



KWANLIN DÜN FIRST NATION

**School Supply (Kindergarten to Grade 12)
Bursary Policy**

June 13, 2018



KWANLIN DÜN FIRST NATION School Supply (Kindergarten to Grade 12) Bursary Policy

1.0 Policy Statement and Scope

- 1.1 The Kwanlin Dün First Nation (KDFN) acknowledges the value of both a traditional education and classroom studies and is committed to the educational support of KDFN citizens.
- 1.2 The School Supply Bursary Program is available to assist with the purchase of school supplies and associated school fees for KDFN students in Kindergarten to Grade 12.

2.0 Bursary Eligibility

- 2.1 Recipient must be a Kwanlin Dün First Nation Citizen, registered with the KDFN Citizenship Office, who is attending Kindergarten to Grade 12.
- 2.2 One bursary, per eligible citizen, per school year, will be considered for funding.

3.0 Funding Level

- 3.1 Each approved Kindergarten to Grade 12 KDFN student will be awarded \$75 per year of application.

4.0 Application Requirements

- 4.1 Funding applications are available on the 1st day of August each year.
- 4.2 Application forms are available for pickup from the reception desks at the KDFN House of Learning and the Main Administration Building or online from the KDFN website www.kwanlindun.com.
- 4.3 **EITHER** a parent/guardian of eligible students **OR** students, who are at least 16 years of age as of the 1st day of August on the year of application, may submit a bursary application. The application form must be filled out completely and signed or it will be returned. Incomplete forms may result in a delay of payment.



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- 4.4 Completed application forms must be returned to the reception desks at the KDFN House of Learning or the Main Administration Building by the 15th day of September, unless otherwise granted by the KDFN Manager of School-Age Education.

5.0 Managing Applications

- 5.1 At the end of each school year, the KDFN Manager of School-Age Education will ensure, through the Community Education Liaison Coordinators (CELCs), that families, within each CELC's assigned area of responsibility, are notified about the upcoming school supply bursary application process and that the CELCs are organized to take on the responsibility of processing the applications forms, notifying applicants, distributing payments and maintaining annual records of payment.

6.0 Notification of Applicants

- 6.1 Upon notification, by e-mail or phone message, successful applicants may pick up their cheques from the KDFN House of Learning reception desk area 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.