



# **ATHABASCA TRIBAL COUNCIL**

## **UPGRADING AND POST-SECONDARY EDUCATION FUNDING POLICY**

Revised: March 21, 2014

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## **DEFINITIONS**

### **1. Academic Year**

- a. The academic year normally refers to two semesters with an approximate duration of eight (8) months for Colleges and Universities.

### **2. Approved Post-Secondary Institution**

- a. A public post-secondary institution that offers diploma and degree programs recognized by Indian and Northern Affairs Canada.

### **3. Band Member**

- a. A person whose name has been entered on the Band Membership List.

### **4. Compassionate Reasons**

- a. Reasons pertaining to the death, incapacitating illness or serious accident of an immediate family member and approved at the discretion of the Education Coordinator.

### **5. Common Law Spouse**

- a. A person who has lived with the student as spouse for a period of at least six (6) months prior to application for educational support.

### **6. Dependent Child**

- a. A dependent child is one who is under the student's legal care. He/she must be under the age of 18.

### **7. Fraud**

- a. Any act, expression, omission, or concealment calculated to deceive the Athabasca Tribal Council to its disadvantage and carried out for the purpose of achieving personal gain.

### **8. Full-Time Student**

- a. A student, who in each semester of the first year of a degree or diploma program, takes a minimum of four (4) courses and in the second and subsequent years takes a minimum of five (5) courses per semester.

Exception: Where the student is in his/her last year of study and the course curriculum requires only three (3) courses per semester to graduate at the end of that academic year, this student *may* be deemed as a full-time student.

### **9. Medical Reasons**

- a. Refers to a serious illness or injury in which the student will be absent from classes for more than one week. The student is required to provide the Education Coordinator with a note or certificate from the doctor or medical institution that provides details of the illness or reason for absence from classes. Failure to do so may result in the student being required to reimburse the Athabasca Tribal

Council for all educational funds that have been provided to the student in the semester during which the absence took place.

**10. Part-Time Student**

- a. A student who takes less than four (4) courses in each semester in the first year of study or less than five (5) courses in each semester in the second and subsequent years of study.

**11. Post-Secondary Education**

- a. A program of studies, offered by a post-secondary institution, for which completion of secondary school studies or its equivalent is a pre-requisite.

**12. Program of Studies**

- a. Includes all post-secondary programs, at least one academic year in duration, leading to a certificate, diploma, or degree. Programs (e.g. Pre-Law) less than one academic year which are pre-requisites to post-secondary programs of at least one academic year in duration are included.

**13. Spring/Summer Programs**

- a. Funding support for Spring/Summer courses (May-August) is considered part of the student's overall program of study funding.

**14. Treaty/Status Indian**

- a. Means a person whose name has been entered in the Indian Register maintained by the Department as defined by the Indian Act.

**15. UCEP**

- a. An acronym for University and College Entrance Preparation. Students in this program are eligible for a maximum of eight (8) months or one academic year of funding.

## **1. INTRODUCTION**

The objective of the Post-Secondary Student Support Program is to provide financial support to Treaty/Status students to gain access to post-secondary education and to graduate with the skills and competencies needed to pursue individual careers and to contribute to the advancement of First Nations self-governance and economic self-reliance.

The Athabasca Tribal Council has adopted this policy and mandate the Education Director and Coordinator to follow the guidelines and procedures as written to ensure fair and objective decisions for all students.

This policy is effective April 1, 2006 and is subject to amendment from time to time based on changes to the post-secondary system and the needs of students.

## **2. ELIGIBILITY**

To be eligible for support under the Student Support Program:

- a. The student must be of Treaty or C-31 status and is a registered band member of one of the following First Nations:
  - Athabasca Chipewyan First Nation
  - Chipewyan Prairie First Nation
  - Fort McKay First Nation
  - Fort McMurray No.468 First Nation
- b. The student must have been a resident in Canada for twelve consecutive months prior to the date of application.
- c. The student must have met university or college entrance requirements and have been enrolled or accepted for enrollment in an approved post-secondary institution for a specific program of studies.
- d. The program of studies must be longer than eight (8) months in length and must lead to a certificate, diploma or degree.

