CARCROSS/TAGISH FIRST NATION

SECTION 3

CAPACITY DEVELOPMENT POLICY

CARCROSS/TAGISH FIRST NATION

SECTION 3

CAPACITY DEVELOPMENT POLICYTABLE OF CONTENTS

INTRODUCTION

CD-0010 INTRODUCTION

CD-0015 KAAX'ACHGÓOK

CD-0020 DEPARTMENT MANDATE

CD-0030 RIGHTS AND RESPONSIBLITIES

CD-0040 DISPUTE RESOLUTION

CD-0050 DEFINITIONS

EARLY CHILDHOOD EDUCATON

CD-0100 EARLY CHILDHOOD EDUCATION CENTER/Haa Yátx'i Hidí

K-12 PROGRAMS AND SERVICES

CD-0205 K-12 PROGRAMS AND SERVICES DEFINITIONS

CD-0206 SCHOOL ENGAGEMENT POLICY

CD-0210 ROOM AND BOARD AND SUBSIDY

CD-0220 SCHOOL SUPPLIES

CD-0230 WINTER CLOTHING ALLOWANCE

CD-0250 GRADUATION INCENTIVE

CD-0260 EXTRACURRICULAR FUNDING

CD-0280 CARCROSS STUDENT VAN

POST SECONDARY EDUCATION PROGRAMS AND SERVICES

CD-0300 POST SECONDRY STUDENT SUPPORT PROGRAM

CD-0400 INDIGENOUS SKILLS AND EMPLOYMENT TRAINING PROGRAM

CD-0500 COMMUNITY TRAINIING FUND (CTF)

Effective Date May 4, 2011 Revised

Authorized By Executive Council

CD-0010 INTRODUCTION

Welcome to the policy manual for the Capacity Department of the Government of the Carcross/Tagish First Nation (C/TFN).

The policies found in this manual inform the procedures and operations of the Capacity Department on a day to day basis. They guide decision making processes, provide information, prevent financial liability, and help serve our citizens as best we can.

These policies are developed using C/TFN's Policy Development Process created in the fall of 2010. Consultation was undertaken with staff members, directors, and community members in order to create the best policies for C/TFN. All policies have been reviewed by the Management Board, approved by the AYK and approved & signed off by the Executive Council. All policies will be reviewed by the Education Committee.

Amendments to these policies must be proposed to the Director of Capacity Development in writing under the process outlined in the C/TFN Policy Review Process and approved by Management Board and the Executive Council. As necessary, factual additions and revisions, not changing the intent, meaning or spirit of existing policy may be included by the Director, with Management Board Approval, and shall be dated and noted as revisions.

All policies are created to reflect our Constitutionally recognized virtues and values in order to serve all Citizens of the Carcross/Tagish First Nation. They are:

- Selflessness
- Honour
- Respect
- Courage
- Integrity
- Knowledge
- Compassion
- Honesty

For any further information, please contact the Capacity Department. Gunalcheesh

Effective Date May 4, 2011 Revised

Authorized By Executive Council

CD – 0015 KAAX'ACHGÓOK (Version One)

(from "My Old People's Stories: A Legacy for Yukon First Nations, Part II: Tagish Narrators"

by Catharine McClellan, edited with additions by Julie Cruikshank) This story was told by Angela Sidney to Catharine McLellan.

I'd like to sing a song that my son was welcomed home with from the army. This song was supposed to be made by some of our people.

He is Tuk.weidí.
His name is Kaax'achgóok.
A boat drifted away with this man one time in November.
And he stayed out about nine months.
And while he was on the island, he dreamed about home.
He was welcomed home [was what he dreamed].
In those days they steered by the sun.
They did not have a compass in those days. He studied out the sun and tried to come home.
He counted the months. He knew where the sun used to be in June at home.
So a little before June he got ready to start out.
This story is from the fall, when he started out.
He told doo kéilk' (*Tlingit, his sororal nephews)* to make strong of these seal skils - the seal with the spots [harbour seals]. He told them to make string like babiche [semi-tanned line].
They did this. They dried it out.
They did pounds and pounds of it. It stacked up about three feet in the bow of the boat. That was for the anchor for the boat.
They were just like servants.
When it was good and ready, he told them to cook all they can.
They don't know it was for their lunch. They put it in a seal stomach.
They put cooked stuff in it, meat, for their lunch going back.
And they took lots of water in that thing [seal stomach] too

They got this from that island where there were big leaves, just like rhubarb.

It's just full of water. It's supposed to be rain water. They just grow near the salt water. They gathered in the water, and they started off.

He studied the sun.
It started to come out the same place.
He would go out early in the morning to see where the sun came up.
He put in a stick to mark it. In the evening he did the same thing. Then it kept moving back.
And finally it came out the same place for two days.
That's the time he started back. That must have been June the summer solstice.
They must have wintered there too.

He watched where the sun came out.
He could go to the sun place every day. And he put the stick down there.
Finally it came back to the same place. Then the sun started to go back.
And he started back.

That month is always calm too.
It's down the coast near Sitka, I guess.
They say the north wind is what took him out.
The place has a big mountain on one side, and it goes right out to the sea.
The mountain is built something like this great Grey Mountain up here [above Carcross].
In June, the sun came up out of the centre of the mountain.
That's how come he started back then.
I forgot how many days he travelled - about a month.

Finally, he saw this mountain in the evening when the sun was going down.
He saw something way off like a seagull floating there. He did not say anything about it.
Next morning it was still there yet. But still he did not say anything.
They anchored the boat when the sun goes down.
The sun goes down right by the stern of the boat.

He followed the sun. He steered by it.
All day he tried to keep in the direction of the sun.
In the morning he would take the reading. And in the evening.

For two days he would watch this [thing like a seagull].
Finally, it got bigger the next night. That seagull looked bigger.
He never said anything about it until the next morning. They said, "What's that? Is it a seagull or what?" They thought it must be a seagull?

When they started to be able to see it at night, they began to travel at night too.
Finally they got back.

He had two wives.
And the youngest one had been married already. The older one waited.
She used to go out to point every morning, about four. She cried, they said.
After she finished crying, she went home.

One time she got there and she saw this boat coming.
She stayed there. She knew how her husband paddled.

She went home and woke up the people and told them the boat was coming - that it looked like her man's paddling.
How could this be? They got up anyway. They looked.
They [the men in the boat] had all kinds of seals and sea otters.
The boat was packed with skins.
Everybody got rich.
When they [the man and his nephews] found out that there had been a potlatch for them, they just gave away the skins right there. They had had a hard time you know.

LESSONS FROM THE STORY: perseverance, never giving up, hope, praying, innovation, intelligence, relying on your surrounding for direction, celebration of achievements.

GC/TFN CAPACITY DEVELOPMENT POLICY

Effective Date May 4, 2011 Revised January 5th, 2023

Authorized By Executive Council

CD – 0020 DEPARTMENT MANDATE

The Capacity Development Department provides programs and services to C/TFN Citizens including early childhood education at the Haa Yátx'i Hidí; K-12 school support, programs and services; post secondary program advising and support services; and employment and training advising; and support services.

The Capacity Development Department works together with the rest of the organization to deliver programs and services that will improve the educational and employment outcomes of C/TFN citizens and community members.

For more information, please contact the Director of Capacity Development.

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date May 4, 2011 Revised

Authorized By Executive Council February 5th, 2020

CD – 0030 RIGHTS AND RESPONSIBILITIES

RESPONSIBILITIES OF STAFF

All staff members have the responsibility to:

a. treat applicants with respect and fairness;
b. understand the policy and apply it consistently;
c. implement the policy in the best interests of the Carcross/Tagish First Nation;
d. comply with the Employee Code of Ethics, Appendix 2-430-A of the C/TFN Personnel Policy.

