



# Nunavut Student Funding Handbook

Overview	3
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**FA** Financial Assistance for  
**NS** Nunavut Students

Eligibility	4
Student Categories	5
Nunavut Beneficiaries	6
Nunavut Residents with Nunavut Schooling	7
Nunavut Residents with No Nunavut Schooling	8
Nunavut Student Loans	9
Needs Assessed Loans	10
Grant for Students with Permanent Disabilities	10
Part-time Students	10
What Financial Assistance am I Eligible for?	11
Travel Benefits	12
Receiving Your FANS Payments	13
Applying for FANS	13
Funding Application Deadlines	13
Scholarships	14
Student Responsibilities	15

**AL** Adult Learning and  
**TS** Training Supports

Principles	16
Eligibility	17
Restrictions	18
ALTS Amounts	19
Travel and Transportation	20
Childcare	21
Applying for ALTS	21
Funding Application Deadlines	22
Client Responsibilities	22
Useful Tools for Planning While at School	23
Glossary	27



The purpose of Nunavut's student funding programs is to help you with the costs of studies and training, not to cover all expenses.

As a recipient of student funding, you have certain responsibilities.

These include making sure you:

- maintain satisfactory performance as determined by the policies of your school/training provider
- pay your tuition and accommodation fees on time

*Money is easy to spend and hard to pay back. Make sure you look at all your financial resources/ options so you only borrow what you need.*

## Overview

The Government of Nunavut is committed to helping you achieve your goals, by offering financial assistance to help with the costs of going to school.

There are TWO types of funding for Nunavut students:



is for students attending post-secondary education programs. What does post-secondary education mean?

- That studies are delivered at a post-secondary designated institution.
- That the program is at least 12 weeks long, leading to a certificate, diploma or degree.
- That sixty percent (60%) of the program content is at the post-secondary level.

FANS ensures that financial need is not a barrier to higher education. FANS is governed by Nunavut's Student Financial Assistance Act and Regulations.

Examples of FANS funded programs are:

*University bachelor/ master's/doctorate programs*  
*Nunavut Arctic College Bachelor of Science - Nursing program*  
*Nunavut Arctic College Teacher Education program*  
*Nunavut Arctic College Management Studies program*  
*Nunavut Arctic College Social Services Worker program*  
*Nunavut Arctic College Midwifery program*

**Be sure to check the Master Designation List of post-secondary programs to be certain which funding option you should apply to. These can change from year to year.**



is for students pursuing basic to advanced skills training that:

- will increase your skills and enhance opportunities to obtain and keep employment;
- improve the chances of you being employed; and
- helps bridge the gap between high school and post-secondary education.

The aim of the ALTS program is to meet Nunavut's labour market needs by preparing Nunavummiut to fulfill those needs.

Examples of ALTS funded programs are:

*Academic advancement to support employment*  
*Workplace training*  
*Pre-trades training*  
*Apprentice technical training*  
*Nunavut Arctic College Foundations program*

We encourage all potential students to contact their local Career Development Officer when applying for funding, to ensure that you apply to the proper program.

## FANS Eligibility

In order to receive FANS, you must:

- Be a Canadian citizen or have permanent resident status;
- Be a resident of Nunavut (living in Nunavut for at least 12 months before applying to FANS);
- Enroll in a program that is at least 12 weeks in length at a designated post-secondary institution;
- Be a full-time student (at least 60 % of a full course load as defined by the institution you are attending);
- Be working on a degree, diploma or certificate;
- Demonstrate satisfactory progress and attendance;

FANS is not designed to cover all the costs of your education. It is your responsibility to report any personal or financial change that may require an adjustment to your funding. Make sure to contact the FANS office if your situation changes or you think you've received too much money.

*You are responsible for paying tuition to your institution. FANS does not do this for you.*

### Remember:

- You must apply for FANS in each academic year;
- Pay your tuition directly to your institution as soon as possible;
- Carefully consider how you will budget your money;
- Notify the FANS office within 30 days if you withdraw from school or if there is a change in your situation.

### A change in your situation means:

- Withdrawal from school;
- Change of address;
- Change of bank accounts;
- Marital status;
- Employment status of your spouse;
- Number of dependants;
- Other financial circumstances such as receipt of other sponsorship support.