### **3. APPLICATION**

#### **a. Application Process**

Obtain an “Application Package” by contacting the Education Coordinator at the Athabasca Tribal Council office. The package includes the Education Funding Policy and a set of forms (refer to Appendix C) that must be **completed** and **returned** to the office. Incomplete applications without required supporting documents will be returned to the applicant. Approval of the completed application is subject to the availability of funding.

Students are responsible for reading and understanding the terms set out in this policy manual. ***Where clarification is needed, it is the student’s responsibility to contact the Education Coordinator for a further detailed explanation.***

#### **b. Application of New Students**

New students must submit:

- a completed application form
- all necessary supporting documents:
  - i. Statement of intent
  - ii. Letter of acceptance from an approved post-secondary institution
  - iii. Copy of your Provincial Health Care card (if claiming dependents)
  - iv. Copy of your Treaty/Status card (both sides)
  - v. Membership Verification letter from First Nation Membership Clerk
  - vi. Tuition fee assessment
  - vii. Marriage certificate or statutory declaration for common-law relationships (if applicable)

#### **c. Application of Continuing Students**

In order to retain eligibility status, continuing students must **reapply** each year by providing the following documents:

- Completed application form
- Official transcript
- Registration/timetable
- Tuition fee assessment

#### **d. Annual Application Deadline:**

<u>Semester Start Date</u>	<u>Application Deadline</u>
September	June 15
January	November 1 (based on availability of funding)
May/August	March 15

***All students must reapply each year prior to the application deadline date.***

#### 4. FUNDING PRIORITIES

Priorities for approval of applications are based on the following categories:

**1<sup>st</sup> Priority:** *Continuing Students*

Students who have attended school on a full-time basis and have successfully completed all courses or students who have completed at least one year of studies and have continued to take course(s) towards their diploma, or degree on a part-time basis.

**2<sup>nd</sup> Priority:** *New Post-Secondary Students*

Students who have met college or university academic requirements and are accepted into a program of studies by an approved post-secondary institution.

**3<sup>rd</sup> Priority:** *New Upgrading Students*

Upgrading students who are able to complete their diploma or acquire the necessary prerequisites to enter an approved post-secondary program within two semesters of study.

**4<sup>th</sup> Priority:** *Previously Withdrawn Students*

Previously funded students who were either withdrawn by the educational institution or who voluntarily withdrew mid-year.

**Waiting List** In cases where the demand for funding by students exceed the amount of funds available, a waiting list will be established. Students whose names are on the waiting list will be notified of their position. This waiting list will be affected by varying factors such as the number of returning students, number of graduating students, student success rate, and the amount of funds available to the Athabasca Tribal Council.

#### 5. TYPES OF STUDENTS

- a. **Full-Time Student** To qualify for full-time status, the student must be registered in:
  - i. **First Year** - a minimum of four (4) courses or 12 credits per semester
  - ii. **Second and Subsequent Years** – a minimum of five (5) courses or 15 credits per semester
  
- b. **Part-Time Student** A student who is registered in less than four (4) courses or 12 credits in each semester in the first year of study or less than five (5) courses or 15 credits in each semester in the second and subsequent years of study.

- c. **Out-of-Province Student** Tuition will be paid up to the maximum allowable amount of \$6500/per academic year or the equivalent rate of the nearest approved institution to the student’s residence at the time of application. The option with the least cost shall be the tuition amount granted.
- d. **International Student** Tuition payments will be paid in Canadian funds at the equivalent rate of the nearest Canadian institution offering a comparable program, not to exceed \$6500/year.

**6. FULL-TIME STUDENT SUPPORT**

**a. Tuition Support**

Tuition support will be provided for the following:

- Tuition fees: Up to a maximum of \$6500 per academic year or the equivalent rate of the nearest approved institution to the student’s residence at the time of application. The option with the least cost shall be the tuition amount granted.
- Student activity fees
- Mandatory registration fees
- Registration for other required program activity fees (e.g. practicum)
- Initial professional certification and examination fees to enter professions programs (e.g. GMAT, Nursing, LSAT)

Tuition support will not be provided for the following:

- \* Health and dental plan  
*SAIT & NAIT students must personally opt out of the health and dental plan at their respective institution.*
- \* Extra-curricular courses, programs, workshops and activities unrelated to students’ program of studies
- \* Fees incurred for course or program changes
- \* Graduation fees and related expenses

**b. Book Fee Support**

Students will receive the following book fee support according to the type of program they enroll in:

- Post-Secondary Students.....\$500/per semester
- Upgrading Students.....\$300/per semester



Where the cost of books exceeds the amount given, the student must submit *all original detailed receipts* for reimbursement of the amount in excess of what was initially provided. Debit slips, photocopies, and electronic copies of receipts will not be accepted.