RIGHTS OF STAFF

All staff members have the right to:

a. work in a safe and respectful environment; inappropriate conduct and/or abusive behaviour toward staff/AYK members will not be tolerated. All inappropriate conduct and/or behaviour directed toward staff from Citizens will be reported immediately to the appropriate Director. Individuals/Citizens will be banned from accessing GC/TFN Education Funding for one semester as per the harassment policy. Where applicable a warning letter may be issued prior to suspending funding. ***(Written complaints will be forwarded to the proper department Director where appropriate disciplinary action will be determined.)***
b. receive orientation and training regarding the implementation of this policy manual;
c. recommend amendments to this policy manual;
d. make discretionary decisions based on their best judgement and the direction of the AYK when necessary.

RESPONSIBILITIES OF APPLICANTS

It is the responsibility of applicants to:

a. treat staff with respect and fairness;
b. complete the application form fully and honestly;
c. follow the policy carefully and consistently;
d. keep the best interests of Carcross/Tagish First Nation in mind when applying for and using educational funds.

RIGHTS OF APPLICANTS

All applicants have the right to:

a. be treated with respect, fairness, and due process according to this policy;
b. full privacy and confidentiality;
c. ask questions regarding this policy manual;
d. appeal any decision concerning their application

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date May 4, 2011 Revised

Authorized By Executive Council

CD – 0040 DISPUTE RESOLUTION

If an applicant disagrees with a decision of a Capacity Department employee or EAC, they are encouraged to contact the employee responsible or Director of Capacity Development to explain their situation and attempt to reach a mutual understanding. If the applicant remains unwilling to accept the decision explanation by the Director, the applicant may make a formal appeal to the AYK, through the Education Employment Training Officer.

The applicant may put forward an appeal in writing to the AYK along with the written report supplied by the Capacity Department employee which states the Capacity Department's decision regarding the student's application. This written appeal must be submitted NO LATER than two (2) weeks past the original date the decision was made. Any appeals made after two (2) weeks past the original due date will be NOT be considered due to budgetary deadlines. The appeal must outline:

a. the decision that was made;
b. the reason for appealing;
c. if a conflict with Capacity Department policy exists.

The AYK will review the appeal at the earliest opportunity and PRIOR to sending out funding notifications of approval for successful applicants from the first assessment. The AYK will additionally provide a written resolution of their final decision to the rejected applicant within one month from receiving the appeal.

The appeal process shall follow these steps:

1. The Education Employment Training Officer (EETO), if necessary will meet with the applicant to explain the reasons their application was unsuccessful.
2. The EETO receives written appeal from the applicant.
3. The EETO along with the applicant will ensure all necessary information needed in the written appeal is addressed.
4. The written appeal will be presented to the Educational Advisory Committee at their next available meeting for final decision. The applicant may be present or requested to be present to answer questions if it is deemed necessary by the Educational Advisory Committee.

Once the Educational Advisory Committee has reviewed the appeal and reached their conclusion, a written resolution of their final decision will be issued and kept on the applicants file and written notification will be issued.

TRANSPIRY/
REVIEW DATE Annually or as required.

GC/TFN CAPACITY DEVELOPMENT POLICY

Effective Date May 4, 2011 Revised

Authorized By Executive Council

CD – 0050 DEFINITIONS

In these policies, the following definitions will apply:

"Director" means the Director of Capacity Development;

"secondary school" means a body of students organized as a unit for educational purposes, including F.H. Collins High School, Vanier High School, Porter Creek Secondary School, as well as Learning Centres such as Riverfront School, the Individual Learning Centre, and Wood Street Centre;

"good standing" means the status assigned to a student in order to determine eligibility for funding, as determined by the Education Programs and Services Coordinator and instructor at the secondary school, with reference to attendance records, academic achievement, and monthly meetings between the Education Programs and Services Coordinator and the student.

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date May 4, 2011 Revised December 11th, 2025

Authorized By Executive Council

CD - 0100 EARLY CHILDHOOD EDUCATION CENTRE\Haa Yátx'i Hidí POLICY

1. 0 GENERAL PROVISIONS

1.1 HISTORY

The Haa Yátx'i Hidí (Our Children's House) opened in the fall of 1992 as a licensed First Nations daycare. Our respected elder Lucy Wren gave our centre the name Haa Yátx'i Hidí, which means "little kid's people's house". In 2008, The Haa Yátx'i Hidí moved into the new building at its current location next to the main C/TFN Government building.

In our tradition, children were often given into the care of others for many reasons. Being given the responsibility for a child was a great honour. In contemporary times we refer to these people who are given the care of a child as concerned caregivers. They may be given all, or may share, responsibility for a child over a short or long period of time or even permanently.

Each child has physical, spiritual, mental, and emotional needs. Raising and nurturing a child is more than providing food, a roof overhead, and an education. It calls for providing unconditional love for the child and an environment for the child to realize their full potential and grow and develop into someone the shagóon (ancestors) can be proud of; one that is in balance physically, spiritually, mentally, and emotionally.

1.2 VALUES

The daily operation of the Haa Yátx'i Hidí are grounded in the values and virtues of C/TFN:

- Selflessness
- Honour
- Respect
- Courage
- Integrity

- Knowledge
- Compassion
- Honesty

1.3 MISSION

The mission of the Haa Yátx'i Hidí is to provide licensed quality care for children in a loving and supportive environment. The centre promotes and enhances all areas of the child's development on the medicine wheel: physical, intellectual, emotional, and spiritual.
C/TFN recognizes that this program is a benefit to all children. All families and children in the community will be recognized and welcomed. This program is intended to be universally accessible to all C/TFN citizens and every effort will be made so that children are not excluded due to family income, disability, or other barriers.

1.4 OBJECTIVES

C/TFN believes that children must be in an environment that fosters positive emotional, social, cognitive, and physical development and inclusion, multiculturalism, interdependence, and dignity.
C/TFN believes that families should be involved in a meaningful way in their childcare experience and deserve assurance of quality care for their child. Childcare professionals will work in partnership with families to ensure the best outcomes for the child.
C/TFN believes that staff members should work in an environment that recognizes and respects their training, skills, and commitment to the well-being of children in their care.
C/TFN believes that all Citizens/Members should have access to a caring and supportive community service.

The Haa Yátx'i Hidí will:

- provide quality care for each child
- model and encourage appropriate guidance and caring for each child and family
- provide opportunities to increase the family's knowledge of their child's health and development
- effectively work with community agencies and individuals that are essential to the well-being of each child and family

1.5 OUTCOMES

All children will feel safe, nurtured, loved and will be encouraged to develop and grow in balance in all areas of the medicine wheel: physically, spiritually, mentally, and emotionally.

All families will be involved in the development and care of their children. They will work with the staff to ensure the best outcomes for their children.

Staff members will work in a respectful and caring environment that fosters the development of the child.

1.6 INDICATORS

- Child assessments
- Student assessments and outcomes at Ghuch Tla Community School
- Parental participation
- Staff recruitment and retention

1.7 POLICY REVIEW

This policy will be reviewed annually, or as required.

2.0 ENROLLMENT

Haa Yátx'i Hidí is licensed to provide care for twenty-five children. They are divided into age groups of infants, toddlers, preschool, and school-age children.

Infants can be enrolled beginning at six weeks old, but exceptional circumstances will be considered.

Children moving from one program area to another will be given priority over new enrollment.

