

**POLICY ON POST-SECONDARY EDUCATION**  
**SPONSORSHIP PROGRAM**

<b>Department responsible :</b> Post-Secondary Services	<b>Approved by :</b>  _____ Director general
<b>Effective date :</b> June 22, 2017	<b>Amended :</b> October 22, 2019, June 3, 2020 and March 17, 2021
<b>References :</b> CC 2016/2017-48, CC 2019/2020-08, CC 2019/2020-85 and CC 2020/2021-53	<b>Other references:</b> <ul style="list-style-type: none"><li>• KI Budgetary Rules</li></ul>

The Kativik Ilisarniliriniq 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 Nunavik<sup>1</sup>.

#### **ADMINISTRATION OF SPONSORSHIP PROGRAM**

- 1.1 **post-secondary services** 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.

#### **DEFINITIONS**

- 2.1 **definitions** 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) **dependent:** a child, a spouse or a support resource as defined in a), j) and l) provided that:
    - i. they reside with the student at the place of study, and

<sup>1</sup> 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.

- ii. their annual earnings are less than the Low Income Line;

However, if the child does not reside with the students but the parent (student) is financially responsible for the child or if the child has to return to Nunavik for a valid reason recognized by the Director, the living allowance for this dependent may be maintained without considering the residency requirement under i);

- c) **Director:** the Director of Post-Secondary Services;
- d) **full-time student:** when the student is registered with this status, as recognized by the attended Institution. However, the Director may recognize a single parent student attending 3 courses or 9 hours per week<sup>2</sup> to be considered a full-time student, provided there is no Support Resource. The student registered part-time in one or several 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;

- e) **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;
- f) **Low Income Line:** the rate as established by Statistics Canada for low income line calculated before tax and applicable to the entire family size. All students claiming adult dependents are required to submit federal and provincial annual notice of assessments to calculate their income line at the time of application;
- g) **personal effects:** personal items such as clothing and other personal belongings not including furniture;
- h) **Recognized Institution or Institution:** an educational institution registered as a Post-Secondary institution (including technical institutes) by the Ministry of education;

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<sup>2</sup> Or as per part-time status as recognized by the attended Institution



- i) **Single parent:** a student who lives with a child or children as defined under a) and who does not have a spouse, live-in partner or support resource;
- j) **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;
- k) **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;
- l) **Support resource:** a person over 18 years old who will reside with a single parent student and provide support and assistance for the children, etc.

## ELIGIBILITY

3.1 **eligibility** 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 3.2.6. As of the school year 2020/2021, it is not necessary to be on the Active List of a community to be eligible;
- 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:
  - academic levels
  - motivation
  - second language proficiency
  - maturity and
  - the overall capacity of the student to successfully complete his program of study;



- d) submit his duly completed application form by March 1<sup>st</sup> for the Fall session and by November 1<sup>st</sup> for the Winter session. However, for students who do not require housing or whose starting date differ from the usual Institution's starting date, they can submit their application up to 30 days before the beginning of the course;
- 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 purpose<sup>3</sup>;
- 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:
    - 12 months, if the sponsorship was terminated for breach or non-respect of this Policy or of the Code of Conduct;
    - 6 months, if he has left without a valid reason
    - 12 months after 2 medical withdrawal during a sponsorship. However, the student could be eligible earlier, if it is established by a physician selected by the Board that he is sufficiently recovered to resume his studies;
  - ii. he must have reimbursed any amount due (overpayment of allowances, etc.)<sup>4</sup>.

3.2 **part-time students** A student enrolled as a part-time student<sup>5</sup> 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.

<sup>3</sup> See section 6.9 a)

<sup>4</sup> However, when arrangements for reimbursement are made with Post-Secondary Services, the student may become eligible

<sup>5</sup> Including on-line courses



- 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 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.

## APPLICATION PROCEDURE

- 4.1 application procedure 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 selection of programs The selection of post-secondary programs and/or Institutions will be made by the applicant with the support of a counsellor from Post-Secondary Services if required. 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 out-of-country studies The student must attend a public Institution within Canada. 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 expenses prior to application 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.



## PREMISES

- 5.1 applicable rates and amounts All applicable rates and amounts under the Sponsorship Program are established in **Annex B**.
- 5.2 eligible costs If a student is approved for sponsorship to study out of the country in a program of study which is available at a Canada Post-Secondary Institution, the Sponsorship Program will only assume the eligible costs of sponsorship equivalent to studying at the Canada Institution. Additional costs may be covered by the student through other sources.
- 5.3 sponsorship for dependents When the student wishes to claim sponsorship for dependents, he must submit the “Declaration of Status” form with his application (see **Annex C**).
- 5.4 declaration of status change / dependent 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 extension of sponsorship 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 benefits from spouse’s employer 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.
- 5.7 children recognized as dependents 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 income of a non-dependant spouse 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 f), 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 2 sponsored students sharing an apartment When 2 sponsored students are sharing an apartment, both names must appear on the lease and living expenses are divided equally<sup>6</sup>. However, each student is entitled to full benefits regarding moving and furniture.

