



**Xats'ull Education Department**  
3405 Mountain House Road  
Williams Lake, BC V2G 5L5  
Phone (250) 989-2323  
educationamanager@xatsull.com

## Xats'ull Education Assistance Application

### **I. Purpose of this Funding**

To provide financial assistance to registered Xats'ull First Nation members that are committed to furthering their education/training program, and/or taking part in an activity related to their personal well-being and/or that of the community.

- Special consideration will be given to applications for trades training, or other related fields; and,
- Preference will be given to applicants not receiving full-time post-secondary funding
- Any funding request that falls outside of the categories or specifics outlined below will be considered by the Education Committee without obligation to extend funding

### **II. Eligible Activities - Choose only one (1) appropriate category from items 2-7 below**

1. Off-Reserve Back-To-School support. Application period is from August 15<sup>th</sup> to October 15<sup>th</sup>. Maximum amounts will be indicated on the application form.
2. Field trips (including cultural exchange programs). Costs can include transportation, accommodation or entry fees. Up to a maximum of \$200 per year, with receipts.
3. Graduation expenses from high school and post-secondary institutions. Costs can include prom gown, suit, dinner and personal grooming. Up to a maximum of \$600, with receipts.
4. Extracurricular activities such as gym membership, sports, and recreation. Up to a maximum of \$600 per year, with receipts.
5. Education committee conference and training expenses. Up to a maximum of \$1,000 per year, with receipts.
6. Personal growth (e.g. adult education upgrading, self-awareness or cultural programs, parenting skills, non-accredited institutions or schools). Funding is for courses (in person or online), course materials (books, e-books), and similar expenses. Up to a maximum of \$1,500 per year, with receipts. Travel costs, accommodation, per diem and/or living allowances are not provided nor covered.

7. Educational support such as tutoring, short term classes (in person or online), course materials (books, e-books), and similar expenses and supplies. Up to a maximum of \$3,000 per year, with receipts. Travel costs, accommodation, per diem and/or living allowances are not provided nor covered.

All successful applicants will provide a written or visual report of their specified funded activity to the Xat'sūll Education Committee and may be requested to share this report with the community.

### **III. Application for Funding**

Funds are limited therefore disbursements are on a first come, first serve basis. Funding cycle follows Xat'sūll First Nation's fiscal year which is April 1 – March 31.

Applications for funding will be accessible through the Education Department and accepted on an ongoing basis.

Completed applications will include:

- 1.) Application
- 2.) Required receipts
- 3.) Signed Applicant Information Release Consent Form
- 4.) Background Information on Program Costs

All applicants must be willing to volunteer for community services, if practicable; Xat'sūll Education Manager will assist in identifying and overseeing the community service work, and whenever possible, service hours will be in an area reflecting the funded training/or skills development.

To be considered for pre-paid funding (where costs are paid directly Xat'sūll), applications for education assistance must be submitted at least one month before the course's start date, and at least one week prior to the next scheduled Xat'sūll Education Committee meeting date.

Late applications may be reviewed at the next scheduled Xat'sūll Education Committee meeting.

Applications will be date stamped, verified for completeness, eligibility requirements, and inclusion of invoices/receipts where applicable, by the Xat'sūll Education Manager. If incomplete, Xat'sūll Education Manager will notify the applicant what information is missing to complete the application for consideration by the Xat'sūll Education Committee.

The Xat'sūll Education Committee will review eligible applications and make the decision to fund in whole or in part, or deny funding, according to the Xat'sūll Education Committee Terms of Reference, education assistance funding

purposes, the applicant's commitment to completing funded activity, and available funding.

The Xat'sūll Education Manager will notify all applicants of the Education Committee's decision within five (5) working days of the decision being made.

**Applicants are limited to accessing education assistance only once per fiscal year.**

#### **IV. Meeting Dates**

Xat'sūll Education Committee meets monthly, generally during the second week. Please request exact date(s), if required. It is the responsibility of the applicant to ensure all necessary information is received by the Xat'sūll Education Manager at least two (2) days prior to the meeting date on order to be presented to the Xat'sūll Education Committee.

#### **V. Appeals**

A letter of appeal may be submitted to the Xat'sūll Education Manager, who will set up a meeting date and time with the applicant to discuss their appeal with the Xat'sūll Education Committee.

Further appeals will be directed to Xat'sūll Chief and Council by the Xat'sūll Education Manager through the Band Administrator.

#### **VI. Funding Allocations**

Based on availability, funding will be provided for eligible expenses:

- 1) directly to the applicant's specified provider of education, training or activity, and/or
- 2) reimbursed to applicant upon provision of original receipts.