2.1 ENROLLMENT PROCESS

All parents will be required to complete the following forms:

a. Haa Yátx'i Hidí Registration Form
b. Parent/Guardian Question & Answer Form

3.0 CHILD CARE SUBSIDY & Haa Yátx'i Hidí SUBSIDY

The subsidy program provides financial assistance to eligible families who need child care for their children. The subsidy program is available to families whose children attend licensed child care centres or family day homes.

The amount of subsidy is based on an assessment of income. This assessment takes into account family size, income, and the community where the family resides.

Although this program is funded and administered by the Yukon Government, the Supervisor of the Haa Yátx'i Hidí will be responsible for collecting and submitting the Application for Child Care Subsidy.

"It is the responsibility of the parent/caregiver to complete the application fully and honestly, if the parent/caregiver does not complete the application in full and on time they will be invoiced directly"

3.1 Haa Yátx'i Hidí SUBSIDY

Carcross/Tagish First Nation (C/TFN) is dedicated to providing high quality accessible early child education for C/TFN Citizens at Haa Yátx'i Hidí. This subsidy will cover additional childcare fees not approved by the Yukon Territorial Government subsidy program for C/TFN Citizens with full Citizenship only.

A full C/TFN Citizen is defined under the C/TFN Citizenship Code as a "Citizen registered with C/TFN".

3.2 Haa Yátx'i Hidí Subsidy Guidelines

1. Copies of C/TFN Beneficiary number and Status Card (if applicable) of the child will be confirmed by the C/TFN Registry Office.

2. Citizens are required to re-apply to Haa Yátx'i Hidí every 6 months.

Note:

- C/TFN subsidy decisions will be discussed in the presence of the child's primary caregiver only.
- To maintain fairness among all families of C/TFN Haa Yátx'i Hidí Subsidy will be re-assessed for accessibility based on monthly attendance records.

Haa Yátx'i Hidí Subsidy Attendance Guidelines

In order to provide fairness and accessibility to all C/TFN families, the Haa Yátx'i Hidí will be adjusted according to the child's attendance. The attendance guidelines are as follows:

- Full Time – More then 100 hours per month
- Part Time- Less then 100 hours per month
- Drop In – 20 hours (or less) per month (Depending on Availability, Parents may need to call in everyday to see if there is room)

4.0 BEHAVIOUR EXPECTATIONS

4.1 CHILDREN

Children are expected to act in accordance with the virtues and values of C/TFN. These expectations are consistently enforced so that children know what is and is not acceptable.

No form of physical punishment, verbal or emotional abuse, or denial of physical necessities of any child can be permitted, exercised, or inflicted.

No form of physical, verbal, or emotional abuse of any staff member will be accepted. If children are exhibiting these behaviours, parents/caregivers will be notified and required to pick up their child as soon as possible from the Haa Yátx'i Hidí.

4.2 STAFF

Staff members are also expected to act in accordance with the virtues and values of C/TFN.

All staff, including auxiliary staff, will be required to work as part of a team. All staff will be expected to take on extra duties on behalf of the team as needed.

4.3 FAMILIES

Families are encouraged to stay informed and involved in the Haa Yátx'i Hidí and their child(ren)'s development.

The staff members are committed to working together with families to create healthier children, families, and communities.

4.4 CONFIDENTIALITY

Confidentiality of children and families will be respected at all times.

4.5 LATE PICK-UP

All parents or guardians must pick up their child(ren) by 4:00pm

On the first two occurrences of late pick-ups, staff members will speak with the parent or guardian, clarify the reason for lateness, and review the policy with the parent/caregiver.

If the parent/caregiver is late a third time, the Supervisor of the Haa Yátx'i Hidí will contact them to discuss the difficulties and will make all efforts to reach a mutually agreeable solution.

Should the late pick-ups continue, the parent/caregiver will be charged a $25 penalty fee for each incident after three (3) incidents per calendar year. A repayment agreement will need to be signed.

5.0 HEALTH AND SAFETY

Haa Yátx'i Hidí will create a safe and comfortable environment that will accommodate the abilities of all children.

To protect the health and well-being of all children, parents/caregivers are encouraged not to bring sick children into Haa Yátx'i Hidí, especially when the children are contagious. If your child is too sick to participate in programing, then the parent/guardian will be asked to pick up their child. The child may return once the child's symptoms have subsided or is cleared by a nurse or doctor.

Children with allergies will be enrolled and accommodated as much is reasonably possible. An environment will be created that minimizes exposure to allergies, but the risk of accidental exposure to allergens cannot be fully eliminated.

Any food restrictions / allergies for each child will be put on the fridge door for a visual reminder to staff.

Parents/caregivers must discuss their child(ren)'s allergies with the Haa Yátx'i Hidí Supervisor before registration.

5.1 MEDICATION

In order to ensure the health of the child(ren), procedures must be followed concerning the administration of medication at the daycare.

Medication will only be administered once the parent/caregiver has completed a Medication Consent Form with instructions on administering the medication.

All medication must be provided in the original container. The container must be clearly labelled with the child's name, name of medication, the dosage, the date of purchase, and instructions for storage and administration. All medication will be stored in a secured location.

All medication must be prescribed by a physician. Non-prescription medication will only be administered with documentation of instructions.

5.2 MEDICAL EMERGENCY

If a child is injured or becomes ill while at the Haa Yátx'i Hidí, staff members will quickly assess the situation and decide what action will be taken.

5.2.1 FIRST AID TREATMENT

If first aid treatment is required, staff members certified in first aid will provide treatment. An Injury/Incident Report will be completed. The child will be closely supervised and their feelings will be acknowledged. The family will be informed when they come to pick up the child. Should a serious injury occur the family shall be informed immediately of serious injury by daycare supervisor/staff.

5.2.2 MEDICAL ATTENTION

If medical attention is required, the following procedure will be followed: a staff member certified in first aid will attend to the needs of the child while the Supervisor will contact the family. If the family is not available, the emergency contact provided on the Application Form will be notified.

5.3 REPORTING CHILD ABUSE

According to the *Yukon Child Care Act,* in circumstances when child care workers observe behaviour or situations that may indicate a child is being abused or neglected, they are required to report these situations to the Director, an agent of the Director, or a Peace Officer. This situation will require confidential information to be shared. **It is a requirement to report child abuse directly to Yukon Child Care Services.**

5.4 LICENSING REQUIREMENTS

The Haa Yátx'i Hidí must meet the licensing requirements of YTG Child Care Services.

6.0 HOURS OF OPERATION

The Haa Yátx'i Hidí is open from 8:30 am to 4:00 pm, Monday to Friday. The facility will be closed on the following holidays:

New Year's Day
Good Friday
Easter Monday
Victoria Day
Aboriginal Day (June 21st)
Canada Day
Dahk Kha Day
Discovery Day
Labour Day
Truth and Reconciliation (Sept 30th)
Thanksgiving Day
Rememberence Day
Christmas Day
Boxing Day
Professional Development Days

The Haa Yátx'i Hidí will also be closed three (3) days each calendar year to provide personal and professional development opportunities for staff members. Parents will be notified 2 weeks in advance as to the exact day of closure. Haa Yátx'i Hidí may be closed for departmental and community events throughout the year. Parents will be notified two weeks in advance of the closure date.

In the event of a power outage or lack of running water at Haa Yátx'i Hidí:

- At 1 hour with no power or water, parents will be notified to come pick up their children.
- At 2 hours of no power or water, staff will be sent home for the rest of the workday and Haa Yátx'i Hidí will officially close (as per personnel policy).

