



KWANLIN DÜN FIRST NATION
High School Graduation Bursary Policy

June 13, 2018



KWANLIN DÜN FIRST NATION High School Graduation Bursary Policy

1.0 Policy Statement and Scope

- 1.1 The Kwanlin Dün First Nation (KDFN) recognizes the accomplishments of their citizens who are graduating from high school.
- 1.2 The High School Graduation Bursary is available, upon application, to assist with the costs of Grade 12 graduation such as clothing, photos, fees and other related expenses.

2.0 Bursary Eligibility

- 2.1 Recipient must be a KDFN citizen, registered with the KDFN citizenship office, who has received official school notice that he or she is completing his or her Grade 12 year with an academic Grade 12 (Dogwood Diploma), Adult Graduation or Leaving School Certificate.
- 2.2 One lifetime bursary, per eligible citizen, will be available for funding.

3.0 Funding Level

- 3.1 Each approved KDFN High School Graduate will be awarded \$350.

4.0 Application Requirements

- 4.1 Funding applications, attached to policy as Appendix A, are available from the KDFN High School Community Education Liaison Coordinators (CELCs), the reception desk at the KDFN House of Learning or online from the KDFN website www.kwanlindun.com.
- 4.2 Either a parent/guardian of an eligible student **OR** a student, who is 16 years of age as of the 1st day of April on the year of application, may submit a high school graduation bursary application. The application must be filled out completely and signed or it will be returned. Incomplete forms may result in delay of payment.
- 4.3 Application forms must include a signature from his or her CELC, school administrator or school counselor, indicating that he or she will be graduating in the current calendar year.



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4.4 Completed forms must be returned to the CELC or to the reception desk of the KDFN House of Learning. Applications will only be received between the 1st day of April and the 15th day of May each year, unless otherwise granted by the KDFN Manager of School Aged Education.

4.5 Funding will only be approved during the actual year of graduation.

5.0 Managing Applications

5.1 By the 1st day of April, the KDFN Manager of School-Age Education will ensure, through the CELC's assigned area of responsibility, that graduating students and their families are notified about the availability of the high school graduation bursary and the 15th day of May submission deadline.

5.2 The High School CELC will assist potential KDFN graduates in acquiring the official letters, verifying their graduation, required for their funding applications.

5.3 The High School CELC will process the applications, notify the applicants, manage payments and maintain annual records of payment.

6.0 Notification of Applicants

6.1 Upon notification, successful applicants may pick up cheques at the KDFN House of Learning reception desk or receive a direct deposit as it becomes available. If notification is not possible, two weeks processing time is required from date of application. Out of town applicants will receive payment by mail. If an applicant is denied funding, the applicant will be told the reason why it was denied.

7.0 Appeals

7.1 Appeals may be directed to the KDFN Manager of School-Age Education in writing or by appointment within 30 days of the decision.

APPENDIX A

School Supply Bursary Application

KDFN HIGH SCHOOL GRADUATION BURSARY APPLICATION

Congratulations on your accomplishment! Please complete all of the areas of the application below and return to the CELC or the Reception Desk at the House of Learning between April 1 and May 15.

STUDENT INFORMATION:

Student Name: _____

Birth Date: (dd/mm/yy) _____

KDFN Citizenship Identification # _____

Please check one: **Wolf** **Crow**

Mailing Address: _____

Phone Number: _____

Email Address: _____

GENERAL INFORMATION:

School Attending: _____

School Address: _____

School Phone Number: _____

Please have your CELC, School Administrator or School Counsellor complete the following:

I, _____ (official's name), CELC, Principal, Vice

Principal, Counsellor (circle appropriate position) verify that _____

_____ (student's name) has met the requirements for high

school graduation and will be eligible to graduate this year.

Applicant's Signature: _____

Date of Application: _____

Please deliver the completed application to your CELC or to the Reception Desk of the KDFN House of Learning by May 15.

Payment may be picked up from the Reception Desk of the KDFN House of Learning. Please allow 2 weeks for processing. Out of town applicants will receive payment by mail.