## FANS Student Categories



### Nunavut Beneficiaries

If you are a Beneficiary under the Nunavut Land Claims Agreement, you are eligible for basic and supplementary grants, which you do not have to pay back, as well as needs assessed loans which must be paid back.



### Nunavut Residents with Nunavut schooling

If you have attended some or all of elementary and/or high school in Nunavut, you qualify for one year of the basic grant for each **three years** of school that you successfully completed in Nunavut, which you do not have to pay back, as well as primary, secondary and needs assessed loans.

For example:

- if you went to school from kindergarten to Grade 12 in Nunavut, you are eligible for four years' worth of the basic grant, as well as four years of a primary loan;
- if you moved to Nunavut in Grade 9 and graduated high school here, you are eligible for one year of the basic grant, as well as primary loans. The rest of your FANS funding would come in the form of secondary loans.

\* your years of school prior to April 1, 1999 will count towards your eligibility of the basic grant.



### Nunavut Residents with no Nunavut schooling

If you are a resident of Nunavut, but have not attended school in the territory, you are eligible for loans only. You are entitled to a primary loan to cover one year of post-secondary education for each **three years** that you have been a resident of Nunavut. You must return to live in Nunavut to have these loans forgiven. Secondary loans are for new residents of Nunavut and must be re-paid in full.

For example:

- if you have been a resident of Nunavut for 10 years, you qualify for three years' worth of primary loans. These primary loans do not have to be repaid **IF YOU COME BACK TO NUNAVUT TO WORK FOR THE REQUIRED AMOUNT OF TIME**;
- if you have lived in Nunavut for two years, you qualify for a secondary loan, which must be re-paid in full.



## Nunavut Beneficiaries

As a Beneficiary under the Nunavut Land Claims Agreement, you are eligible for:

- basic grant;
- supplementary grant; and
- needs assessed loan.

## + add it up!

Common combination of grants and loans

**Basic Grant**  
**Supplementary Grant**  
**+ Needs Assessed Loan**  


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**Total Financial Assistance**

**Basic Grant – to help with tuition, fees, and travel costs:**

**Up to \$1850 for tuition PER SEMESTER**

**Airfare to and from the closest gateway city or NAC campus (including your dependants and/or spouse/common-law spouse)**

## Supplementary Grant – to help with fees, tuition, and travel costs

FANS Monthly Living Allowances for Students Who Receive the Supplementary Grant				
	Married Student with Employed Spouse	Married Student with Non-Employed Spouse	Single Student with Dependents	Married Students, Both Full-Time
Student	\$1,032	\$1,600	\$1,032	\$1,032
With 1 dependant	\$1,344	\$1,850	\$1,600	\$1,600
With 2 dependants	\$1,469	\$2,100	\$1,850	\$1,850
With 3 dependants	\$1,594	\$2,530	\$2,100	\$2,100
With 4 dependants	\$1,719	\$2,600	\$2,530	\$2,530
With 5 dependants	\$1,844	\$2,850	\$2,600	\$2,600
Additional dependants	\$125 for each additional dependent	\$250 for each additional dependent	\$250 for each additional dependent	\$250 for each additional dependent

FANS considers a dependant a child, stepchild, or adopted child under the age of 18 who lives with or is under the care of and is financially dependent on the student or the person to whom the student is married or is common-law. A dependent may also be over 18 if they are attending secondary school or if they have a documented permanent disability.



## Nunavut Residents with Nunavut Schooling

If you were a Nunavut resident, who did some or all of elementary and/or high school in the territory, you are eligible for:

- one year of the basic grant for each **three years** of school that you successfully completed in Nunavut;
- primary loan;
- secondary loan; and
- needs assessed loan.

For example:

- if you went to school from kindergarten to Grade 12 in Nunavut, you are eligible for four years' worth of the basic grant, as well as four years of a primary loan.

### Kindergarten - Gr. 12

12 years Nunavut Schooling



12 divided by 3



4 years worth of basic grant and primary loan

- if you moved to Nunavut in Grade 9 and graduated high school here, you are eligible for one year of the basic grant, as well as primary loans. The rest of your FANS funding would come in the form of secondary loans.

### Gr. 9 - High School Graduation

4 years Nunavut Schooling



4 divided by 3



1 year worth of basic grant and primary loan

## Supplementary Grant

This grant is only available to beneficiaries under the Nunavut Land Claims Agreement.

