

Approved Students

Students will be notified of their approval by mail. It is important for students to review all documents sent by FFWS to ensure all the information is correct. Any changes to an approved application must be reported to FFWS immediately, as changes in financial commitments may not be possible later in the year.

If at any point circumstances change, students are responsible for notifying FFWS immediately. FFWS will not assume responsibility if a student does not receive correspondence due to incorrect or outdated contact information.

Examples of possible changes, which students must report to FFWS in the form of a written and signed notification, include but are not limited to:

- address/phone number
- email address
- program/institution
- number of dependents
- start/end date
- attendance status
- marital status
- addition/deletion of courses

Students must report any other funding they receive during the sponsorship period to FFWS. Students should also notify other funding agencies (federal or provincial) of the details of their FFWS sponsorship.

Documents Due

FFWS requires certain documents to be submitted throughout the sponsorship period of an approved student. These documents will be requested on the approval letter or by subsequent letter and will be due by a specific deadline. If a required document is not submitted by the deadline, the student's sponsorship will be placed on hold. This means that the student will not receive their next monthly deposit and their tuition will not be paid until the document is received. Sponsorship will be cancelled if the document is not received by one month after the initial deadline.

Course Registrations

Winter course registrations are due by December 15th of each academic year, unless otherwise requested by FFWS. Photocopies and faxes will be accepted in order to accommodate this deadline only.

Transcripts

Fall transcripts are due by January 20th of each academic year, unless otherwise requested by FFWS. Photocopies and faxes will be accepted in order to accommodate this deadline only.

Sponsorship Letters

Letters regarding an approved student's sponsorship with FFWS may be written following submission of a signed request by the student. Letters will take 2-3 days to process.

Tax Receipts

For the 2008 tax year, FFWS will not be required to issue T4-A tax receipts to post secondary student receiving grants. Be advised, you must not claim your tuition on your taxes, even if you receive a T2202 tax receipt from your school, as your tuition was paid by FFWS. Direct any other tax questions you may have to a tax professional. FFWS will notify you if any changes occur as per direction from Revenue Canada and/or INAC.

a. Monthly Living Allowance

The monthly living allowance is intended to supplement the costs of daily living, including transportation, food, shelter, utilities and daycare. Living allowance rates are determined by the following chart:

Allowance Category	Monthly Allowance	High Rental Areas
S1 Single student living with employed parent	\$350	N/A
S2 Single student	\$900	N/A
M1 Married student	\$750	N/A
+ 1 dependent	\$950	N/A
+ 2 dependents	\$1130	N/A
+ 3 dependents	\$1355	N/A
+ each additional dependent	+\$75	N/A
M2 Married student with dependant spouse	\$995	N/A
+ 1 dependent	\$1095	N/A
+ 2 dependents	\$1305	\$1405
+ 3 dependents	\$1505	\$1655
+ each additional dependent	+\$75	+\$75
S3 Single parent		
+ 1 dependent	\$1195	N/A
+ 2 dependents	\$1405	\$1505
+ 3 dependents	\$1605	\$1755
+ each additional dependent	+\$75	+\$75

Only married students with a dependent spouse and two or more dependents and single parents with two or more dependents, whose place of study is located in high rental areas, are eligible for the monthly living allowance for high rental areas. The high rental areas will be identified and revised annually by the department using the Canada Mortgage and Housing Corporation's rental survey. For the 2008-2009 academic year, the high rental areas are: Calgary, Oshawa, Ottawa, Metro Toronto and Vancouver.

Regions that do not have a city in the survey will compare community rents to the nearest city in the survey. For example, in 1989, Saskatchewan communities will be compared to Calgary and Yukon communities will be compared to Vancouver.

Note: To claim your spouse as a dependent, your spouse's previous year total income, as stated on their tax return, must be less than \$10,100.00.

Deposits

Monthly living allowances will be deposited directly into student bank accounts on or around the 1st of each month. No advances will be given for monthly living allowances. FFWS does not issue cheques. Electronic Funds Transfers (EFT) are released into student accounts once a month. All students are responsible for submitting accurate banking information to FFWS. Requests for changes to allowance categories must be made by the 15th of the month in order for the change to be reflected in the next month's deposit. Any receipts must be submitted by the 15th of each month in order to receive reimbursements with the next month's deposit.

If your monthly deposit seems unusual, contact FFWS immediately. Students may be held responsible for repaying any accidental over-deposits.

b. Books and Supplies

The amount that appears on the approval letter is the amount approved for the whole year. Half of this amount may be deposited at the beginning of each term.

