nom à la naissance de l'étudiant / Student's Family name at birth	
Prénom / First name	
Nom usuel, si différent Usual name, if different	
Numéro d'assurance sociale Social Insurance Number	
Date de naissance / Date of birth	
Village / Community	

Adresse permanente Permanent address	
Téléphone / Telephone	
Adresse courriel / Email address	

Réservé aux services aux étudiants / Reserved for Post-Secondary Services
Recognized home community: _____

ÉTUDIANT / STUDENT	CONJOINT(E) / SPOUSE
1) Quel est votre état matrimonial? What is your marital status?	2) Identification du conjoint ou de la conjointe Spouse's identification :
Marié(e) / Married <input type="checkbox"/> Certificat de mariage requis Marriage certificate required	Nom à la naissance / Full name at birth:
Célibataire / Single <input type="checkbox"/>	Numéro d'assurance sociale/Social Insurance Number
Conjoint(e) de fait / Common Law Spouse* <input type="checkbox"/> Depuis quand (indiquer la date) / Living together as of when (indicate the date) * Vous devez remplir l'Affidavit lors de votre première déclaration à cet effet / You must complete the Affidavit at the time of your first declaration to this effect	Conjoint(e) à ma charge : Spouse is my dependent : oui/ yes <input type="checkbox"/> non/ no <input type="checkbox"/> <u>Si oui, inscrire son nom dans la section 3 / If yes, write her/his name in section 3</u> Mon conjoint(e) a un revenu supérieur à la ligne de faible revenu / My spouse has a revenue above the Low Income Line oui/ yes <input type="checkbox"/> non/ no <input type="checkbox"/>



3) Liste des personnes à charge qui résident avec vous sous votre toit (incluant le (la) conjoint(e) s'il y a lieu). List of dependents residing with you under the same roof (including spouse if applicable).

	Nom et prénom Last and first names	Certificat de naissance des enfants requis Children's birth certificates required		Ajouter / Add	Enlever / Remove/Delete	Date Effective Date (AA / M / J) (YY/ M/ D)
		Lien de parenté Relationship	Date de naissance (aa/mm/jr) Date of birth (yy/mm/dd)			
1				<input type="checkbox"/>	<input type="checkbox"/>	
2				<input type="checkbox"/>	<input type="checkbox"/>	
3				<input type="checkbox"/>	<input type="checkbox"/>	
4				<input type="checkbox"/>	<input type="checkbox"/>	
5				<input type="checkbox"/>	<input type="checkbox"/>	
6				<input type="checkbox"/>	<input type="checkbox"/>	
7				<input type="checkbox"/>	<input type="checkbox"/>	

J'atteste que les renseignements donnés sont véridiques et je m'engage à aviser immédiatement les Services aux étudiants de tout changement en ce qui concerne mes personnes à charge reconnues, en soumettant dans les plus brefs délais le formulaire révisé.

I declare that the information given above is correct and undertake to immediately declare any subsequent change regarding the recognized dependent, by submitting an amended form to Post-Secondary Services without delay.

Signature de l'étudiant(e) parrainé(e)
Signature of the sponsored student

Date



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Kativik Ilisarniliriniq

Affidavit - Common law spouse
Affidavit - Conjoint de fait /

Post-Secondary Sponsorship Program
Programme d'aide financière aux étudiants du post secondaire

Cet affidavit doit être complété devant un Commissaire à l'assermentation et n'a pas à être soumis de nouveau à moins que la situation familiale ne change.

This affidavit has to be done before a Commissioner of Oaths and does not have to be resubmitted unless the family situation changes.

Je, _____, domicilié et résidant au _____
(nom de l'étudiant)

déclare que _____, vivons en union de fait et que nous
(nom du ou de la conjoint (e))

répondons à toutes les conditions nécessaires à la reconnaissance de ce statut telles que décrites dans la Politique de KI sur le Programme d'aide financière aux étudiants du post secondaire.

Je déclare que cette information est exacte et véridique :

Signature de l'étudiant

Assermenté devant moi, à _____ ce _____ 20_____

Nom du Commissaire à l'assermentation

Signature

I, _____, domiciled and residing at _____
(name of the student)

declare that _____, are living in a common-law relationship
(name of the spouse)

and that we meet all the conditions necessary to the recognition of this status as described in the KI Policy on the Post-Secondary Sponsorship Program.

I certify that the above-mentioned information is true and accurate.