## + add it up!

Common combinations of grants and loans

Basic Grant  
Primary Loan

+ Needs Assessed Loan

**Total Financial Assistance**

Nunavut Resident with full schooling

Basic Grant  
Secondary Loan

+ Needs Assessed Loan

**Total Financial Assistance**

Nunavut Resident with some schooling

Basic Grant — to help with fees, tuition, and travel costs:

**Up to \$1850 for tuition PER SEMESTER**

**Airfare to and from the closest gateway city or NAC campus**





## Nunavut Residents with No Nunavut Schooling:

If you are a resident of Nunavut who has not attended school in the territory you are eligible for loans only. You are entitled to a primary loan to cover one year of post-secondary education for each **three years** that you have been a resident of Nunavut. You must return to live in Nunavut to have these loans forgiven. Secondary loans are for new residents of Nunavut and must be re-paid in full.

For example:

- if you have been a resident of Nunavut for 10 years, you qualify for three years' worth of primary loans. These primary loans do not have to be repaid **IF YOU COME BACK TO NUNAVUT TO WORK FOR THE REQUIRED AMOUNT OF TIME.**

### Long-time Resident of Nunavut

10 years living in Nunavut



10 divided by 3



3 years worth of primary loan

- if you have lived in Nunavut for two years, you qualify for a secondary loan, which must be re-paid in full.

## + add it up!

Common combination of grants and loans

Secondary Loan  
+ Needs Assessed Loan

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Total Financial Assistance

## Basic Grant – to help with fees, tuition, and travel costs:

Up to \$1850 for tuition **PER SEMESTER**

Airfare to and from the closest gateway city or NAC campus

## Supplementary Grant

This grant is only available to beneficiaries under the Nunavut Land Claims Agreement. You must apply for this grant and it is issued each month that a student is in school.

## Nunavut Student Loans

Student loans that are not forgivable are like any other loan; they must be re-paid.

The Department of Family Services provides student loans to Nunavut residents to help you pay for your education and living costs while completing post-secondary studies. The total amount you may borrow in loans may not exceed:

- \$26,000 if you qualify for a basic grant;
- \$36,000 if you do not qualify for a basic grant.



If you think your funding needs will be higher than the outlined amount, you may need to seek a loan from a financial institution.

### Primary Loan

This loan is given to help with costs of living such as rent, food and clothing. Primary loans are given out annually to eligible students. The primary loan is available to students who have lived in Nunavut three or more years. You must return to live in Nunavut to have these loans forgiven.

- if you have been a resident of Nunavut for 10 years, you qualify for three years' worth of primary loans. These primary loans do not have to be repaid **IF YOU COME BACK TO NUNAVUT TO WORK FOR THE REQUIRED AMOUNT OF TIME.**

### Secondary Loan

This loan is given to new residents of Nunavut. It is given to help with costs of living such as rent, food and clothing. The secondary loan must be repaid in full.

- if you have lived in Nunavut for two years, you qualify for a secondary loan, which must be re-paid in full.

**Primary and Secondary Loan Amounts PER YEAR**

	Students who <b>HAVE</b> received a basic grant	Students who <b>HAVE NOT</b> received a basic grant
<b>Single Student</b>	\$3,200	\$4,400
<b>With 1 dependent</b>	\$4,000	\$5,200
<b>Each additional dependent</b>	\$500	\$500

### Remember:

Loans are determined by residency. You are entitled to a primary loan to cover one year of post-secondary education for each of the three years that you have been a resident of Nunavut. This means you may have a combination of primary and secondary loans over the course of your post-secondary education. If you have less than three years of residency, you will receive a secondary loan.

Repayment of Grants and Loans	
	Re-payable in Full
Basic Grant	
Supplementary Grant	
Primary Loan	Forgivable if return to Nunavut for work
Secondary Loan	✖
Needs Assessed Loan	✖
Grants for Students with Permanent Disabilities	

FANS grants are considered reportable income. If you receive a basic or supplementary grant, you will receive a T4A form at tax time, to be included with your income tax return.

## Needs Assessed Loans – granted on the basis of your financial need

Up to \$165 PER WEEK while you are in school

Needs Assessed Loans (NAL) are determined by your financial need. You may apply for a NAL at any time during the school year but you cannot receive a NAL for past semesters/years. You must apply before the end of the semester. A new application must be made for each academic year that you wish to receive a NAL.

