
 <p><b>STUDENT HARDSHIP FUND POLICY</b></p> <p><b>SHF-004</b></p>	DEPARTMENT:		INQUIRIES TO:	TOPIC:
	All		Capacity Development Coordinator	Student Hardship
	ISSUED DATE:		REVIEW DATE:	APPROVED BY:
	<u>July 9, 2015</u> (Date)		<u>July 9, 2017</u> (2nd year date)	 Yvonne Smith, Executive Director

## Policy

1. The NSTC Student Hardship Fund is provided for students who are band members of one the four member communities, and who are experiencing financial hardship. There is a maximum of \$100.00 per student per semester allowed, not to exceed \$400.00 per year.

### Definition:

What is "*Hardship*"? The condition of lacking necessities or comforts.

### Costs & Fees that may be covered:

1. **Transportation costs** - If students are experiencing hardship with transportation, Skills Development can provide gas vouchers, for days of class only.
2. **Text book costs** - If students are facing hardship financially and cannot provide registration or book fees, this will be paid directly to the University.
3. **Graduation fees** - If students are experiencing financial hardship and in need of graduation fees, this will be paid directly to the University.
4. **Grad clothing**
5. **Meal costs** - if applicable (long days of class)

### Eligibility:

1. The student must be attending an NSTC program in order to qualify for the hardship funding.
2. The student must first apply for hardship funds from the school they are attending, if applicable. (ie: TRU, SFU, UBC- offer up to 700.00 per year per student).

## Procedure

### Application process:

1. Students may apply by filling out the Application form for the Student Hardship Fund and submitting it to their Community Education Coordinators. The form must detail the need for support, (hardship they are facing) and any reference to other sources that they may have used and the results of their requests.
2. Once the application has been received, the Community Education Coordinator will inform the Capacity Development Coordinator, who will then arrange the review panel, a time and a place for the review of the application.
3. The Skills Development Working Group will review the application(s) received. This will be either in person, phone meeting, or any other communication that will respect the time factor for students. (this document will be reviewed with SDWG and feedback received before a final decision is determined)
4. An interview may be requested (by phone) to speak with the student about their need. (if additional questions arise)
5. If there is a discrepancy with the 3 members of the SDWG, then the request goes to the NSTC Executive Director for review and consideration.
6. The student will be informed within a timely manner, once the decision has been made.

*NOTE: A written report to the NSTC Board of Directors will be provided bi-monthly by the Capacity Development Coordinator*

### Application for Student Hardship Fund

Name: \_\_\_\_\_ Community \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Dependants: \_\_\_\_\_

Monthly Income: \_\_\_\_\_ Student Income: \_\_\_\_\_

Do you wish to receive free financial counselling?  Yes  No

What is the nature of your hardship?  
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Other Funding requested by student:  
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\_\_\_\_\_

Reason for Other Funding Denial:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Review Date: \_\_\_\_\_

Reviewed By: Skills Development Working Group (3 persons - quorum)

1. \_\_\_\_\_ Name: \_\_\_\_\_

2. \_\_\_\_\_ Name: \_\_\_\_\_

3. \_\_\_\_\_ Name: \_\_\_\_\_

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Request Approved: \_\_\_\_\_ Date: \_\_\_\_\_

In the amount of: \$ \_\_\_\_\_

Request Denied: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this form you agree to allow the Northern Shuswap Tribal Council to verify all information provided. I hereby give consent for the Northern Shuswap Tribal Council to enter this information into the Human Resources database.

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

\_\_\_\_\_  
Date of Request

(COPY: to be placed in Student File)