

**Nunavut Tunngavik Foundation**  
**SCHOLARSHIP PROGRAM POLICY**

*Approved by the Board of Directors on October 23, 2017  
Incorporating all amendments to June 13, 2018*

**1. PURPOSE**

The purpose of this Policy is to provide guidelines for the delivery of a scholarship program in accordance with the by-laws of Nunavut Tunngavik Foundation (the “Foundation”).

**2. ADMINISTRATION**

The Scholarship Program will be administered by the Foundation in collaboration with Nunavut Tunngavik Incorporated’s (NTI) Division of Inuit Programs and Services (the “Division”). A Senior Programs Officer (the “Officer”) working under the Division will be the program manager.

**3. PROGRAM CRITERIA**

**3.1 Eligible Recipients**

Every Inuk enrolled under the Nunavut Agreement is eligible to apply for the scholarship programs. There are no age restrictions for applicants.

Recipients of a scholarship can apply in the following fiscal year so long as they meet the criteria again.

Students who misuse funds, make misrepresentations to the Foundation or fail to provide requested information for monitoring purposes will not be considered eligible for the following year(s).

**3.2 Types of Scholarships, Eligible Programs and Amounts**

The Foundation will provide the following scholarships on an annual basis (January 1 to December 31):

- (a) Tunngavik Scholarship for Post-Secondary Education (the “Tunngavik Post-Secondary Scholarship”)

\$2,500 per recipient for up to 200 students undertaking;

- (1) *An educational program that leads to a bachelor or higher degree,*
- (2) *A diploma-leading program that is two academic years or longer in duration,*
- (3) *A post-secondary preparatory program with a duration of one academic year or longer, the objective of which is to prepare a student to enroll into a degree-leading program or a diploma-leading program as prescribed in (1) and (2) above,*

*in a recognized and accredited post-secondary institution such a college or university (including post-graduate practicum/articling expenses).*

- (b) Tunngavik Scholarship for Skill and Employment Advancement (the “Tunngavik Advancement Scholarship”)

\$1,000 per percipient for up to 250 students for attending a recognized program related to trades/employment skill development that is four weeks or longer in duration (including pre-trades, G.R.E.A.T, etc.) or upgrading (i.e., A.B.E, P.A.S.S. G.E.D, Foundation Year etc.).

The Foundation retains the final discretion in deciding whether a program is a post-secondary program, or a trades/employment skill development program.

### **3.3 Eligible Expenses**

Scholarships can be applied towards the following expenses:

- a) Tuition,
- b) Associated fees,
- c) Books, materials and program supplies,
- d) Travel and accommodation,
- e) Living expenses, including rent, childcare expenses and meals, and
- f) Student debt.

## **4. APPLICATION PROCESS**

### **4.1 Application Timeline**

The time period to submit an application for the Scholarship Program is July 1 to August 31 of each fiscal year (January 1 to December 31), on a “first come, first serve” basis. Applications that are deemed to be complete by the Officer will be put in a queue for processing. The Officer may extend the above application period in justified circumstances.

For 2018, applications will be accepted starting 8:30 am on the first business day in January.

### **4.2 Application Documents**

Applications must be on the prescribed form, which may include the information:

- a) The name of the applicant and NTI Enrollment Card number;
- b) The address and contact information of the applicant;
- c) The name of the school/program/course and proof of attendance (e.g., letter of enrollment and/or transcript of the previous semester);
- d) The Social Insurance Number of the applicant for the issuance of income tax receipts; and
- e) Any other relevant or additional information that the Officer may request from time to time.

Applications can be submitted via mail, fax, email or hand delivery through NTI offices or Community Liaison Offices.

The Program Officer may request verification of continued eligibility of a student who was awarded the Post-Secondary Scholarship prior to the second installment of \$1250 for the Winter semester.

## **5. SELECTION AND APPEAL**

### **5.1 The Officer**

The Officer will acknowledge each application and provide all completed applications to the Selection Committee.

After the Selections Committee reviews and approves an application, the Officer will provide letters to the applicants confirming approval, and request payments to be made to the recipient. For approved applications, payment will be made in two equal installments: one before October 30 and one before January 31 of the following year.

The Officer will also provide letters of rejections to applicants, including information on rights of appeal.

### **5.2 Selection Committee**

A Selection Committee will be established consisting of members appointed by the Foundation. The Committee will meet regularly to review and approve applicants based on this Policy. The Selection Committee may request additional information from an applicant.

### **5.3 Appeals**

An Appeals Committee will be established consisting of members appointed by the Foundation. The Committee will meet regularly to review appeals. All decisions of the Appeals Committee are final.

## **6. MONITORING**

Recipients may be required to provide proof of completion of the programs/courses stated in the application. Failure to complete the programs/courses or to provide the requested information may result in full or partial recovery of scholarship at the discretion of the Officer.

## **7. GENERAL**

### **7.1 Communication Plan**

To ensure fair and reasonable access to all Nunavut Inuit living in and outside of Nunavut, the Foundation will publicize the Scholarship Program in all reasonable means in communities and urban centres in which Nunavut Inuit reside in. The above may include NTI magazines or newsletters, brochures, website, Facebook Page and radio ads.

### **7.2 Personal Information and Publicity**

The aggregate data of applicants awarded and the amount of distributions provided (including the names of the applicants) may be posted on NTI's or the Foundation's Website and other publications. But all personal information of applicants (e.g., addresses or contact information)

will be kept confidential and will not be disclosed to the public. A record of all recipients that have been awarded scholarships under this Policy will also be kept for future reference.

### **7.3 Periodic Reviews**

The Scholarship Program under this Policy will be reviewed every two (2) years at the discretion of the Board of Directors.