7.0 FEE STRUCTURE:

Fee's are subject to change due to Child Care Subsidy Rates. Parents will be notified 30 days in advance of fee changes.

Infants (0 months - 18 months
Full Time $ 700
Part Time $ 350

Toddlers (19 months - 36 months)
Full Time $ 700
Part Time $ 350

Preschool/K4 Kindergarten
Full Time $ 700
Part Time $ 350

School Age (ages 6-12) after school
Full Time $ 300
Part Time $ 150
School Age All day (Summer)
Full Time $ 500
Part Time $ 250

The drop-in fees for the Haa Yátx'i Hidí will be:
$ 35 per day per child
$15 per half day per child

Parents/Guardians/Caregivers will have the option of paying these fees in kind through donation of time, labour, or fund-raising assistance.

8.0 VISITORS

The safety and security of children, families, and staff members at Haa Yátx'i Hidí is critical. Visitors will need permission from the Program Director/Supervisor prior to visiting the centre. Community partners and

immediate family members of children enrolled are welcome to visit Haa Yátx'i Hidí, unless otherwise specified by the primary caregiver (which in some cases is Child Care Services). All approved visitors must check in with Haa Yátx'i Hidí staff when they arrive who will sign them in. Unauthorized visitors will be asked to leave the premises.

9.0 LANGUAGE AND CULTURAL TRAINING

As part of the daily activities and operation of the Haa Yátx'i Hidí, children will be provided with opportunities to learn the Tlingit and Tagish language. The C/TFN Cultural Project and Language Coordinator will regularly visit the Haa Yátx'i Hidí and provide education on cultural traditions through language, song, and dance for all children. The long-term goal is to create a full immersion program at the Haa Yátx'i Hidí.

10.0 STAFFING

All staff members will complete a vulnerable sector check prior to starting work at the centre.
All staff members will have a valid First Aid/CPR certificate.
All staff members will have, or be working toward, their Early Childhood Education training.

All staff will have immunizations, a TB test, and a “fit-to-work” letter as required by Child Care Services

TRANSPIRY/REVIEW DATE Annually or as required.

Effective Date	May 4, 2011	Revised	
Authorized By	Executive Council		February 21, 2019

CD-0205 K-12 PROGRAMS AND SERVICES DEFINITIONS

The following policies outline the guidelines for student support programs for K-12 students:

CD-0206 SCHOOL ENGAGEMENT POLICY

CD-0210 ROOM AND BOARD

CD-0220 SCHOOL SUPPLIES

CD-0230 WINTER CLOTHING ALLOWANCE

CD-0250 GRADUATION INCENTIVE

CD-0260 EXTRACURRICULAR FUNDING

CD-0280 CARCROSS STUDENT VAN

In these policies, the following definitions will apply:

“secondary school” means a body of students organized as a unit for educational purposes, including F.H. Collins High School, Vanier high School, Porter Creek Secondary School, as well as Learning Centres such as Riverfront School, the Individual Learning Centre, and Wood Street Centre;

“good standing” is the status assigned to a student in order to determine eligibility for funding as determined by the Education Programs and Services Coordinator and instructor at the secondary school, with reference to attendance records, academic achievement, and monthly meetings between the Education Programs and Services Coordinator and the student.

TRANSPIRY/
REVIEW DATE Annually or as required.

GC/TFN CAPACITY DEVELOPMENT POLICY

Effective Date February 21, 2019 Revised

Authorized By Executive Council

CD-0206 SCHOOL ENGAGEMENT POLICY

SCOPE All employees of GC/TFN and individuals receiving honoraria from GC/TFN working in the School or with the students on the land.

PURPOSE To recognize the importance of working collaboratively with Ghùch Tlâ Community School to enrich students learning with culture, heritage and language.

To identify clear roles and responsibilities to ensure a positive experience for all those involved.

POLICY All employees of GC/TFN and individuals receiving honoraria from GC/TFN working in the School and / or with students on the land will:

1. Provide a clear Vulnerable Sector Check to be kept on file with Human Resources;
2. Sign and abide by the C/TFN code of ethics at all times;
3. Embody GC/TFN Virtues and Values at all time;
4. Complete Hazzard and Workplace Violence Assessments relative to the activity as per the GC/TFN Safety Program;
5. Encouraged to attend training related to working with Children and Youth;
6. Encouraged to obtain Standard First Aid training.

ROLES AND RESPONSIBILITIES

Individuals representing GC/TFN <u>will:</u>

- Arrive on time and communicate in advance if you are unable to deliver programming as planned;
- Check in at the front desk when you arrive at the school;
- Come prepared to deliver instructional programming;
- Ensure that the programming and location of activities are safe and appropriate;
- Provide activity specific equipment and materials, as needed, such as hide, porcupine quills, lifejackets, boats etc.;
- Communicate any concerns or complaints with your respective Manager or Director to be addressed with the Ghùch Tlâ Community School Principal.

Individuals representing GC/TFN will not:

- Be responsible for the supervision of students/children/youth;
- Administer disciplinary measures;
- Be alone with students/children/youth at any time.

TRANSPIRY/ REVIEW DATE annually or as required.

GC/TFN CAPACITY DEVELOPMENT POLICY

Effective Date	May 4, 2011	Revised	
Authorized By	Executive Council		August 5th 2020

CD-0210 ROOM AND BOARD SUBSIDY

MISSION To provide financial support for C/TFN students attending secondary school.

SCOPE C/TFN students attending a secondary school in the Yukon who are required to pay for rent for a private accommodation in Whitehorse or at the Gadzoosdaa Dorm.

POLICY C/TFN will provide a maximum of $250 each month for each eligible C/TFN student residing in private accommodation. C/TFN will provide a maximum of $150 each month for each eligible C/TFN student residing in the Gadzoosdaa dorm.

Parents/caregivers must provide proof of residency in a community within the Yukon, other than Whitehorse, to the Education Manager. Accepted forms of proof of residency will be official government identification, government correspondence, or utility bills.

Payments will be provided to the individuals providing the private accommodation at the beginning of each month. They must also sign a declaration each month stating that the student is living in their residence and attending school regularly. This is required before a cheque will be dispersed.

A subsidy for students staying at the Gadzoosdaa dorm will be paid directly to the Department of Education. Parents/caregivers will be required to confirm excused absences in advance of the absence where possible, or on the day of the absence.

Caregivers/parents must sign the Reimbursement Form which states that if the student drops out of school for no legitimate reason they will be held responsible for repaying C/TFN the full amount of the last month in which they received funding by the end of the semester in which the student dropped out. C/TFN does not issue back pay under any circumstances.

OUTCOMES

Students will improve attendance records and academic achievement.
Families will receive support to offset the cost of room and board.
Students will be living in a safe and healthy environment when away from home.

INDICATORS

Graduations rates
Attendance rates

TRANSPIRY/
REVIEW DATE Annually or as required.

GC/TFN CAPACITY DEVELOPMENT POLICY

Effective Date May 4, 2011 Revised Jan 5th, 2023

Authorized By Executive Council

CD-0220 SCHOOL SUPPLIES

MISSION To provide financial assistance to C/TFN parents and guardians for the purchase of school supplies for their children.

SCOPE All C/TFN children attending elementary or secondary school.

POLICY Parents or legal guardians are eligible for an annual payment to offset the costs of providing school supplies for their children.

For each student in K-4 (Pre-Kindergarten) to Grade 6, the parent/caregiver will receive $120/student per year.

For each student in Grade 7 to 12, the parent or caregiver will receive $150 student per year.