Signature of the student



Annex C

APARTMENT DISTRIBUTION

The following determine the size of apartment of the eligible single students, single parents and families, according to their status:

- a) Eligible single students or Couples with no children are eligible for a 3 ½ room apartment.
- b) Single parents or couples with:
 - one child, are eligible for a 4 1/2 room apartment
 - two children below secondary school age, are eligible for a 4 1/2 room apartment
 - two children, and at least one of whom is of secondary school age, are eligible for a 5 1/2 room apartment
 - three children are eligible for a 5 1/2 room apartment
- c) Other sponsored students sharing an apartment are entitled to one bedroom each.



Annex D

**POST-SECONDARY SERVICES – ACCEPTANCE and OPT OUT FORM
 HOUSING SERVICES**

(to be completed before May 1st)

As a student eligible to lodging benefits under the Kativik Ilisarniliriniq (KI) Sponsorship Program, I am making the following choice, based on the criteria of eligibility provided in the Post-Secondary Education Sponsorship Program Policy.

OPTION 1:

Student accepts available housing provided by KI Post-Secondary Services

Available housing is as follows:

- a) Student residence(s) where available:
- b) Furnished KI apartments for the Montreal area and for students with dependents or students who may be deemed eligible in accordance with the Policy:

OPTION 2:

Student opts out as per Article 6.10.2 of the Policy and agree to the following:

- the eligible rental allocation will be up to the maximum of the average rental rate established by the Canadian Mortgage and Housing Corporation at the place of rental + 10%;
- he/she has his/her own lease or accommodation;
- no furnishings and/or household supplies are furnished by KI;
- an amount will be covered for moving his/her furniture but only once at the beginning of the opt out and once at the end.
- The student may be eligible for half rent during the summer as per the conditions established in the Policy. Letter of employment, start & end date are required.

I, _____ have duly read & chosen the following housing
Student's name

option for the academic year 20____ - 20____ and I:

- Accept KI's Housing Offer (Option 1)
- Refuse KI's Housing Offer (Option 1) and would like to opt out of the housing provisions (Option 2)

I also agree that if I have a spouse who is working full-time with a revenue equivalent to 50% of the Low Income Line as defined in the Policy, that the cost of rent and utilities (heat, hydro) will be shared equally for any of the above options.

 Signature

 Date



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Kativik Ilisarniliriniq



RATES AND AMOUNTS
KATIVIK ILISARNILIRINIQ POST-SECONDARY
EDUCATION SPONSORSHIP PROGRAM 2019

<i>AMOUNT</i>	<i>DESCRIPTION</i>
Students in residence (Inuktalik/Montmorency)	
<i>All allowance rates are calculated on a 7 day period</i>	
Pocket Money	\$120.00
Personal Care Items	\$23.50
Students in Room & Board	
<i>Apply to students living with their parents</i>	
<i>All allowance rates are calculated on a 7 day period</i>	
Room & Board	\$95.50
Pocket Money	\$120.00
Personal Care Items	\$23.50
Students who have opted out	
Monthly rent subsidy	Up to the equivalent of CMHC rate of the area of apartment + 10%
Allowance for purchase of furniture and household supplies per student.	\$1500.00
Additional amounts for each dependent	+ 500.00/ dependant
	Maximum as defined in the Policy
Moving costs	\$3600.00
	Maximum as defined in the Policy
Students in Cegep/University residence & apartments	
Food	\$95.00
Personal Care Items	\$23.50
Household supplies	\$9.85
Pocket Money	\$120.00
Laundry/per person	\$13.00
<i>Food allowance would not be applicable if Meal-plan is mandatory</i>	
Consumable school supplies (flat rate)	
	\$50,00
<i>Allocated to student prior beginning of each semester</i>	
Bus & Internet : monthly payments	<i>Monthly allocation given to students prior 1st of month. Fare based on area of study.</i>
Regular student fare Montreal area	
Adult fare Montreal 25 yrs. +	



Regular student fare Laval area

Adult fare Laval 25 yrs. +

Based of area of study

Telephone allowance	\$47	<i>flat rate given to students per month (no invoices)</i>
Internet (maximum of)	\$50	<i>Flat rate given to students per month (no invoice)</i>
Daycare and babysitting services		<i>As per established rates of Daycare with a maximum of \$200 per week in any circumstances</i>
Babysitting services (at home)		
Hourly rate : 1 child	\$10.00	
Hourly rate : each additional child	\$5.00	
Maximum amount per day/1 child	\$ 60.00	<i>And a maximum additional amount of \$30 for each additional child</i>
Tutoring:		<i>According to reasonable market fee</i>
up to 1 hr. per week, per course		<i>Additional hours must be prior approved by Director</i>