Book Fee Support will not be provided for the following:

- \* School supplies
- \* Dependents' school supplies
- \* Computers, related hardware and software

#### **c. Travel Support**

Students who are required to live away from their permanent place of residence may qualify for travel support. Please refer to Appendix B for a schedule of travel allowances.

Travel allowance is a form of subsidy to assist students with the *partial* costs of their travel to and from their permanent place of residence. This support is not meant to cover the entire cost of students' travels.

Travel support will not be provided for the following items:

- \* Vehicle repairs and related expenses
- \* Travel meals and accommodations
- \* Practicum travels

#### **d. Support for Living Expenses**

The support for living expenses is expected to cover such costs as food, shelter, and daily transportation. Please refer to Appendix A for a schedule of living allowance subsidies.

Living allowance subsidies will be paid in Canadian dollars regardless of the location of the institution.

Where two applicants are married to each other and have no dependents, the living allowance subsidy for each will be calculated as a married student.

Where two applicants are married to each other and have dependents, one of them will be designated as a married student with dependents; the other will be designated as a single student.

Living allowance subsidies are direct deposited to the students' bank accounts normally *three banking days prior to month end for the following month*.

Each student must provide a personal void cheque or bank account information prior to the program start date for the direct deposit of living allowance subsidies.

Students without an active bank account will have their cheques mailed on the target deposit dates. No cheques will be couriered to students or deposited on their behalf by the Athabasca Tribal Council.

### **Garnishee Orders**

Any student required by law to pay maintenance support for his/her children must do so according to the court order. If this process is not followed and the garnishee order is issued to the Athabasca Tribal Council then the amount owed will be deducted from the student's monthly living allowances in accordance to the court order. Alternate banking arrangements to circumvent the garnishee order will not be permitted.

#### **e. Tutorial Assistance**

Costs associated with tutoring may be provided to students having difficulty in a specific course of study, *pending availability of funds*.

To access support for tutoring, the student must provide the following information:

- Letter from the instructor of the course explaining:
  - why the tutor is required
  - the number of tutoring hours recommended
  - the start and completion date of tutoring
  - the names of tutors recommended by the post-secondary institution
  
- An invoice from the tutor, indicating tutoring hours and hourly rate.

## **7. PART-TIME STUDENT SUPPORT**

### **a. Tuition & Book Fee Support**

Part-time students may receive support for tuition and the costs of books, which are listed as required by the post-secondary institution.

### **b. Travel & Support for Living Expenses**

Part-time students do not qualify for travel and monthly living allowance subsidies.

## **8. LEVELS & LIMITS OF SUPPORT**

Students will be funded for a maximum period of time depending on the level of education they are currently enrolled in. There are five levels of studies in which support may be provided for:

<b>Level 1</b>	College Preparation Program, University Entrance Program. ( <i>maximum 8 funding months or 1 academic year</i> )
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**Level 2** Community College/Technical Programs  
(Certificate Program: *maximum 1 academic year or 8 funding months*)  
(Diploma Program: *maximum 2 academic years or 16 funding months*)

**Level 3** Undergraduate Programs.  
(*maximum 4 academic years or 32 funding months*)

**Level 4** Graduate University Degree (e.g Master's)  
(*maximum 2 academic years or 16 funding months*)

**Level 5** Post-Graduate Degree (e.g. Doctoral)  
(*maximum 2 academic years or 16 funding months*)

- a. Students may be supported for completing **one** certificate, diploma, or degree at each level of post-secondary study.
- b. Students proceeding from Level 1 to Level 2 are considered continuing students if the Level 2 program is directly related to the Level 1 program.
- c. Students who have completed Level 2 will not be funded for Level 1.
- d. Students who have completed Level 3 or Level 4 will not be eligible for Level 1 or Level 2 funding.
- e. Funding approval may be granted beyond the official length of the program if the student provides verified proof of a medical reason or compassionate grounds for extensions. The onus will be on the student to notify the Education Coordinator immediately upon any disruptions in his/her studies. ***The maximum time allowed for extensions in funding for medical or compassionate reasons is one year.***

## **9. CONSEQUENCES OF WITHDRAWAL**

It is the students' responsibility to give notice to the post-secondary institution and the Athabasca Tribal Council of their withdrawal from school.