<sup>6</sup> See section 6.9 d) for more details



- 5.10 original receipt Unless otherwise specified, the student must submit the original receipt for any expense claimed under this Policy.

## AREAS OF ASSISTANCE FOR FULL-TIME STUDENTS

- 6.1 application fee 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
- Tuition and registration fees will be paid in full for students registered full-time at a Recognized Institution;
  - 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;
  - 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;
  - 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
- The cost of books and equipment<sup>7</sup> which are officially listed as requirements by the Institution for completion of the program of study will be paid in full<sup>8</sup>;
  - A lump sum is provided each semester for consumable school supplies such as pencils, paper and other similar objects (no receipt required);
  - Upon submission of appropriate receipts, the student may be reimbursed up to a maximum of \$500 per academic year for purchasing material or equipment needed at home for his study area, such as office chair, headset, etc.).
- 6.4 Internet and telephone fees The following fees are eligible for funding up to the maximum established by KI:
- Internet fees on a monthly basis (no receipt required);
  - Telephone fees on a monthly basis (no receipt required).

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<sup>7</sup> Including tools and special clothing

<sup>8</sup> However, rentals of equipment might have to be considered if appropriate



6.5 tutorial assistance Students are entitled to tutoring up to one hour per week, per the number of courses taken. The total hours maybe 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 counsellor 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 must be taken within the same school year, after what they are deemed forfeited;
- e) The student may transfer one trip to his father, mother, siblings, grandparents or uncles and aunts to visit him in his locality of studies. The costs of travel incurred by the person





to whom the trip was transferred shall not exceed what it would have cost for the student to travel<sup>9</sup>.

- f) Subject to section 6.10.3, students returning home must do so within 7 days of completing a semester or discontinuing their studies.
- g) 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

- h) 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.

chaperons for students

- i) Nunavik students who are to live in the city for the first time may be accompanied at this occasion by a family member and KI will cover the airfare, meals and taxi for a duration of 5 days for this person.

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.

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<sup>9</sup> A transferred trip will be considered as a taxable benefit for the student and included in his revenue as per section 13.3 below



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 who work at least 35 hours per week. 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 residence**<sup>10</sup> First year students without dependent may have to stay in the student residence where available<sup>11</sup> 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 within 60 days of the start of their courses. In such situation, he may benefit from funding up to the applicable CMHC rate + %10 in the area of the apartment (see Annex E);

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

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<sup>10</sup> See definition in 2.1 m)

<sup>11</sup> And if the student also meets the criteria of eligibility of the said residence



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. of \$500 annually during the course of his sponsorship to help acquire additional items or improve his living situation. No receipt is required;
- iii. 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)<sup>12</sup>

***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 D 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. However, the student receives an allowance of \$500 annually during the course of his sponsorship to help acquire additional items or improve his living situation. No receipt is required;

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<sup>12</sup> 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. This language doesn't accommodate the new conditions of sponsorship with the ITK funding.



**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).

- 6.10.3 summer accommodations Any returning student who is working<sup>13</sup> during the summer and who is wishing to remain in KI leased apartment during the summer months must submit a request to the Director prior to April 30th. In such case, students have to provide for all of their own living expenses and have to provide 50% of the rent. Letter of employment, start & end date are required.
- 6.10.4 moving related expenses When housing is organized and arranged by Post-Secondary Services, certain necessary moving related expenses during the Sponsorship Program may be eligible such as transportation of personal effect, dishes, mattresses, bicycles, etc. However, KI will not assume expenses related to the moving of any other personal furniture.
- 6.10.5 pets not allowed When housing is organized and arranged by Post-Secondary Services, no pets are allowed in the apartments, even if the building rules are to the contrary and are allowing it.
- 6.11 recreational activities This benefit is designed to encourage students and their dependents to participate in extracurricular activities while at the same time achieving good academic results (such as music lesson, sports, etc.). The funds may be used either by the sponsored student or by his dependents for the registration of for purchasing the necessary equipment. The student will be reimbursed up to a maximum of \$500 annually in addition to \$250 for each dependent. Original receipts are required and must be submitted to Post-Secondary Services.
- 6.12 other activities related to the program of study Students are entitled to a funding up to \$500 per academic year to participate or attend activities that are organized by their Institution and which are related to their program of study.

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<sup>13</sup> Or for other exceptional reasons as accepted by the Director



6.13 student wellness funds Students are entitled to a reimbursement up to \$500 per academic year for covering the cost of health related services for himself and not already reimbursed by the Program on Non-insured health benefits for First Nations and Inuit (NIHB) such as nutritionist, behavioral therapist, elder support and consultation. This allowance may also be used to cover the portion of a NIHB benefit that is not fully covered (deductible).

The funds would be reimbursable based on a treatment plan or receipt.