## Grant for Students with Permanent Disabilities

Up to \$8000 for equipment and services directly related to training PER YEAR

Up to \$1000 for equipment and services for each full credit correspondence course

This grant is intended to help you with the extraordinary costs associated with your permanent disability. You can apply for this grant at any time during the academic year. You must provide a medical or learning ability assessment from a qualified professional describing the way your disability limits your ability to participate fully in post-secondary studies.

## Part-time Students (Correspondence/ Online Distance Education Course Reimbursement)

Up to \$250 for tuition

Up to \$200 for books

The full amount of fees and postage

FANS reimburses students who have successfully completed post-secondary online distance education or correspondence courses.

You must be a Nunavut resident for **three years** before you register for a course and you have to submit original receipts, your official course transcript with final mark, and a statutory declaration that you are not eligible for reimbursement from your employer or other source.

What Financial Assistance am I Eligible for?			
	Beneficiary	Nunavut Resident WITH Nunavut Schooling	Nunavut Resident WITHOUT Nunavut Schooling
Basic Grant	✘	✘	
Supplementary Grant	✘		
Primary Loan		✘	
Secondary Loan		✘	✘
Needs Assessed Loan	✘	✘	✘
Grants for Students with Permanent Disabilities	✘	✘	✘
Course Reimbursement	✘	✘	✘

The interest rate for loans is set at the time repayment begins. The rate set is one percent (1%) below the prime interest rate, as set by the Bank of Canada for January 1 of the year in which you finish being a student. The length of time you have to repay is based on the total amount that you have borrowed. You must begin to repay the loan after the last day of the seventh (7th) month after you have finished attending school.



*FANS will not pay for excess baggage fees or change fees to airline tickets.*

*Unfortunately FANS cannot pay for emergency travel. Many airlines have special fares for emergency travel. Call the airline directly to explain your situation.*

Airline Contacts	
Top of the World Travel (Yellowknife)	1.867.766.6000
First Air	1.800.267.1247
Canadian North	1.800.661.1505
Calm Air	1.800.839.2256

## Travel Benefits

If you receive the basic grant, you are eligible for the travel benefit. This benefit helps cover the travel costs to your school. As a Beneficiary, your eligible dependents and/or spouse or common-law spouse are also entitled to this benefit.

The travel benefit includes round trip airfare from your home community to the nearest school offering your program if you are attending school in the North **OR** to the gateway city closest to your school if you are attending school in the South.

Travel dates normally fall within two weeks of your school start and end date. If you wish to travel earlier, you will need approval from the FANS office. **FANS will not pay your return travel if you stay later than two weeks after school ends, unless you are staying because of summer employment. You must notify FANS as soon as possible, if this is the case.**

## Travel Reimbursement

FANS has negotiated special rates for travel. If you pay your own airfare up front, FANS will only reimburse you up to the amount of these set rates. You are required to submit your receipts for reimbursement. FANS will pay for your hotel if you are required to stay overnight in the North or in a gateway city while travelling.

## Winter Holiday Travel

It is important to note that FANS will cover your airfare to travel home during the winter holidays **ONLY** if your family did not receive the travel benefit under the supplementary grant. If your dependants and/or spouse or common-law spouse are already with you at school, you do not qualify for the winter holiday travel benefit.

## Arranging your travel

You are responsible for making your travel arrangements.

- If you are only traveling to a GATEWAY CITY or within NUNAVUT, **please call the airline directly.**
- If you have CONNECTING FLIGHTS, **please book with Top of the World Travel.**

Make sure you identify yourself as a FANS-approved student, to ensure that FANS pays this benefit on your behalf.

*Arrange for travel as soon as possible. Travel must be arranged **AT LEAST ONE WEEK IN ADVANCE** of the travel date to allow FANS time to approve and arrange payment.*

## How You Receive Your FANS Payment

Payments are direct deposited into your bank account on the 1st and 15th of every month. You will receive 70% of your funding on the 1st and the remaining 30% on the 15th.

Nunavut Banks	
<b>CIBC Bank</b>	1.800.465.2422 (toll-free) 1.867.979.8663 – Iqaluit 1.867.645.2863 – Rankin Inlet
<b>RBC</b>	1.800.769.2511 (toll-free) 1.867.979.8700 – Iqaluit 1.867.645.3260 – Rankin Inlet 1.867.983.2007 – Cambridge Bay
<b>First Nations Bank</b>	1.877.975.3700 – Iqaluit (toll-free)

Please ensure you provide accurate banking information on your application, including your account number, financial institution and transit number.