If the withdrawal is deemed to be for medical or compassionate reasons, the Education Coordinator will allow the student to reapply the following semester.

***If the student withdraws from a program and there is no medical or compassionate reason, the student is required to reimburse the Athabasca Tribal Council for the cost of courses from which he/she withdrew. In addition, the student must wait until the following academic year to re-apply for educational support.***

If the student withdraws for a second time and there is no medical or compassionate reason, he/she may be suspended indefinitely from future educational support.

## 10. FUNDING SUSPENSION

The Athabasca Tribal Council will suspend payments when:

- a. the student and/or institution has provided a notice of withdrawal or suspension from the program;
- b. change in academic status from *full-time to part-time* has occurred; or
- c. the student fails to gain credits for at least 75% of his/her course load in each semester.

*Students, who find themselves in any of the above situations, must notify the Athabasca Tribal Council immediately.*

## 11. FRAUD

If a student is suspected of committing fraud against the Athabasca Tribal Council, all funding will be suspended until the student can provide evidence to the contrary.

If a student is found to have committed a fraudulent act against the Athabasca Tribal Council, all assistance provided to the student will be terminated. The student will be ineligible to reapply for two academic years following the year in which the fraudulent activity occurred, provided all money owed to the Athabasca Tribal Council has been recovered.

Fraudulent acts include the following, but are not limited to, the list below:

- a. Claiming dependent(s) who do not reside with the student.
- b. Continue to collect living allowances after the student has withdrawn from school.
- c. Claiming children in the care of Social Services as dependents for the purpose of acquiring additional funding.
- d. Failure to notify the Education Coordinator of a change in academic status from full-time to part-time while continuing to collect monthly living allowances as a full-time student.
- e. Claiming and receiving funding as single parent with dependent(s) while residing with a spouse (married or common-law).

## 12. APPEAL PROCESS

To ensure fairness and equitable treatment, the following appeal process may be used if a student is unsatisfied with a decision made by the Education Coordinator.

- i. The student must file the appeal in writing within two weeks (post marked) of the situation that the student feels justified to appeal (e.g. deferral or rejection of funding application). ***This letter must be sent to the Education Director.***
- ii. The appeal letter should be detailed in explaining the issue/problem with specific reference to the section of the Athabasca Tribal Council Post-Secondary Education Policies & Procedures Manual that is disputed.
- iii. A positive appeal outcome will not be granted if the student has proven to be negligent in parts *i or ii* of Section 12.
- iv. The Education Director will review the student's appeal letter and supporting documents. A written response will be sent to the appealing student within seven (7) business days from the date of receipt of the Education Director's decision. If the student is not satisfied, he/she can further appeal to the Chief Executive Officer (CEO) using the same process described above.
- v. The CEO's decision will be final. The appealing student will be notified in writing within seven days (7) of the CEO's decision.

**APPENDIX A**  
**SCHEDULE OF MONTHLY LIVING ALLOWANCE**  
**FOR FULL-TIME STUDENTS**

Categories	Post-Secondary Monthly Allowance	Post Secondary Monthly Allowance (High Rental Area*)	College Preparation Programs
Single student living with parents	\$450.00	\$450.00	\$350.00
Single student	\$1,000.00	\$1,200.00	\$900.00
Married* student:	\$900.00	\$1,000.00	\$800.00
With 1 dependent*	\$1,100.00	\$1,200.00	\$900.00
With 2 dependents	\$1,300.00	\$1,400.00	\$1,100.00
With 3 dependents	\$1,500.00	\$1,600.00	\$1,300.00
<i>\$50.00 per month for each additional</i>			
Single parents:			
With 1 dependent	\$1,300.00	\$1,500.00	\$1,200.00
With 2 dependents	\$1,500.00	\$1,700.00	\$1,400.00
With 3 dependents	\$1,700.00	\$1,900.00	\$1,600.00
<i>\$50.00 per month for each additional</i>			

\* Married status includes both legally married and common-law couples.