PROCEDURES

Parents/Guardians will be required to complete a School Supplies Request Form and submit it to the Education Programs and Services Coordinator. Once a completed form is submitted, the payments will be made according to the Finance Department procedures and deadlines. Deadline to submit the request form is March 31st for the current academic year.

OUTCOMES

Students will have the necessary school supplies.
Parents and families will be supported in providing for their children.

INDICATORS

Student attendance rates.
Student outcomes and assessments.

TRANSPIRY/
REVIEW DATE Annually or as required.

GC/TFN CAPACITY DEVELOPMENT POLICY

Effective Date May 4, 2011 Revised

Authorized By Executive Council December 11th 2025

CD-0230 WINTER CLOTHING ALLOWANCE

MISSION To provide financial support to C/TFN families for the purchase of proper winter clothing in order to assist them improve their educational outcomes.

SCOPE All C/TFN school age children must be attending school to be eligible. Priority will be given to Yukon students if there are budgetary constraints.

POLICY For the purchase of winter clothing such as coat, hat, mitt, scarf, boots, or snow pants, CTFN will provide up to $350 per year per child:
A new rate of $400 will be effective September 2026.
All funding is dependent on budgetary availability.

PROCEDURE

Payment will be made upon application from a parent/caregiver/guardian.

Payment will be made to either the parent/caregiver/guardian of students or directly to each eligible student, upon the discretion of the Education Manager.

Deadline to apply and submit receipts is March 31st for the current school year.

OUTCOMES

Students will be provided with adequate winter clothing and another incentive to continue their education

INDICATORS

Attendance records
Graduation rates

TRANSPIRY/REVIEW DATE Annually or as required.

GC/TFN CAPACITY DEVELOPMENT POLICY

Effective Date May 4, 2011 Revised December 11th, 2025

Authorized By Executive Council

CD-0250 GRADUATION INCENTIVE

MISSION To provide financial incentive and support for C/TFN students graduating secondary school

SCOPE All C/TFN students in good standing graduating from a secondary school.

POLICY C/TFN will provide a maximum of $200 for graduation clothing to the student in advance of the graduation as soon as the approved graduation list is provided to the Capacity Development Department of C/TFN.

C/TFN will provide a Graduation Incentive in the form of a cheque for $200 and a gift worth up to $100 to each eligible graduate.

The gift and cheque will be given to Yukon students at the First Nation Graduation Ceremony.

The Graduation Incentive of $200 and a gift worth up to $100 will be mailed to students outside the Yukon upon application and approval by the Education Manager. The Education Manager will contact the students school for confirmation and will process application.

OUTCOMES

C/TFN students will receive a financial incentive and support to graduate secondary school, which will improve the graduation rates among C/TFN citizens.

INDICATORS

Graduation rates

TRANSPIRY/REVIEW DATE Annually or as required.

GC/TFN CAPACITY DEVELOPMENT POLICY

Effective Date	May 4, 2011	Revised	Nov 7th, 2019
Authorized By	Executive Council		August 5th 2020

CD-0260 EXTRACURRICULAR FUNDING

MISSION To provide C/TFN secondary students financial support to pursue extracurricular activities.

SCOPE All C/TFN students in good standing attending Yukon schools in Grades K4 to grade 12. Funding for C/TFN students attending school outside the Yukon will be available, provided they can show proof that no other funding is available.

POLICY C/TFN will provide a maximum of $200 each year per eligible student for the pursuit of extracurricular activities.

For more costly extracurricular activities such as hockey, C/TFN will provide 50% of the cost up to a maximum of $500 each year per eligible student. Costly activities are defined as activities where the cost is greater than $400 per year. Proof of the cost of the activity must be provided with the application. Deadline to apply and provide receipts is March 31st for the current school year. If receipts are not provided by the deadline, then extracurricular funding will not be available the following year.

All funding is dependant on budgetary availability.

Extracurricular activities may include sports, student leadership, and other school-operated activities. This may also include cultural pursuits such as dancing, hunting, or fishing.

Payment will be made upon application from a parent/guardian/caregiver or eligible student.

Payment will be made to either a parent/guardian/caregiver of eligible students or directly to each eligible student, or directly to the agency upon the discretion of the Education Manager.

Parents/guardians/caregivers will be required to submit receipts to the Education Manager as proof of eligible expenditures.

OUTCOMES

C/TFN students will receive financial support to pursue extracurricular activities and more students will become involved in extracurricular activities.

INDICATORS

Application to this program

TRANSPIRY/
REVIEW DATE Annually or as required.

GC/TFN CAPACITY DEVELOPMENT POLICY

Effective Date May 4, 2011 Revised Nov 7th, 2019

Authorized By Executive Council

CD-0280 CARCROSS STUDENT VAN

MISSION To provide C/TFN secondary students with transportation from Carcross to Whitehorse in order to attend Grade 10-12 secondary school in Whitehorse.

SCOPE All C/TFN students living in the Carcross region attending Yukon secondary schools.

POLICY A C/TFN van will provide transport from Carcross to Whitehorse so that students can attend Whitehorse secondary schools.

If the grade is offered at **Ghùch Tlâ**School in Carcross, students will not be provided with transportation to Whitehorse secondary schools. Consideration may be given for special circumstances at the discretion of the Education Manager and the Capacity Director.

The van will make arrangements to pick students up at their designated pickup and drop off locations on Sundays and return them to Carcross from Whitehorse on Fridays with the exception of holidays and exams.

OUTCOMES

C/TFN students will receive transportation between the designated location in Carcross, to Gadzoosdaa Student Residence under the direction of the Education Manager and the Director of Capacity Development.

INDICATORS

Students attendance records
Student academic records
Graduation rates

TRANSPIRY/REVIEW DATE Annually or as required.

GC/TFN CAPACITY DEVELOPMENT POLICY

Effective Date May 4, 2011 Revised December 11th, 2025

Authorized By Executive Council

CD-0290 ***Atwuskóowugaa Yoo Kutuwashéek*** ("*We Are Continuously Search For Knowledge*" Committee)

Atwuskóowugaa Yoo Kutuwashéek ("We Are Continuously Search For Knowledge" Committee) shall consist of six members. Clan representation will be appointed by the house master and clan leader

Under the authority of the Director, the AYK will meet tri-annually for post-secondary (diploma/degree/certificate) programs longer then 1 month to review aggregate data for Post Secondary Education and Training funding, and to review education and training policy and procedures. The AYK may also be called for additional meetings to review applications for programs that do not meet regular post secondary study date deadlines.

The AYK will recommend major education and training expenditure priorities to the Director and will make decisions on funding for any program longer than one month, and for any students that does not require full time living allowance, regardless of whether it is a diploma, degree, trade, or certificate program, and regardless of what pot of funding is to be used to cover it.

The AYK will be guided by the principles of respect and consensus decision making in their recommendations to the Director. Voting will be used when necessary, in the case of a tie, the chair will break the vote. The policies and values of C/TFN must be adhered to in the decision making process. The AYK expects all students to adhere to the Student Responsibilities policy CD-0295.

The AYK will sign and follow the C/TFN AYK Terms of Reference to guide their behaviour, actions, remuneration, and jurisdiction.

TRANSPIRY/REVIEW DATE Annually or as required.

GC/TFN CAPACITY DEVELOPMENT POLICY

Effective Date May 4, 2011 Revised December 11th, 2025

Authorized By Executive Council

CD-0295 STUDENT RESPONSIBILITIES

Education is a privilege; and as such, C/TFN is committed to strengthening employment, education and training partnerships between students and C/TFN, as the funding sponsor. As your funding sponsor, AYK requires full participation and recognizes the effort required to reach career development goals. Your success represents the collective achievement of C/TFN as a Nation, and as such, each education application is case specific. AYK is sensitive to student emotional, mental, physical and spiritual needs for success and fulfillment in life. It is the student's responsibility to recognize when they are struggling in any one of these areas and to seek supports as needed.

