

Approved Students

Students will be notified of their approval through email, with original copies of the approval paperwork sent through mail. It is important for students to review all documents sent 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 FFWS will not assume responsibility if a student does not receive correspondence due to incorrect or outdated contact information.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
- banking information

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.

a. 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 cancelled.
- Fall (Term 1) Current Course Registration: one week after the sponsored student's registration add/drop deadline has passed, a current course registration (with current print date) must be submitted, even if no courses have changed.
- Fall (Term 1) Midterm Grades: due by November 1st of each academic year. Photocopies and faxes will be accepted in order to accommodate this deadline only.
- Winter (Term 2) Course Registrations: due by December 1st of each academic year. Photocopies and faxes will be accepted in order to accommodate this deadline only.
- Fall (Term 1) Final Grades: due by January 10th of each academic year. Photocopies and faxes will be accepted in order to accommodate this deadline only. Tuition for the winter term will not be paid until the Fall grades are received.

- Winter (Term 2) Current Course Registration: one week after the sponsored student's registration add/drop deadline has passed, a current course registration (with current print date) must be submitted, even if no courses have changed.
- Winter (Term 2) Midterm Grades: due by March 1st of each academic year. Photocopies and faxes will be accepted in order to accommodate this deadline only.

b. Other Documents

- **Sponsorship Letters Requested by Students:** 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:** FFWS is not 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 ISC.

c. Monthly Living Allowance

- The monthly living allowance is intended to supplement the costs of daily living, including transportation, food, shelter, utilities and daycare.
- Please be aware that just because your school considers you or your program to be full-time, FFWS will determine if you are considered full-time *for funding purposes*, and therefore, eligible to receive a monthly living allowance.
- **Living allowance rates** are determined by the following chart:

Allowance Category	Monthly Allowance
S1 Single student living with employed parent	\$500
S2 Single student	\$1050
M1 Married student	\$1000
+ 1 dependent	\$1150
+ 2 dependents	\$1300
+ 3 dependents	\$1450
+ each additional dependent	+\$100
M2 Married student with dependant spouse	\$1300
+ 1 dependent	\$1450
+ 2 dependents	\$1600
+ 3 dependents	\$1750
+ each additional dependent	+\$100
S3 Single parent + 1 dependent	\$1450
+ 2 dependents	\$1600
+ 3 dependents	\$1750
+ each additional dependent	+\$100

* To claim your spouse as a dependent, your spouse's previous year total income (Line 15000), as stated on their tax return, must be **less than \$11,635.00**.

- Even if you are considered full-time by FFWS, you *still* may not be approved for a living allowance if your total income (from your previous year's tax return) is above the Canadian low-income cut-off (LICO) for that year. If you are married, including common-law, your total income will be added to your spouse's, from their previous year's tax return, for a combined household total income. If your combined household total income is above the Canadian LICO for that year (for the number of people in your household), you may not be approved for a monthly living allowance.

d. Deposits

- Any funds given to students, including monthly living allowances, will be deposited directly into the student's bank account 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.

e. Books and Supplies

- The amount that appears on the approval letter is the amount approved for the entire sponsorship period. Half of this amount will 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
LEVEL IV	contingent on program
- Part time students will receive a books and supplies allowance relative to their course load - \$100 per course (books) and \$25 per term (supplies). Students who are considered full time by their institutions but are only taking 1-2 courses per term will only be given a part time books and supplies allowance.
- For students whose institutions provide the books to them, such as, Athabasca University, Blue Quills First Nations College, Northern Lakes College, NorQuest (UCEP), or Yellowhead Tribal College 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, uniforms, bus passes (unless a mandatory fee), computers, software, internet connections, audio-visual equipment, etc. If necessary, contact a Funding Officer for further clarification.
- Additional funds may be available for mandatory books subject to submission of a written request for reimbursement, along with all original receipts (must be mailed or submitted in person) and required books lists to FFWS by the respective deadlines:
 - Fall term: November 15
 - Winter term: February 15
 - Spring term: May 15
 - Summer term: July 15
- Please note that to be included in the reimbursement, your receipt(s) must list the title of the book(s) purchased. This is often not the case if you are purchasing your books used.
- Additional funds (up to a maximum of \$50.00 per term) 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 mandatory books receipts and required book/supplies lists by the above deadlines.
- Reimbursed supplies may not include any technological equipment or expensive brand name items. If supplies include DVDs, videos, book rentals or any other materials that may be borrowed from a library is not be eligible for reimbursement.
- Additional funds for books/supplies are not available to students in Level 3 Masters or Level 4 PhD programs or to students who choose to attend Foreign Institutions.

Any books/supplies reimbursement is subject to budget availability

f. Tuition Support

- Arrangements are made between FFWS and the sponsored student's post-secondary 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 should have coverage through their First Nation. 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.
- **Optional and/or non-mandatory fees** will not be paid by FFWS. Students who fail to opt out of these fees will be directly responsible to their institution for the payment of these fees.
- **Application and registration fees** may be eligible for reimbursement. 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.
- **Athabasca University (AU) Tuition Fees:** students completing correspondence courses through AU, will only be eligible for tuition sponsorship (no monthly living allowance), on a reimbursement basis only. Tuition must be paid upfront to AU, by the student. If approved, tuition reimbursement will occur only after the first 30 days from class start date.
- **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. Proof of your payment (to your institution) for the difference in tuition must be shown before any tuition payments will be made by FFWS to your institution.
- **Foreign Institution Tuition Fees:** students registered in eligible programs in eligible institutions outside of Canada, who have lived in Canada for 12 months prior to applying to FFWS, enrolled in full time course loads will be funded as follows:
 - Level 1: maximum \$2500 CDN per 4-month term
 - Level 2: maximum \$3500 CDN per 4-month term
 - Level 3: maximum \$3500 CDN per 4-month term
 - Level 4: maximum \$3500 CDN per 4-month term
- Students that are enrolled in part time course loads will be funded significantly different than above, contact the offices for more information if you find yourself in this situation.
- Students funded by FFWS for foreign institutions are required to pay their tuition directly to their institution. FFWS will then reimburse the student, up to the maximum amount listed above, **after** an original tuition receipt is submitted by the following deadlines:
 - Fall term: November 15
 - Winter term: February 15
 - Intersession term: July 15
- Tuition funds will not be given in advance. If the student lived outside of Canada solely for the purpose of education the student will be deemed to be a resident 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).

g. 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.
- **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.

h. Special Contingency

- This is limited money that may be available for emergency situations or travel to and from your institution. 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.