**Funding will only be provided for activities approved for, in writing, by the Xat'sūll Education Committee.**

#### **VII. Confirmation of Activities**

Any applicant that receives funding is responsible for ensuring that the funding received is used for the intended expenses, as set out in these Guidelines. Recipients of funds that do not attend or discontinue their program, with or without informing the Xat'sūll Education Manager or their program provider, may be required to reimburse a portion or all costs that had been directly provided to them, or paid on their behalf.

**If an applicant does not reimburse the funds, it will be recorded on their file, affecting any future requests for funding. Notification will also be provided to Xatsūll Finance Department for the amounts owed and a Repayment Plan will be initiated. Amounts may be deducted from ALL salaries, honoraria and other disbursements from any and all Xatsūll First Nation departments until the debt is fully repaid.**

### **VIII. Xatsūll Education Committee**

The Xatsūll Education Committee will consist of up to five (5) members, appointed by Xatsūll Education Committee to provide a consultative forum that will effectively address education and limited activity funding applications received by Education Department, with reference to the requirements of the Education Department's funding arrangements, e.g., Indigenous Services Canada (ISC), Spectra Energy, Gibraltar Mines or other entities.

### **IX. Lack of Xatsūll Education Committee Membership or Quorum**

In the event that the Xatsūll Education Committee does not have at least three (3) members appointed to the committee or is unable to attain a quorum, a regularly scheduled committee meeting may be held using alternate decision makers, selected by existing members of the Xatsūll Education Committee. These alternates may include, but not limited to:

- 1) A recognized elder (55+ years) of the community
- 2) An elected council member
- 3) The Band Administrator
- 4) A staff person in a management role
- 5) A recognized youth (aged 18 – 29 years) of the community

Any alternate person selected for their temporary role will be required to sign a confidentiality document.



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 3405 Mountain House Road  
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## Xats'ull Education Assistance Application

**Applicant Information.** If applying on behalf of a minor (under age 16), also fill the information at the end of this page.

Last Name	First Name	Middle Name	Male Female
Date of Birth	Social Insurance Number	Status Number	
Mailing Address		City	
Province	Postal Code	Email Address	
Telephone Number	Mobile Number	Alternate Email Address	

Marital Status:                      Single                      Married                      Common-Law

### Dependants Residing full-time with the Applicant

	Name(s): Last, First, Middle	Date of Birth	Relationship to Applicant
1:			
2:			
3:			
4:			
5:			

### Minor Beneficiary Information

Last Name	First Name	Middle Name	Male Female
Date of Birth	Status Number		

## Funding Application Purpose and Details

Purpose of Funding:

Field Trip

Graduation

Activity

Education Committee

Development

Training

Education

For activities:

Date or range: Start

End

Organizer, Venue:

Event Location:

Contact Name (if any):

Contact Telephone:

For education and training:

Date or range: Start

End

School, institution:

Location:

Contact Name (if any):

Contact Telephone:

Program costs: All expenses must be accompanied by receipts. Screen shots are not accepted. An original or photocopy, or forwarded email with receipt are acceptable.

Total Cost of program A:

Less: External contributions (bursaries, other XFN departments etc.) B:

Less: Personal contributions C:

Amount applying for (A - B - C) D:

Enter Maximum funding for category (from Section II above) E:

Maximum funding amount (the lesser of D or E):

**Additional Information**

Please describe your reasons for choosing this program:

If cost breakdown or clarification is required, enter the information below:

## Applicant Information Release Consent Form

Applicant Name:

Status Number:

If funding is for courses, training or any other education-related purpose:

Institution Name:

Student ID #:

I hereby authorize the Xatsūll Education Manager to obtain student information regarding my academic status from the above named institution. This includes inquiries regarding my application, attendance, fees, academic planning, and any other pertinent student information.

I authorize the Xatsūll Education Manager to contact appropriate school officials for copies of my records and status as needed.

I hereby consent to the release of personal and financial information to/by the Xatsūll Education Department, internally to/by the following Xatsūll Departments:

- Social Assistance
- Housing
- Finance

The above collection and dissemination of data is for the purpose of confirming accuracy of information provided by myself in this Post-Secondary Student Assistance Program Sponsorship Application, and to determine my eligibility for funding.

By signing this form, the Applicant acknowledges that they have read and understood all its terms and conditions including repayment of funds as outlined in Section VII, and fully intend to be bound by the same.

\_\_\_\_\_  
Signature of applicant or adult

\_\_\_\_\_  
Date

The Xatsūll Education Department will respect the above-named applicant's right to privacy and will only use the information accessed through this released for the specified purposes of the release of information.

\_\_\_\_\_  
Xatsūll Representative Name

\_\_\_\_\_  
Xatsūll representative signature

\_\_\_\_\_  
Date