



Kwanlin Dün First Nation High School Graduation Bursary and Bonus Policy

Initial Approval Date: OIC-2012-16 (Education Achievement Awards—High School Graduation)	Revised Date: 2018-06-13 (High School Graduation Bursary Policy) 2021-11-04 (this policy)
Legislative Authority: Financial Administration Act	Policy Authority: OIC-2021-39
Administrative Authority: Education and Social Development	

Policy

1. The Kwanlin Dün First Nation (KDFN) recognizes the accomplishments of its citizens who are graduating from high school through two types of payments:
 - a. The Graduation Bursary is intended to assist with the costs of graduation celebrations such as clothing, regalia, photos, fees and other expenses.
 - b. The Graduation Bonus rewards citizens who graduate from high school.

Bursary and Bonus Eligibility

2. Graduation Bursary recipients must be KDFN citizens (registered with the Registrar and on the Kwanlin Dün Citizenship List) who have obtained written notice that they are likely to complete their Grade 12 year and are likely to participate in graduation celebrations.
3. Graduation Bonus recipients must be KDFN citizens (registered with the Registrar and on the Kwanlin Dün Citizenship List) who have received an academic high school diploma (e.g. Dogwood Diploma), adult graduation diploma, or school completion certificate (e.g. Evergreen Diploma).

Funding

4. KDFN will pay the bursary and bonus amounts specified in the rate schedule appended to this policy.
5. The amounts for each of the bursary and the bonus will not vary between recipients in any given year.
6. The Council will set the rate schedule through the annual budget process, and may amend the rate schedule as needed at other times.
7. KDFN will approve funding only for the actual year of high school graduation.

Application Process

8. KDFN Education and Social Development (the “Department”) will accept applications from:
 - a. Parents or guardians of eligible students, and
 - b. Students who are at least 16 years of age as of January 1 in the year of application.
9. Individuals may submit applications starting on the first school day of the final term or semester, or for students or programs with an alternative schedule, any other date as determined by the Manager of School Age Education.
10. The Department may refuse to accept incomplete or unsigned application forms. Incomplete forms may result in a delay of payments.
11. The Department will accept applications no later than 6 months following the issuance of a diploma or certificate.
12. Applications for the Graduation Bursary must include written confirmation from the applicant’s KDFN Education Support Coordinator, school administrator or school counselor, indicating the applicant is likely to be graduating in the current calendar year.
13. Applicants must provide proof of high school graduation in order to receive the Graduation Bonus.

Responsibilities

14. The Department is responsible for:
 - a. Notifying high school graduating students and their families of the availability of the Graduation Bursary and Bonus, and the application process;
 - b. Assisting potential high school graduates in acquiring written confirmation of graduation for their applications; and
 - c. Receiving and processing applications, notifying applicants, managing payments, and maintaining records.

Appeals

15. 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

Rate Schedule: High School Graduation Bursary and Bonus

Graduation Bursary	\$500.00
Graduation Bonus	\$500.00