\*A dependent child is one this one who is under the student's legal care. He/she must be under the age of 18. If anyone is receiving funding for the care of the dependent, the post-secondary student is not eligible to claim this dependent. A copy of a current Provincial Health Care card must be provided before funding for dependent(s) is approved.

\* High Rental Areas include:

- Barrie
- Calgary
- Fort McMurray
- Halifax
- Montreal
- Ottawa
- Oshawa
- Thunder Bay
- Toronto
- Vancouver
- Victoria
- Windsor

## APPENDIX B

### TRAVEL ALLOWANCE SUBSIDIES

<b>Location of Learning Institution</b>	<b>Student's Travel Allowance (per Semester)</b>	<b>Dependent's Travel Allowance ( per Dependent)</b>
Alberta (Between Edmonton & Northern Alberta)	\$300	\$100
Alberta (Between Leduc & Southern Alberta)	\$500	\$125
British Columbia	\$900	\$225
Saskatchewan	\$900	\$225
Manitoba	\$1,000	\$250
New Brunswick	\$1,000	\$250
Newfoundland	\$1,200	\$250
Northwest Territories	\$1,000	\$250
Nova Scotia	\$1,000	\$250
Nunavut	\$1,000	\$250
Ontario	\$1,000	\$250
Prince Edward Island	\$1,000	\$250
Quebec	\$1,000	\$250

*Example:*

A student (with 2 dependents) attending school in Lac La Biche, AB, but whose permanent place of residence is in Chard, AB will receive a travel allowance of \$300/per semester.

**APPENDIX C**  
**APPLICATION FORMS**

- i. Application for Funding**
- ii. Authorization to Release Form**
- iii. Responsibilities of Student Form**
- iv. Statement of Intent**
- v. Membership Verification Letter from your Band (directly sent to Education Coord)**
- vi. Direct Deposit Information Form**
- vii. Notice of Address Change Form**



**ATHABASCA TRIBAL COUNCIL**  
**POST-SECONDARY STUDENT SUPPORT PROGRAM**  
**APPLICATION FOR FUNDING**

**STUDENT IDENTIFIER:** Date of Application \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_  
 Continuing Student \_\_\_\_\_ New Post-Sec. Student \_\_\_\_\_ New Upgrading Student \_\_\_\_\_  
 Previously Withdrawn Student \_\_\_\_\_ Deferred Student \_\_\_\_\_

**STUDENT INFORMATION:**

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_  
 Status No.: \_\_\_\_\_ Bill C-31: Yes (\_\_\_) No (\_\_\_)  
 Birth Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_  
Year Month Day  
 Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Phone No.: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 Cell No.: ( ) \_\_\_\_\_

**MARITAL STATUS & DEPENDENT INFORMATION:**

Marital Status: Single (\_\_\_) Married or Common-Law (\_\_\_)

Do you have dependents that are under the age of 18 years old? Yes (\_\_\_) No (\_\_\_)

If yes, please complete the chart below and attach a clear copy of each child's Provincial Health Care Card when submitting your application form.

Name	Age	Relations
1.		
2.		
3.		
4.		

**SPONSORSHIP INFORMATION:**

Have you previously received educational assistance from the Athabasca Tribal Council? Yes ( ) No ( )

If yes, please complete the chart below:

Year	Program	Institution	Completed (Yes/No)

**PROGRAM INFORMATION:**

Program of Studies: \_\_\_\_\_ Institution: \_\_\_\_\_

Program Type: Upgrading:\_\_\_ College:\_\_\_ University:\_\_\_ Graduate:\_\_\_ Other:\_\_\_

Full-Time\_\_\_ Part-Time\_\_\_

Certificate\_\_\_ Diploma\_\_\_ Degree\_\_\_ Other\_\_\_\_\_

Length of Program: (1) (2) (3) (4) Year in Attendance: (1) (2) (3) (4) (5)

Expected Graduation Date:\_\_\_\_\_

I certify that the above information is correct. I understand that it is my responsibility to inform the Athabasca Tribal Council Education Coordinator of any changes with regard to the above information. Failure to do so may result in termination of my sponsorship.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Application Checklist (Please enclose the following:)

- Completed Application Form
- Letter of Acceptance from an Approved Educational Institution
- Recent Transcripts
- Student Funding Contract
- Statement of Intent
- Clear Copy of Treaty/Status Card
- Clear Copy of Dependent(s) Alberta Healthcare Card(s)
- Marriage Certificate or Declaration of Common-Law Marriage