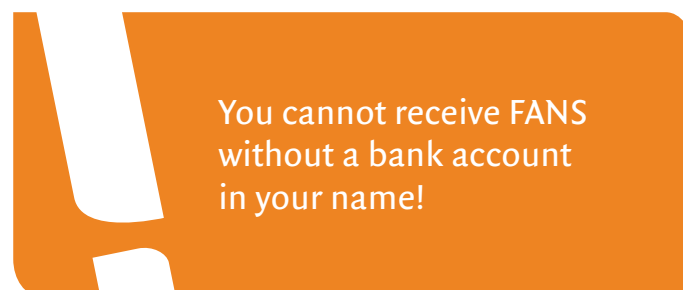
## Applying for FANS

Go online to [www.gov.nu.ca](http://www.gov.nu.ca) for all application forms and please contact a FANS officer at:

1.877.860.0680 or [FANS@gov.nu.ca](mailto:FANS@gov.nu.ca)

## Funding Application Deadlines

FANS wants you to receive your funding on-time. It is important that you start the application process as soon as possible. Late applications are accepted up to 30 days after the deadline, but will not be processed until all on-time applications are completed.



*Payments for late applications cannot be guaranteed before the program start date.*

Program Start Date	Application Deadline
Fall - August 15 - September 30	July 15
Winter - Anytime in January	November 15
Spring/Summer - April 15 - May 31	March 1
All other	Six (6) weeks prior to start date

## Scholarships

The Government of Nunavut recognizes academic excellence of Nunavut residents. The following scholarships are awarded to FANS recipients who are enrolled with a 100% post-secondary course load.

### Grade 12 Scholarships – \$500

You must be a graduate of a Nunavut secondary school and have an 80% or higher average in Grade 12. If you just graduated from a Nunavut secondary school and meet the requirement for this scholarship, please have the school send a copy of your school transcript to the FANS office.

### Undergraduate Scholarship – \$750

You must have received an “A” average in your previous year of post-secondary studies. You must be a Nunavut resident for the period of study in which this scholarship applies.

### Masters Scholarship – \$1,000

You must have received an “A” average in your last year of post-secondary studies or in your first year of postgraduate studies. You must be a Nunavut resident for the period of study in which this scholarship applies.

### Doctorate Scholarship – \$1,500

You must have received an “A” average in the previous year of full-time postgraduate studies. You must be a Nunavut resident for the period of study in which this scholarship applies.

*If you think you have received more funding than you are entitled to, you should contact the FANS office as soon as possible. It is best to return an overpayment as soon as it is detected.*

Don't forget to check out all of your scholarship options. Go to: [www.scholarshipscanada.com](http://www.scholarshipscanada.com) to start your personalized search!

## Student Responsibilities

### Satisfactory Progress

Students must show satisfactory progress and attendance to continue to receive FANS funding. FANS defines satisfactory progress as passing at least 60 % of a full course load. The definition of a full course load varies from institution to institution.

*It is your responsibility as a student to know what your school considers a full course load.*

### Suspension

If you do not meet the satisfactory progress requirement you will be suspended from FANS.

The suspension will last for three years from the end-date of the semester you did not successfully complete unless:

- You successfully complete one semester with at least 60% of a full course load at no cost to FANS.
- You repay all the money FANS paid to you for the semester(s) that you did not meet the satisfactory progress requirement.
- You withdrew due to exceptional circumstances that were documented by medical or other professionals.

### Withdrawing from School

You must inform the FANS office within 30 days if you withdraw from school. Depending on your FANS benefits, you may have to pay some/all of the allowances you received.



## ALTS (Adult Learning and Training Supports)

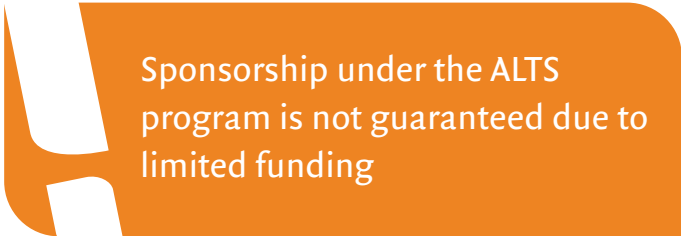
is for adult learners taking shorter length training that is not FANS eligible, to pursue basic to advanced skills training that:

- will increase your skills and enhance opportunities to obtain and keep employment; and
- helps bridge the gap between high school and post-secondary education.

