

# **FANS Travel Policy**

## Scope of Travel Benefits

- 1. FANS travel benefits are additional benefits only available to students who receive a Basic Grant or Supplementary Grant. They are not separate benefits from the grants.
- 2. For the purposes of this directive, "school location" means the actual location of the approved school if it is located in Nunavut, or the closet "gateway city", as defined by section 7(1)(c)(ii) of the Student Financial Assistance Regulations, if the approved school is located outside of Nunavut.
- 3. FANS travel benefits are intended only for the transportation of a student and, where applicable, their dependents from their home community to the school location and back again.
- 4. FANS travel benefits are time limited. A student may not travel to the school location more than two weeks before the start of classes and must return to their home community no later than two weeks after the end of classes, unless otherwise explicitly authorized by the FANS Manager.
- 5. Students who travelled to the school location without dependents are entitled to return travel from the school location to their home community to visit their family during their Christmas break. This benefit is only available during the Christmas break and if not used is forfeited.
- 6. Any travel benefit not used by a student within the academic year is forfeited.

## Travel Benefit Procedures - General

- 7. Students approved for FANS travel benefits will receive written notification confirming their 1) home community, 2) travel destination, 3) whether they are eligible for Christmas travel, and 4) the names of any dependents eligible for travel. The FANS office will not arrange travel for, or reimburse the travel costs of, any person not named on the written confirmation.
- 8. After receiving their notice of approval for travel benefits, the student shall make their own travel arrangements according to the instructions provided by the FANS office. Once the student's itinerary is reviewed and confirmed as correct, the FANS office will pay the airline directly for the student's airfare.
- 9. Changes to travel itineraries are not permitted, unless otherwise explicitly authorized by the FANS Manager.



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- 10. FANS will not pay for or reimburse any other travel costs, such as upgrade fees, excess luggage fees, cargo fees, taxi fares or meal costs.
- 11. FANS will not pay for layovers longer than those necessary for the most direct route between the student's home community and the school location. If a student wishes to stay longer at a layover location, the student must pay for the travel and accommodation costs themselves and apply to the FANS office for reimbursement after the travel is completed.
- 12. If a student misses a flight due to an illness or injury requiring a visit to a doctor, clinic, hospital or health centre, FANS will reimburse the student the costs of rebooking or booking a new flight, and any necessary accommodation, upon presentation of receipts and a certificate from a doctor or nurse confirming the visit and diagnosis or treatment.
- 13. If a student misses a flight for any reason other than a documented illness or injury, FANS will not pay for or reimburse the costs of rebooking a flight, booking a new flight, or accommodation.
- 14. If a student who misses a flight is unable to pay for rebooking a flight, booking a new flight, or necessary accommodation, FANS will pay the costs for the student and, in the case of a student who misses a flight for any reason other than a documented illness or injury, invoice the student for the full cost.
- 15. Where a student applies for reimbursement for their travel:
  - (1) FANS shall only reimburse travel expenses incurred directly with an airline, hotel, registered travel agent, or reward travel program;
  - (2) the amount of reimbursement shall not exceed the amount FANS would have paid had FANS booked the student's travel for the most direct route from their home community to the school location;
  - (3) if the student's cost of travel is less than the amount FANS would have paid had FANS booked the travel, FANS shall reimburse the student the actual cost of their travel; and
  - (4) if the student uses a reward travel program to book their travel, FANS shall reimburse the student for any fees associated with booking the travel subject to subsection 2, but shall not reimburse the student for the equivalent cost of the reward travel ticket.

## **Travel Benefit Procedures - Accommodation**



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- 16. If a student's travel itinerary requires the student to stay overnight in a community other than their home community or gateway city, the FANS office will pay for one night's accommodation plus any applicable taxes.
- 17. If a student's travel is delayed due to weather or flight cancellations, the FANS office will pay for the necessary additional accommodation.
- 18. If FANS is charged for any hotel costs incurred by a student, such as room service, cancellation fees, or damage or theft of hotel property, the full amount charged to FANS will be deducted from the student's grant or invoiced to the student.

### Travelling Early to the School Location

- 19. Students who are travelling to the school location with dependent children may apply to travel to the school location more than two weeks before the start of classes for purposes of settling their family into a new home and registering their dependent children in school.
  - (1) The student must notify the FANS Manager, before making any travel arrangements, of the need to travel to the school location early. The student must provide the FANS manager with a letter detailing their proposed travel plans.
  - (2) If the student's application is approved, the FANS Manager will provide a letter of confirmation of the student's amended travel dates.