A basic amount for each level will be resourced as follows:

UCEP	\$500 per year
LEVEL I	\$600 per year
LEVEL II	\$800 per year
LEVEL III	\$700 per year

Part time students will receive books and supplies support relative to their course load - \$100 per course for books and \$25 per term for supplies. For students whose institutions provide the books to them, such as Yellowhead Tribal College, Blue Quills First Nations College, or Athabasca University, their supplies rate will be \$50 per term for full time students and \$25 per term for part time students.

FFWS does not pay for lockers, parking passes, backpacks, uniforms, day planners, or bus passes (unless a mandatory fee). FFWS will not cover the cost of computers, software, Internet connections or other equipment.

Additional funds may be available for mandatory books subject to submission of **a written request for reimbursement, along with all original receipts and required books lists** to FFWS by the respective deadlines:

Fall term: November 15
Winter term: March 15
Spring term: May 15
Summer term: July 15

Additional funds may also be available for supplies. Each request for a supplies reimbursement will be reviewed on a case-by-case basis. Original supplies receipts must be submitted together with original books receipts and mandatory books lists by the above deadlines. Reimbursed supplies may not include any technological equipment or expensive brand name items.

Additional funds for books/supplies are not available to students in Level 3 Masters and PhD programs or to students who choose to attend foreign institutions. Any books/supplies reimbursement is subject to budget availability.

c. Tuition Support

Arrangements are made between FFWS and the institution to pay tuition directly to the school. Students will be informed if other arrangements have to be made.

Students are responsible for opting out of **Health and Dental plans**. At most institutions these are non-mandatory fees. **Students must opt out at the beginning of each academic term/year at most institutions.** Contact your institution for more details. FFWS will not cover these costs, as all students funded by FFWS have either Indian or Inuit status and are covered through INAC-First Nations and Inuit Health Services. This means that students who fail to opt out of Health and Dental plans will be directly responsible to their institution for the payment of these fees.

Application and registration fees may be eligible for reimbursement, subject to budget availability. Receipts must be submitted to FFWS by the above-mentioned deadlines.

Re-registration fees or late fees will not be paid by FFWS. In addition, students are responsible for advising FFWS of any changes to their financial record or outstanding fees with their institution, particularly after the initial invoice has been paid, to avoid any academic or financial penalties. Students will be held responsible for any penalties incurred.

Tuition/registration/confirmation deposits must be paid by the student to the institution. The deposit may be reimbursed to the student by their institution or by FFWS but not by both. Many institutions automatically reimburse funded students their tuition deposits. FFWS will not reimburse a tuition deposit unless the institution's invoice indicates that this deposit has been applied directly to the tuition balance.

Private Institution Tuition Fees

Students who choose to register in a program offered by a private institution are only eligible to receive tuition fees equivalent to those charged by the Canadian public

institution nearest to the student's place of residence at the time of application that offers a comparable program.

Foreign Institution Tuition Fees

Students registered in programs outside of Canada and who have lived in Canada for 12 months prior to applying to FFWS, will be funded as follows:

- Level 1: maximum \$2500 CDN /per semester
- Level 2: maximum \$3500 CDN /per semester
- Level 3: maximum \$3500 CDN /per semester

Students who reside outside of Canada solely for the purpose of education will be deemed residents of Canada. If eligible, travel support may be provided only to the Canadian border.

Students attending foreign institutions are not eligible to receive reimbursements for additional expenses for books and supplies. In addition, students attending foreign institutions are not eligible to receive support for any administrative costs associated with studying in a foreign country (i.e. student visas).

Other Tuition Costs

Correspondence and Internet courses are eligible for tuition, books and supplies support only. No living allowance will be provided regardless of course load.

Articling or Work Terms that are required to become licensed or certified are not eligible for full time sponsorship.

Practicums required for the completion of a degree, diploma, or certificate may be eligible for full time sponsorship if the institution considers the practicum as full time credit and the practicum is unpaid.

Co-op students will not receive a living allowance during their paid work term, however they will be considered full time students during course-work terms and their files will be kept active during the work term.

Students may be eligible to apply for costs of **tutorials, initial professional certification** (i.e. teaching license), and/or **entrance exam** fees (i.e. LSAT). Contact FFWS for more information.

Non-mandatory conferences are not eligible for sponsorship.

Mandatory conferences or workshops need to be included with the initial application. Students must provide documentation stating that the conference or workshop is mandatory as well as a breakdown of costs associated with the event. If mandatory conferences are held outside of Canada, travel support may be provided only to the

Canadian border. Funding for mandatory conferences and workshops is budget dependant. Contact FFWS for more information.

d. Special Contingency

This is limited money that may be available for emergency situations. Emergency situations are defined as unplanned, unavoidable situations (such as a death in a student's immediate family) that arise during the school year and require additional funds. This money does not have to be repaid. Students should contact FFWS if they think they are eligible for special contingency funding and official documents may be requested. Students will be notified in writing if they are eligible.