The aim of the ALTS program is to help meet Nunavut's labour market needs by preparing Nunavummiut to fulfill those needs. As such, Nunavut's labour market requirements may change and not all types of training will be considered for sponsorship every year.

### ALTS Principles

- All student support funds have eligibility requirements and restrictions;
- **Apply early** as sponsorship is **not** guaranteed! (you may be denied sponsorship for a variety of reasons such as: owing money to the government, the training you are requesting is not a labour market priority for Nunavut or there are no longer funds available);
- Not all types of education or training will be funded at the same level;
- Student sponsorship funding **is not 'pay'**; it is financial **assistance** to help you while you are in school or attending training. You are not 'employed' by your sponsor. There is an expectation that you will contribute to the costs of pursuing further training and/or education.
- You have responsibilities related to receiving sponsorship such as:
  - *regular attendance;*
  - *satisfactory academic performance;*
  - *to pay tuition and fees to your institution;*
  - *to provide receipts to your CDO in order to receive reimbursement;*
  - *to adhere to the rules of your institution.*



Sponsorship under the ALTS program is not guaranteed due to limited funding

## ALTS Eligibility

### You must:

- Be a Canadian citizen or have permanent resident status;
- Be a resident of Nunavut;
- Be in need of skills training to become competitively employable; and
- Be 18 years of age or older, or have graduated from high school, or have an approved learning plan according to section 34(5) of the Education Act;
- **Apply at least four (4) weeks before program start date.**

### Your program must fit into one of the following categories:

- Academic advancement supporting employment goals;
- Pre-employment;
- Literacy program with a work-related component;
- Life skills programs;
- Workplace training;
- Pre-trades training;
- Apprentice technical training.

### AND it must also:

- Be considered full-time, with not less than 30 hours a week of classroom instruction time, which may include a non-compensated work experience or practicum component.

### Clients may be considered ineligible if:

If you owe money to the Government of Nunavut you are NOT eligible for ALTS funding. This includes debts to FANS.

If you were not successful in a previous training program funded by the Government of Nunavut, you are NOT eligible for ALTS funding.

- The client dropped out of sponsored training in the previous year;
- The client was removed from training due to inappropriate behavior;
- The client does not show progress in completing their employment action plan (Example: repeating programs year after year with little or no success);
- The client withholds information or falsifies the facts on an application.

*The Nunavut Early Apprenticeship (NEAT) program allows for a secondary student who may be 16 or 17 years of age to become an apprentice. Participants in the NEAT program must be able to comply with the requirements to be employed as an Apprentice under section 19 of the Apprenticeship, Trades and Occupations Certification Regulations. Registered NEAT apprentices are eligible for sponsorship under the ALTS program.*

## ALTS Restrictions

Funding may be awarded based on labour market priorities within your region or Nunavut. Your training may not be funded if it does not meet these priorities. There must be a demonstrated link between the type of training you are taking and employment opportunities in that field.

ALTS funding is limited. It is very important that you apply as soon as you decide you want to pursue training. There may not be enough money to fund all students, every year.

ALTS will only fund:

- Recognized publicly funded educational institutions;
- Private sector organizations registered and approved to conduct training;
- Registered not-for-profit organizations, which provide training approved by the GN.

## ALTS Student Categories

Be certain to check the Department of Education website to see the Master Designation List of programs offered in Nunavut. This will help you determine which academic programs are eligible for FANS and which for ALTS.

ALTS funding is limited. There may not be enough money to fund all students, every year. This means you have to plan ahead and apply early.