#### Postponing Return Travel to Home Community

- 20. Students who travelled to the approved school location with dependent children may apply to postpone return travel to their home community until two weeks after the final day of classes for their children.
  - (1) The student must notify the FANS Manager, no later than two weeks after the student has completed their classes, of the need to postpone return travel. The student must provide the FANS Manager with written confirmation of enrollment in an elementary, middle or secondary school for the dependent child whose classes are the last to finish.
  - (2) If the student's application is approved, the FANS Manager will provide a letter of confirmation of the student's amended travel deadline.
  - (3) If the student's application is not approved, the student and their dependents must return to their home community no later than two weeks after the student completes classes.



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- (4) A student who does not return to their home community by the set deadline forfeits the return trip for themselves and their dependents.
- 21. Students with a valid offer of summer employment may apply to postpone return travel to their home community until the completion of their summer employment or one week before their classes commence for the winter term, whichever comes first.
  - (1) The student must notify the FANS Manager, no later than two weeks after the student has completed their classes, of the need to postpone return travel. The student must provide the FANS Manager with a copy of the signed offer of employment, which includes both start dates and end dates, and contact information for the employer.
  - (2) If the student's application is approved, the FANS Manager will provide a letter of confirmation of the student's amended travel deadline.
  - (3) If the student's application is not approved, the student must return to their home community no later than two weeks after the student completes classes.
  - (4) Once approved, if the student's offer of employment is cancelled or the employment ends sooner than anticipated, the student must return to their home community within one week of the employment being cancelled or ending.
  - (5) A student who does not return to their home community by the set deadline forfeits their return trip.

#### Returning to a Community Other than the Original Home Community

- 22. Students whose family has relocated or who have otherwise lost their housing may apply to return to a Nunavut community other than their original home community.
  - (1) The student must notify the FANS Manager, no later than two weeks after the student has completed their classes, of the need to return to a different Nunavut community. The student must provide the FANS Manager with a letter explaining the situation and contact information for an individual who can confirm the information.
  - (2) If the student's application is approved, the FANS Manager will provide a letter of confirmation of the student's amended travel destination.
  - (3) If the student's application is not approved, the student must return to their original home community no later than two weeks after the student completes classes.
- 23. Students with a valid offer of summer employment in a Nunavut community may apply to return to a Nunavut community other than their original home community.
  - (1) The student must notify the FANS Manager, no later than two weeks after the student has completed their classes, of the need to return to a different Nunavut community. The student must provide the FANS Manager with a copy of the signed



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offer of employment, which includes both start dates and end dates, and contact information for the employer.

- (2) If the student's application is approved, the FANS Manager will provide a letter of confirmation of the student's amended travel destination.
- (3) If the student's application is not approved, the student must return to their original home community no later than two weeks after the student completes classes.

### Practicum Travel

- 24. A student with a practicum placement in their home community or in a Nunavut community on the regular route from the school location to the student's home community may apply to use their return travel benefit to travel from the school location to the location of the practicum placement.
  - (1) The student must notify the FANS Manager, no later than two weeks before the start of the practicum, of the need to travel for a practicum placement. The student must provide the FANS manager with a letter from the practicum sponsor providing the location and start and end dates of the practicum placement as well as contact information for the sponsor.
  - (2) If the student's application is approved, the FANS Manager will provide a letter of confirmation of the student's amended travel dates and/or destination. The student will receive no additional travel benefit for that term.
  - (3) If the student's application is not approved, the student may use their return travel benefit to travel from the Nunavut community where the practicum is taking place to their home community, no later than two weeks after completing their practicum.

#### Special Spousal and Dependent Travel

- 25. Students' spouses and dependents are normally expected to travel with the student. A student may choose to have their spouse and one or more dependents travel at a different time, either on the way to the school location or back to their home community. In such cases, providing the dependent(s) travel during the student's eligible travel period, the student may pay for the travel themselves and apply to the FANS office for reimbursement after the travel is completed.
- 26. A student may choose to have one or more of their dependents remain in the school location and not return to their home community after the student completes their classes. There is no limitation on doing this, but the travel benefit for any dependent who does not return to the student's home community by the set deadline is forfeited.