## SPONSORSHIP LIMITATIONS

- 7.1 length of study
- a) While adhering to all the applicable sponsorship regulations and conditions set out in this document, the total sponsorship provided to an individual student shall not exceed the time limits as set in article d) below;
  - b) A “Student Month” is the unit of measure for budgetary and sponsorship limitations purposes. It is a month in which a student has received educational sponsorship, under the terms of this Sponsorship Program in order to attend on a full-time basis a Recognized Institution. For part-time students, each full-credit course will count for two “student months”;
  - c) The number of “student months” will vary according to the length of a particular program of study. In exceptional circumstances, students may be provided with additional student months. This must be approved by the Director;
  - d) The following are the maximum number of “student months” of sponsorship which may be provided to complete these post-secondary education levels:

1. Community College or C.E.G.E.P. etc.:	40 student months
2. CEGEP 3-year Technical program :	60 student months
3. Bachelor’s Degree (3 yr program) :	40 student months
4. Bachelor’s Degree (4 yr program) :	48 student months
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, 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.

## STUDENTS RESPONSIBILITIES

### 8.1 course 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;

In case of an absence from class, advise his counsellor in advance or as soon as possible; absenteeism from school is only warranted for a valid reason;

- b) adhere to the rules, regulations and conditions of the Post-Secondary Institution they are attending;
- c) attend scheduled meetings with their counsellors and maintain a regular contact with the student counsellor 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 counsellor;
- d) attend all study and tutoring sessions that have been organized for them;
- e) inform their Post-Secondary Services counsellor 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;
  - b) 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.

## 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 subject to the protection of personal information as mentioned in 13.1;
- 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.

## INCENTIVES FOR POST-GRADUATE STUDIES

10.1 amounts As an incentive, KI allocates an amount of:

- a) \$1,714 for every student who receives a degree at the Bachelor's level;;
- b) \$2,638 for every student who receives a degree at the Master's level;
- c) \$5,275 for every student who receives a degree at the Ph.D. level.

## APPEAL PROCEDURE

11.1 process and criteria 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.

## DISCLAIMER / KATIVIK ILISARNILIRINIQ

- 12.1 scope 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.

## FINAL PROVISIONS

- 13.1 protection/ personal information The Act respecting Access to documents held by public bodies and the Protection of personal information applies to KI activities and operations and therefore, any personal information regarding a student cannot be divulged to a third party if not otherwise provided in the law unless the student expressly gives his authorization<sup>14</sup>.
- 13.2 end of funding 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.
- 13.3 statement of income and taxable benefits The taxation acts requires 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.
- 13.4 reimbursement of reasonable expense 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.

<sup>14</sup> For instance, for the parents of an adult student asking for certain information about their child, KI will need to be authorized by the student.



**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 have the responsibility to inform my dependents (if any) of the rules and conditions applicable under the Sponsorship Program.

I agree to indemnify the Kativik Iisarniliriniq, 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.

**ANNEX B**

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

<b>AMOUNT</b>		<b>DESCRIPTION</b>
<b>Students in residence (Inuktalik/Montmorency)</b>		
		<i>All allowance rates are calculated on a 7 day period</i>
Pocket Money	\$120,00	
Personal Care Items	\$23,50	
<b>Students in Room &amp; Board</b>		
		<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	
<b>Students who have opted out</b>		
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/ dependent	Maximum as defined in the Policy
Moving costs	3600,00\$	Maximum as defined in the Policy
<b>Students in Cegep/University residence &amp; apartments</b>		
		<i>Food allowance would not be applicable if Meal-plan is mandatory</i>
Food	\$95,00	
Personal Care Items	\$23,50	
Household supplies	\$9,85	
Pocket Money	\$120,00	
Laundry/per person	\$13,00	
<b>Consumable school supplies (flat rate)</b>		<i>Allocated to student prior beginning of each semester</i>
	\$50,00	



<b>Bus &amp; Internet</b> : monthly payments	<i>Monthly allocation given to students prior 1st of month. Fare based on area study.</i>
<b>Regular</b> student fare Montreal area <b>Adult</b> fare Montreal 25 yrs. +	
<b>Regular</b> student fare Laval area <b>Adult</b> fare Laval 25 yrs. +	<i>Based on area of study</i>

<b>Telephone</b> allowance	47\$	<i>Flat rate given to students per month (no invoice)</i>
<b>Internet</b> (maximum of)	50\$	<i>Flat rate given to students per month (no invoice)</i>

<b>Daycare and babysitting services</b>	<i>As per established rates of Daycare with a maximum of \$200 per week in any circumstances</i>	
<b>Babysitting services (at home)</b>		
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>

<b>Tutoring</b>	<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>

In effect as of the school year 2019/2020



**ANNEX C**

**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: \_\_\_\_\_

<b>ÉTUDIANT / STUDENT</b>	<b>CONJOINT(E) / SPOUSE</b>
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 /</u> <u>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"/> Un avis de cotisation annuel du gouvernement doit être fourni. A government annual notice of assessments must be provided.



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/jj) Birth date (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

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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 résident 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*

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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*



## ANNEXE D

### **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 E**  
**POST-SECONDARY SERVICES -**  
**ACCEPTANCE and OPT OUT FORM / HOUSING SERVICES**  
*(to be completed within 60 days of the start of their courses)*

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 & 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*