## ALTS Amounts

Support Type	Comments	
Tuition Fees	up to \$3,700 per calendar year (receipts required)	
Books and Materials	up to \$500 (receipts required)	
Special Equipment	up to \$500 (receipts required)	
Tutoring	up to \$500 (receipts required)	
Living Away from Home Allowance	up to \$350.00 biweekly (mortgage/rental agreement required)	
Training Allowance*	Technical Training and Skills Development <ul style="list-style-type: none"> <li>• NAC Certified Programs (for example: Office Administration)</li> <li>• Heavy Equipment Operator</li> <li>• Apprentice Technical Training</li> </ul>	\$400/week
	Literacy and Workplace Training <ul style="list-style-type: none"> <li>• Intro to Mining</li> <li>• Small Engine Repair</li> <li>• Pre-Employment</li> </ul>	\$300/week
Transportation (student only)	Airfare - to and from training location, most economical means (only once)	
	Local - ground transport by least-expensive means personal vehicle: \$0.545 per km or the prevailing GN rate	
	En route accommodation will be provided while directly en route if a stay-over is required	
Disability Support	Case-by-case, must be approved by Manager of Career Development	
Childcare	Subsidy rate under income support program	
Total for the Training	Maximum \$20,000* (increased from \$15,000)	

\* A tiered approach to sponsorship has been pursued in order to ensure that a maximum number of clients receive some supports.

Other return travel (such as for a semester break) MAY be authorized by the Career Development Officer.

## Travel and Transportation

The ALTS travel benefit to and from the training location is only for **YOU**. Dependents do not receive the travel benefit under ALTS.

### Airfare

ALTS covers the cost of return travel to the training location using the most economical means.

- 1 Your CDO will provide you with the information you need to arrange your transportation.
- 2 You will e-mail or call a travel agent to arrange your transportation and accommodations.
- 3 The travel agent will book your travel and show the itinerary to your CDO for final approval.

*\* Only one-way will be booked at a time. Your CDO may authorize travel up to two weeks prior to the start date of your training and up to two weeks after the completion of your training.*

### Ticket Changes

You cannot change your airline tickets without approval from the Career Development Officer. If you wish to extend your trip, you will be responsible for all costs associated with any ticket change, as well as any other costs associated with extending your trip.

If you change your ticket, you are responsible for paying the change fee.

### Local Transportation

You may be reimbursed for reasonable ground transportation costs (ex. taxi to and from the airport to the home and/or training location). Make sure you keep all your receipts and submit them to be reimbursed.

### Weather delays

In the event of unforeseen circumstances (weather, flight delays, or other circumstances above and beyond the individual's control), ALTS will cover hotel costs. You must supply the receipts for any expenses you incur.

## Childcare

ALTS can assist you with childcare costs to cover actual expenses where necessary.

To receive this benefit:

- Children in childcare must be under 12 years of age, unless there are exceptional circumstances (ex. parental absence requires special supervision arrangements);
- Receipts/invoices must be provided for all amounts being claimed;
- You may be requested to provide evidence that you are the legal guardian of the child(ren) you claim.

Childcare Costs per Child		
<b>Licensed Daycare</b>	Actual cost up to a maximum of <b>\$45/day</b>	Actual cost may not exceed <b>\$700/month</b>
<b>Private Childcare</b>	Up to a maximum of <b>\$45/day</b>	May not exceed <b>\$500/month</b>

## Applying for ALTS

Applying for ALTS is different for every person. All applicants interested must speak to a Career Development Officer to discuss their personal situation and eligibility.



[www.gov.nu.ca](http://www.gov.nu.ca)  
 Qikiqtani - 1.800.567.1514  
 Kivalliq - 1.800.953.8516  
 Kitikmeot - 1.800.661.0845

*Application deadline is at least four (4) weeks before your course start date.*

You have the right to request an **application review** if you disagree with a decision made by the Career Development Officer about the services you are eligible to receive. A request for review needs to be put in writing or e-mail to the CDO or their supervisor with the Department of Family Services. The request should be sent within 30 days of the decision and should include:

- The decision you are in disagreement with;
- The reasons the decision should be reviewed;
- The outcomes you are hoping for;
- Your signature, date, and contact information.

*Please apply early to ensure there is adequate time to process.*

## Funding Application Deadline

There is no set deadline for ALTS. **You must apply at least four (4) weeks before your course start date.**

However, there is limited funding and ALTS is therefore a first-come, first-serve program.

Before funding can be committed, you will need to complete Employment Assistance Services and ALTS applications with a Career Development Officer. This should be done as soon as you decide you want to take training. You will also need to provide a letter of acceptance to show you have been accepted into a training program.

## Client Responsibilities

In exchange for receiving ALTS funding clients are responsible to meet attendance requirements and to:

- Show satisfactory progress in their program;
- Pay all fees associated with their program;
- Provide receipts as required;
- Demonstrate appropriate behavior and attitude; and,
- Follow any additional conditions not listed above, contained within the *Student Support Agreement* **by the supporting organization.**

If you fail to fulfill the above expectations, you may be billed for all or part of the sponsorship costs already advanced.