To ensure funding eligibility, all students are required to maintain a minimum of 2.00 (C level) grade point average (GPA) or levels required by the Institution.

If a student's grades fall below this standard, the student will be issued a written warning explaining that they are being put on probation and will have one additional semester to raise their grade to the minimum level required for successful program completion. If there is still no improvement after the probation semester, the student will have their existing funding terminated, they will be unable to access education/training funding for 1 year, and they may be required to repay all or a portion of their funding for the academic year in question.

All students are also required to maintain attendance levels that support their educational success. Poor attendance may also result in a semester of probation (as outlined above), inability to access funding for 1 year, termination of existing funding, and possible repayment of all or a portion of their funding.

Students are responsible for letting the Education Employment Training Officer know if there are any other changes to their studies that would effect their funding, such as a change in course load or any planned or unplanned leave needing to be taken during their regular study dates. Students who are taking a long period of medical leave from school will be required to let the EETO know as soon as possible and to submit a doctor's note to the EETO upon request.

Students are responsible for contracting the Education Employment Training Officer by email or phone before the 15th of each month they are in studies to confirm their situation has not changed.

Effective Date May 4, 2011 Revised April 16th 2026

Authorized By Executive Council

CD 0300 POST SECONDARY STUDENT SUPPORT PROGRAM

11. 0 GENERAL PROVISIONS

11.1 MISSION

As a step toward creating a healthier community, C/TFN recognizes - its responsibilities to increase our community's capacity through education and training.

The mission of this policy is to create a more educated community by improving the education rates of our citizens and providing support for our Citizens to attend post-secondary education.

11.2 OBJECTIVES

The Capacity Development Department will provide support to C/TFN members to achieve their academic needs.

With the limited funding available, we must ensure that funding is used in an appropriate method. **This funding is not intended to be the sole source of funding for students**; but is intended to supplement other funding sources for full-time or part-time students attending college, university, or approved programs.

All outside funding (ie: grants, loans, scholarships, ect) received from other sources outside of C/TFN, must be disclosed to the Education Employment Training Officer at the time notice of approval has been received for that specific funding along with any details or conditions attached to the outside funding source. Should these outside funds be designated or allocated for specific purposes, those costs (ie, books, tuition, travel, ect) will be deducted from the internal C/TFN funding support and made available to fund additional students on the waiting list.

The C/TFN Capacity Development Department endeavours to assist our Citizens:

1. To provide financial assistance to eligible students;
2. To provide assistance with education & training plans;

3. To encourage access to a higher education or career; and
4. To provide support to achieve these goals.

11.3 OUTCOMES

An increased number of C/TFN Citizens will:

a. apply for post-secondary funding;
b. successfully receive post-secondary funding;
c. successfully complete their post-secondary education;
d. obtain employment relevant to their education.

11.4 INDICATORS

The number of applicants.
The number of approved applicants.
The number of successful graduates.
The expenditures for this program.

11.5 AUTHORITY

The authority for the enforcement of this policy comes from an agreement signed January 7, 2008 by the Carcross/Tagish First Nation and the Government of Canada, under Section 17.0 of the Self-Government Agreement.

This agreement passed responsibility to C/TFN from AANDC (Aboriginal Affairs and Northern Development Canada) for the management, administration, and delivery of the Post-Secondary Student Support Program, including the University and College Entrance Preparation program, and the INAC Indian Studies Support Program.

11.6 POLICY REVIEW

This policy will be first reviewed annually, as required.

12.0 APPLICATION PROCESS

12.1 APPLICATION PACKAGE

In order to qualify for post-secondary funding, students must fill out the C/TFN Education/Training Fund Application Form. This as well as a Client Intake Form. This application package requests basic information from the applicant, including:

a. Personal Information

- name and contact information
- date of birth
- marital status

- dependants (proof of dependency must be provided)
- Social Insurance Number
- First Nation status number or Beneficiary number (including proof of documentation)

b. Background Information

- current sources of income
- educational history
- employment history

c. Training Information

- Description of the post-secondary activity, including dates, location, level of study
- expected graduation date
- expected tuition cost
- expected books and supplies cost

Students must also include the following documents as attachments to the application form:

- proof of Citizenship
- proof of dependents (ex. a dependent child's birth certificate AS WELL AS a support letter from, a teacher/ education staff member, a health and wellness staff member) *
- proof of application to scholarships, grants, bursaries, or any other external funding sources in addition to C/TFN funding
- letter of acceptance to program
- most recent transcripts
- Letter of intent (instructions for writing this letter available on the C/TFN website):
    - why they are applying for educational funding
    - if they are studying out of Yukon, explaining why
    - education/career goals and action plan
    - any other information that will assist the Capacity Department in making a decision
- complete repayment agreement (* students who are suspended, released, or do not complete their education program for any unjustified reason will be required to reimburse C/TFN for the full amount of funding received). Students with outstanding arrears to C/TFN (regardless of whether the arrears are related to housing, non-educational financial assistance, or previous educational assistance, etc.) must sign & agree to repayment agreement terms prior to any further education funding being authorized. If a student cannot commit to a

repayment agreement, then they can request to meet with the AYK to discuss their situation.

It is the responsibility of the applicant to complete the application form fully, honestly, and to the best of their ability.

12.2 STUDENT DECLARATION

Students must sign a "Student Declaration" before receiving funds.

By signing this declaration, the student authorizes that

a. all information is complete and true;
b. they will notify C/TFN of any personal changes that may affect their funding;
c. they will be responsible for repaying funds to C/TFN if they do not provide proof of completion;
d. C/TFN may access information and documentation from the educational institution;
e. C/TFN may share information with other governments as necessary;
f. the educational institution may invoice C/TFN directly for tuition costs.

12.3 APPLICATION DEADLINES

Semester	Postsecondary Application Deadlines
Fall	June 15st
Winter	November 15th
Summer	March 15th

These deadlines will be advertised on community poster boards, newspaper, and radio 30 days in advance. Any late applications will be deferred to the next intake cycle.

If a student's program dates do not line up with C/TFN's funding application deadlines, then an exception may be made to accept their application after the most recent intake deadline. For example: some certificate programs do not typically follow regular post-secondary study dates and their registration may not open until after C/TFN's funding intake deadlines.

12.4 APPLICATION NOTIFICATION

All applicants will be notified of the status of their application.

Applicants will be notified by the Education Employment Training Officer when their application has been received.

If an incomplete application is submitted before the deadline, the EETO will notify the applicant of the missing information and the applicant will be responsible to supply that information before the deadline. It is the applicant's responsibility to request assistance filling out their paperwork if needed. Incomplete applications received on or after the deadline will not be considered and will be deferred to the next intake.
A decision regarding funding will be made within 2 weeks of the deadline. Applicant's will be notified in writing within 2-4 weeks of the deadline of their funding decision. Unsuccessful applicants may request an immediate appeal as outlined in section; (CD 0040 Dispute Resolutions).