**ATHABASCA TRIBAL COUNCIL**  
**FIRST NATIONS EDUCATION OFFICE**  
9206 McCormick Drive, Fort McMurray, AB, T9H 1C7  
Phone: (780) 791-6538 ext: 246 Fax: (780) 791-0946

**AUTHORIZATION TO RELEASE  
ENROLLMENT, ACADEMIC, & RESIDENTIAL  
INFORMATION**

To the Office of the Registrar:

As a student assisted by the Athabasca Tribal Council, I hereby authorize the release of all transcripts, attendance records, residential information (e.g. living arrangements) and all other documents indicative of my progress to the sponsoring agency throughout the duration of this 20\_\_\_\_/ 20\_\_\_\_ academic year.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Program: \_\_\_\_\_

ATC Education Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

**ATHABASCA TRIBAL COUNCIL  
POST-SECONDARY STUDENT SUPPORT PROGRAM**

**STUDENT FUNDING CONTRACT**

This contract is between the Athabasca Tribal Council and the undersigned student for the purpose of acquiring education sponsorship in order to pursue an upgrading or a post-secondary program of study.

I have read the Athabasca Tribal Council's Upgrading and Post-Secondary Education Funding Policy. I understand its content and intent and, therefore, I agree that:

1. I will complete and sign the application form and return it to the Athabasca Tribal Council Education Department along with all necessary supporting documents. I understand that any incomplete documents will be declined for funding and returned to me for clarification.
2. I understand that my application will be assessed according to the criteria set out in the funding policy.
3. Should I fail to earn credits or not complete the course(s) that I have enrolled in for reasons other than a medical release or other emergency reasons, my funding may be terminated. In addition, I will pay back any money that the Athabasca Tribal Council has paid for these courses.
4. I understand that unexplained absences over three days per month will result in automatic termination of educational assistance.
5. Until all transcripts of sponsored courses have been provided to the Education Coordinator and all outstanding debts are paid to the Athabasca Tribal Council, I understand that I will not be eligible for further funding.
6. I will immediately inform the Athabasca Tribal Council of any changes to my contact information, course or program of studies, student status (full-time or part-time), claimed number of dependents, and absences of over three days per month.

I have read and understand the policies and procedures for educational funding of the Athabasca Tribal Council and I agree to all of the above conditions.

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Signature

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Date

**ATHABASCA TRIBAL COUNCIL  
POST-SECONDARY STUDENT SUPPORT PROGRAM**

**STATEMENT OF INTENT**

Student Name: \_\_\_\_\_ Institution: \_\_\_\_\_

Program: \_\_\_\_\_ Program Length: \_\_\_\_\_

Why have you selected this program?

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What are your future goals and job prospects?

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I acknowledge that I have read and understood the conditions contained in the Athabasca Tribal Council’s Upgrading and Post-Secondary Education Funding Policy and will abide by it.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**ATHABASCA TRIBAL COUNCIL  
POST-SECONDARY STUDENT SUPPORT PROGRAM**

**DIRECT DEPOSIT INFORMATION**

1. A copy of a VOID Cheque

OR

2. A copy of a Bank Deposit Information stamped by student's bank.

*Please forward this form by August 1<sup>st</sup> to the following address:*

Athabasca Tribal Council  
9206 McCormick Drive  
Fort McMurray, AB T9H 1C7

Phone: (780) 791-6538 ext: 246  
Fax: (780) 791-0946

ATTN: Education Coordinator

**ATHABASCA TRIBAL COUNCIL**  
**POST-SECONDARY STUDENT SUPPORT PROGRAM**

**NOTICE OF ADDRESS CHANGE**

Please complete and mail or fax this form in when new address and phone number are known.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_\_

City: \_\_\_\_\_ Cell: (\_\_\_\_)\_\_\_\_\_

Province: \_\_\_\_\_ Phone (mess.) (\_\_\_\_)\_\_\_\_\_

Postal Code: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date of Address Change: \_\_\_\_\_

**Contact Information:**

Athabasca Tribal Council  
9206 McCormick Drive  
Fort McMurray, AB T9H 1C7

Phone: (780) 791-6538 ext: 246  
Fax: (780) 791-0946

ATTN: Education Coordinator