If this occurs, there will be no further sponsorship from the Department of Family Services until the debt is settled and/or other conditions are met.

# **Useful Tools for Planning While at School**



## Managing your funding

Budgeting your funding is very important while you're in school. Use the template below to work out your expenses and get a realistic idea of how much you'll need over the next year:

	Estimated Costs	Actual Costs
Tuition and Fees		
Books		
Housing		
Food		
Transportation		
Extra Expenses		
Entertainment		
Total Costs		

## Health Care

If you are a student studying outside of Nunavut, you must complete a change of information form and provide a copy of your school's letter of acceptance to continue being covered under the Nunavut Health Insurance Plan (NHIP). Your change of information application must be mailed to the NHIP office. Faxes are not accepted.

For more information and to request a copy of this form, please e-mail: [nhip@gov.nu.ca](mailto:nhip@gov.nu.ca)

## Dental Coverage

You should check with your parents or guardian about what private insurance they have that covers you as a dependant.

### Inuit Students

You may receive dental services that are not covered by private insurance under Non-Insured Health Benefits (NIHB), if you have a Nunavut health care card that identifies you as Inuk. All dental work must be approved by NIHB before you receive the treatment.

For more information, please e-mail: [nhip@gov.nu.ca](mailto:nhip@gov.nu.ca)

## Driver's License

As a Nunavut resident you are not required to change your driver's license while you attend school outside of the territory.

## Voting in a Territorial Election

As a student, you can vote in a territorial election while outside of your home community for school, if you are eligible to vote.

You're eligible to vote if:

- You are a Canadian citizen;
- You are 18 years or older on Election Day; and
- You have been a Nunavut resident for at least one year on Election Day.

For more information, go to: [www.elections.nu.ca](http://www.elections.nu.ca)

**If you are temporarily living away from your home community during a territorial election, you may vote by special ballot. In order to do so, you need to:**

**Register to vote:** either online, by mail or in-person with the Electoral Officer in your home community. You must provide valid identification (this includes one piece of identification which has your name and address or two pieces of identification; one with your name and one with you address)

**Apply to vote by special ballot:** Application for a special ballot is completed in the same way as above. Once you have registered and applied for the special ballot, Elections Nunavut will send to you the ballot documents, with instructions. Canada Post requires a signature for these documents. The special ballot is a time-sensitive document; it must be completed and returned on time.

## Career Planning

Career Development Officers are here to help you realize your goals. They can provide career counseling, advice, funding applications, and information and resources to help you plan for your future.

*Contact your local Career Development Officer to make an appointment or talk about your career goals.*

## Applications and Forms

### FANS Applications and Forms:

Application for FANS

Application to Continue

Application for Needs Assessed Loans

Application for 2nd Needs Assessed Loans

Application for Correspondence Reimbursement

Student Enrollment Form

Disability Assessment Form

Application for Loan Remission



### ALTS Applications and Forms:

PART A

Employment Assistance Services Application

PART B

ALTS Application

## Glossary of Useful Terms

### ALTS

Adult Learning and Training Supports Program, which provides funding for students pursuing skills training.

### FANS

Financial Assistance for Nunavut Students Program, which funds students attending post-secondary education programs.

### Grant

A sum of money provided to a student that does not need to be repaid if the education or training is completed.

### Loan

A sum of money provided to a student that does need to be repaid once education or training is completed. In some cases certain loans may be forgiven if the student returns to live and work in Nunavut (such as the FANS Primary Loan).

### Master Designation List

A list produced and maintained by the Government of Canada indicating those institutions that are eligible to offer post-secondary designated programs eligible for student loans and grants. Each province or territory also maintains a list of designated programs for which students are eligible to receive student loans and grants. In Nunavut this list is compiled and maintained by the Department of Education.

### Nunavut Beneficiaries

A beneficiary under the Nunavut Land Claims Agreement.

### Nunavut Residents with Nunavut Schooling

Nunavummiut who have attended some or all of their schooling in Nunavut.

### Nunavut Residents with no Nunavut Schooling

Nunavummiut who have not attended school in Nunavut.

### Scholarship

A grant or payment made to support a student's education, awarded on the basis of academic or other achievement. These are awarded from various institutions, organizations and governments.