13.0 GENERAL STUDENT ELIGIBILITY CRITERIA

13.1 ELIGIBILITY CRITERIA

In order to be eligible for funds through the Post-Secondary Student Support Program, applicants must be:

a. C/TFN Citizens enrolled with the Carcross/Tagish First Nation, and;

b. Accepted to an accredited university, college, or other approved program and can show proof of acceptance;

c. Cleared with C/TFN's Finance Department for any outstanding arrears to C/TFN. Students with outstanding arrears to C/TFN (regardless of whether the arrears are related to housing, non-educational financial assistance, or previous educational assistance, etc.) must sign & agree to repayment agreement terms prior to any further education funding being authorized. Students who cannot commit to a repayment agreement can request a meeting with AYK to discuss their situation.

13.2 APPLICATION REVIEW

All applications for funding will be reviewed to determine if they have the prerequisite skills, knowledge, and education required to begin the program they are applying for. The Letter of Intent requirement in the application package exists to help fulfill this purpose. Instructions for how to write a Letter of Intent can be found on the C/TFN website under the Capacity Development Department page, or at the EETO office.

An Education/Training Case Plan may be requested in addition to the Letter of Intent prior to being approved in order to clarify an applicant's educational plan and readiness to learn.

The Education/Training Case Plan includes past education, training, and work experience as well as future goals, objectives, and interests.

As part of the decision-making process, the AYK will take into consideration all previous academic achievements of the applicant where documentation is available.

Voluntary group seminars, information sessions, meet and greets with the AYK may be organized throughout the year to help applicants self-evaluate their readiness to learn, complete their required Education and Employment plan, and provide information on post-secondary education.

14.0 PROGRAM ELIGIBILITY

14.1 ELIGIBLE PROGRAM OF STUDIES

Student applicants living outside of the Yukon must first apply to the ISETP programs in their area for funding support. Should the applicant be unsuccessful at finding local funding support in the province/territory they are residing, proof must be submitted along with their C/TFN post secondary student funding application in the form of the document/letter stating that decision.

Community college, diploma, or certificate programs	Support may be provided for up to two years with a one-year extension (3 years total).
Professional, Undergraduate, Graduate, Doctoral Programs	Support may be provided for up to ten (10) years in total for: 1. Undergraduate/Bachelor's Degree 2. Graduate/Master's Degree 3. Doctoral/PhD's 4. Program Change

If a C/TFN Citizen has reached the 10 year max and is interested in pursuing a doctoral program they may make a special request to *AYK*.

14.2 INELIGIBLE PROGRAM OF STUDIES

Some programs may not be eligible for funding under the Post-Secondary Student Support Program, but may be eligible for funding through other programs. *See Section CD- 0400 INDIGENOUS SKILLS AND EMPLOYMENT TRAINING PROGRAM (ISETP)& section CD-0500 Community Training Fund (CTF) in this manual.*

- Developmental Studies (Academic Up-grading)
- Trades Training
- Pre-employment/Short-term Skill Development Training
- Non-Accredited Workshops and Conferences
- Healing and Traditional Values Retreats
- Heavy Equipment Operator (HEO)

Programs from non-accredited institutions will be reviewed on a case-by-case basis.

Students are encouraged to contact the Education Employment and Training Officer from the Capacity Department for more information regarding the ISETS program (Indigenous Skills and Employment Training Program) & CTF program (Community Training Fund).

14.3 STUDENT STATUS

A student will be defined as full-time or part-time based on the definition used by the institution they are attending.

When not otherwise stated, full time is defined as a minimum of three courses, valued at three credits per course. Part time is defined as a minimum of one course, valued at three credits per course.

15.0 APPLICATION PRIORITIZATION

All funding is contingent upon available funds. All applicants will be given fair and equitable consideration.

15.1 STUDENT PRIORITIZATION

In the following order, the criteria below define the priorities for consideration:

1. Continuing students, who are currently enrolled in an accredited post-secondary program.

2. Graduating high school students who have been accepted to an accredited post secondary program.
3. Mature students, or students who have had their education interrupted and who are now returning to complete their education.
4. Students who have previously been unsuccessful in their studies.
5. Students with outstanding arrears to C/TFN (regardless of whether the arrears are related to housing, non-educational financial assistance, or previous educational assistance, etc.) must sign & agree to repayment agreement terms prior to any education funding being authorized. If a student cannot commit to a repayment agreement they can request to meet with AYK to discuss their situation.

15.2 AREAS OF PRIORITIZATION

Priority will also be given to students pursuing areas of education that are identified as priorities; these priorities will be reviewed annually by the *Atwuskóowugaa Yoo Kutuwashéek*.

Areas of priority include:

- Heritage; (heritage conservation, museum studies, cultural management)
- Arts; (performing arts, music, art, multimedia & design, etc.)
- Healing; (social workers, counsellors, psychologists, nurses, etc.)
- Education; (teachers, teaching assistants, early childhood educators, etc.)
- Finance/IT; (accountants, bookkeepers, information technologists, etc.)
- Environment; (biologists, natural resource management, fisheries etc.)
- Polytechnics. (IT/electronics, hospitality, culinary, engineering, applied sciences, etc.)

Priority will be given to students pursuing their first diploma or undergraduate degree.

These priorities will only serve as a general guideline for staff and committee members. They will not prohibit any applicant from a fair review.

16.0 STUDENT SUPPORT

16.1 TUITION

It is recognized that this financial assistance is not meant as a sole source of funding for students, but as a supplement to other funding sources. Students are encouraged to seek other funding sources (savings, part-time work, scholarships, grants, family members, etc) to support their educational goals.

Eligible students will have their tuition, registration and related fees paid directly to the institution. Students are encouraged to attend the closest post-secondary institution that offers the intended program of studies at the lowest costs. If a student wishes to attend a post-secondary institution that does not meet these guidelines, the student may have to pay the amount of tuition that represents the difference if C/TFN does not have sufficient budget allocated to support the higher rates.

Both full-time and part-time students may be eligible for tuition and fee coverage, as well as students online.

The student is responsible for providing proof of tuition and registration fees to the Education Employment Training Officer when they first submit their funding application. The student is also responsible for ensuring that their tuition invoice is submitted to the Capacity department.

16.2 BOOKS, SUPPLIES AND INTERNET SUBSIDY

Full-time students are eligible to receive funding for required books and course-related materials at a set rate as listed below:

Student Category	Books and Supplies Allowance
College preparation students	500
Flat, per term book allowance for Community college, diploma, or certificate programs	500
Flat, per term book allowance for undergraduate, graduate, or professional programs	600
Flat, per year allowance for supplies	100
Internet subsidy	$62.97/month

Students must provide the EETO with receipts if the costs for books and supplies exceed the rates in the table above. Students enrolled in a program of studies that requires additional supplies or equipment must apply to C/TFN for coverage of the additional costs.

Part-time students will receive the actual cost of the required book(s) for their course(s). A sponsorship letter can be written to the bookstore or students can purchase on their own and submit a receipt for reimbursement.

16.3 LIVING ALLOWANCE

Only full-time students are eligible for the living allowance. Amounts will be determined based on the information provided on the application form.

The living allowance is expected to be applied to expenses such as food, household needs, fuel, vehicle maintenance, parking costs, and rental costs.

In addition to living allowance, bus pass costs may be covered by C/TFN if not already covered by the University or College. A receipt must be sent to the EETO for reimbursement.

16.3.1 LIVING ALLOWANCE RATES

LIVING ALLOWANCE RATES

Living Allowance as of September 1, 2021	
Single, living with parents	$770.00
plus 1 child	$1,397.00
plus 2 children	$1,562.00
plus 3 children	$1,617.00
more than 3 children	$100.00 per additional child
Single, living on own	$1,645.00
plus 1 child	$1,821.00
plus 2 children	$1,986.00
plus 3 children	$2,041.00
more than 3 children	$100.00 per additional child

Living allowance rates will be reviewed with this policy, annually or as required.

