

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

*Approved by the Board of Directors on October 23, 2017  
Incorporating all amendments to January 2021*

**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”). The Director of Inuit Programs Services (the “Director”) 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 or Nunavut residency 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 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 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”)

\$1,500 per percipient for 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 Program will award a number of scholarships, so long as the maximum budget of \$825,000 per fiscal year (January 1 to December 31) has not been exceeded.

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 Ineligible Programs**

Ineligible Programs are;

- a) Professional development courses, on-the-job-training or mentorship programs in which an employer covers of an employee’s salary and associated costs for an employee’s participation in an advancement or career development program;

### **3.4 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 opening and closing periods for the application process for the two types of scholarships under the Scholarship Program will be determined by the Chief Executive Officer of NTI, working with the Director, for each fiscal year. The CEO of NTI, upon the recommendation of the Director, may extend application periods in justified circumstances.

## **4.2 Application Screening and Reviews**

Applications that are pre-screened to be complete by the Program Officer will be put in a queue on a “first come, first serve” basis. Once all completed applications are compiled, the Program Committee may review all applications for approval and processing. .

The Program Committee will review all applications based on the following factors;

- Eligibility as an Inuk enrolled under the Nunavut Agreement;
- Program Eligibility of a Post-Secondary Education Program or Skills and Employment Advancement Program;
- Regional fairness between the three regions of Nunavut and associated urban applicants.

## **4.3 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 and pre-screen each application and provide all completed applications to the Program Committee.

After the Program Committee reviews and approves eligible applications, the Officer will provide letters to the applicants confirming approval, and request payments to be made to the recipient.

For approved Post-Secondary Scholarship 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 providing reasons for the rejections. An applicant who has been rejected based on education program eligibility may

appeal within thirty (30) days on receipt of such a letter. Applicants who were rejected for missing deadlines are encouraged to apply again in future applications. An individual who is not enrolled as a Nunavut Inuk does not have a right of an appeal to an Appeals Committee.

## **5.2 Program Committee**

A Program Committee will be established consisting of staff appointed by the Chief Executive Officer of NTI from time to time, including the Director of Inuit Programs and Services.

The Committee will meet regularly to review and approve applicants based on this Policy. The Program Committee may request additional information from an applicant.

## **5.3 Appeals**

An Appeals Committee will be established consisting of staff appointed by the Regional Inuit Associations from time to time. The Committee may meet to review appeals as and when an appeal is requested by an applicant. 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 application periods 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, social media 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.