Proof of dependency must be provided in order to qualify for living allowance rates for dependent children (birth certificate AS WELL AS a letter of support from a, teacher/education staff member, or health and wellness staff member).

16.3.2 LIVING ALLOWANCE PAYMENT

If living allowance is to be paid by direct deposit, it is the student's responsibility to provide the C/TFN Finance Department with a void cheque or deposit slip from their bank.

If living allowance is to be paid by cheque, the student is responsible for providing the Finance department with a current address.

Living allowance will be paid on the last day of the month prior to the month that it is intended to be used in. This is to allow for paying rent and utility bills in a timely manner.

16.3.3 EMPLOYMENT INCOME

C/TFN will not provide a living allowance for full-time students if they are also working 35 hours or more per week during the academic year.

Applicants will continue receiving a living allowance if they are employed and working less than 35 hours per week during the academic year.

16.3.4 OVERSEAS STUDY

Living allowances will be paid in Canadian dollars, regardless of the location of the post-secondary institution. All other policies and procedures will apply.

16.4 SECURITY DEPOSIT

A student may make a special funding request to the AYK for a security deposit in order to secure a residence for postsecondary studies.

The security deposit would be paid directly to the landlord.

The student would be responsible for signing an Agreement to Repay with C/TFN before the security deposit payment will be provided. If C/TFN does not receive the full amount of the security deposit back at the end of studies, the student is responsible for repaying C/TFN the full amount of the security deposit.

A student may also make a special funding request to the AYK for one month's rent prior to the beginning of the academic year in order to secure a residence. A living allowance cannot be collected for this month.

16.5 TRAVEL SUBSIDY

Students who are required to travel in order to pursue post-secondary education may qualify for a travel subsidy if they are:

a. Traveling more than 500 km within Yukon Territory
b. Traveling outside Yukon Territory
c. Traveling more than 500km from home to school if they both live and study outside of the Yukon (ex: student lives in Kelowna and studies in Vancouver)
d. Commuting daily Monday to Friday from home to school for a distance greater than Whitehorse City Limits (over 50km) beyond the bus services while enrolled in a full-time course load. In this case, the student may receive up to $400 per month.

The travel subsidy will be issued in increments, of $500 per request, up to a maximum of $1000 per semester, or $2000 per academic year.

The travel subsidy will be issued as required for travel up to three times per calendar year, as requested by the student.

a. up to one month before the first semester, to travel to the institution;
b. to return home at Christmas or for the spring vacation;
c. within one month after the end of the final semester, to return home.

Students who are completing their final year of Post Secondary at a school that is 500km+ away from their home and whose graduation ceremonies take place well after their end of study date may apply for an additional travel subsidy of $500 for a roundtrip to school for their graduation ceremony then back home. This travel subsidy for graduation cannot be used for family members – only for the graduating student.

Students will be responsible for arranging their own travel to and from school. Students must provide proof that they have travel to and from school each time they receive a travel allowance. Proof may look like; flight itinerary, receipt from the destination being traveled to with appropriate date.

All travel funding must be approved in advance and there is no provision for retroactive payments.

Additional travel subsidy will not be provided for the expenses of family members, pets, or livestock. For example: flights for family members, extra hotel rooms for family members, and trailers to transport pets or livestock will not be covered. Travel support outside the Yukon may not be provided in cases where a program of studies is available locally.

Exceptional circumstances will be considered.

16.6 SPECIAL CONDITIONS TRAVEL

Students with no other resources may be eligible for a travel subsidy of a maximum of $500 when dealing with terminal illness or death in the immediate family (parents, siblings, spouse, children, aunts, uncles, grandparents).

Students must notify the Education and Employment Training Officer as soon as possible and explain the circumstances.

All Special Conditions travel is subject to approval by the Director. All decisions will be subject to availability of funds.

When dealing with terminal illness or death causes the student to be absent from post-secondary studies for more than two weeks, the student will be considered to have withdrawn from studies and will be subject to funding cancellation.

These special circumstances will be taken into consideration when a student reapplies for future post-secondary financial support.

16.7 TUTORING

A student may request funding for tutoring if additional support is needed. Requests will be considered on a case-by-case basis.

16.8 LIMITS ON FUNDING

Each student will be subject to an annual limit on post-secondary funding, based on the cost of equivalent studies at Yukon University (5 courses of 3 credits each per semester, two semesters annually).

Each student will be subject to a limit on total post-secondary funding from C/TFN, based on the equivalent of 10 years, or 120 months of support.

All funding is absolutely limited to accredited institutions.

16.9 ONLINE EDUCATION

Students taking courses online from an accredited institution will be eligible for the same types of funding as students who are studying in person (e.g. tuition, living allowance, books).

To ensure online student funding, the student must submit transcripts as requested by C/TFN and/or the Education and Employment Training Officer.

17. TERMINATION OF FUNDING

A student will have their funding terminated if they are not fulfilling their responsibilities. This will include unsatisfactory academic performance, unexcused absences from classes, misuse of financial support, or dropping out of the program of studies. In addition to this, the student may also be required to repay all or a portion of the funding provided to them in the academic year in question.

Students will be notified in writing as soon as possible of any termination or changes to their funding.

18.0 DEBT REPAYMENT

In any/all of the following scenarios, a student will be responsible to repay the C/TFN Capacity Department for all or a portion of the funding that they have received, for the program or academic year in question:

- If a student fails to successfully complete their education
- If a student fails to let the EETO know that they have experienced changes to their study dates and/or course load that effect their eligibility for funding
- If a student fails to maintain a GPA of 2.0 by the end of a probation semester
- If a student fails to achieve attendance levels that support their academic success by the end of a probation semester
- If a student is caught misusing their funding

It is the responsibility of the student to organize a debt repayment schedule with Education Employment Training Officer.

The debt repayment can be waived for exceptional circumstances, as deemed by the C/TFN AYK on a case by case basis.

Funding applicants who have any outstanding arrears with C/TFN (regardless of whether the arrears are related to housing, non-education

financial assistance, or previous educational assistance, etc.) must sign & agree to repayment agreement terms prior to any further education funding being authorized.

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date May 4, 2011 Revised December 11th , 2025

Authorized By Executive Council

CD – 0400 INDIGENOUS SKILLS AND EMPLOYMENT TRAINING PROGRAM (ISETP)

19.0 GENERAL PROVISIONS

19.1 MISSION

To help improve the employment opportunities of Aboriginal peoples and enable them to prepare for, find, and keep high-demand jobs now and in the long term.

19.2 OBJECTIVE

This fund provides financial support to access:

- job-finding skills and training,
- programs for youth,
- programs for urban and Aboriginal people with disabilities,
- child care, wage subsidies.

19.3 ELIGIBILITY

In order to be eligible for funds through the ISETS Program, applicants much be:

a) Citizens of C/TFN.

b) Participants must be legally entitled to work in Canada and must be legally entitled to work according to the Yukon territorial legislation and regulations.

c) Cleared with C/TFN's Finance Department for any outstanding arrears to C/TFN. Students with outstanding arrears to C/TFN (regardless of whether the arrears are related to housing, non-educational financial assistance, or previous education assistance, etc.) must sign & agree to repayment agreement terms prior to any further education funding being authorized.

19.4 OUTCOMES

C/TFN Citizens and community members will receive the support and resources that they need to prepare for, find, and keep jobs in the short and long term. As a result, more C/TFN Citizens and community members will obtain and sustain employment.

19.5 INDICATORS

Number of Temporary Financial Assistance Recipients
Employment and training data from C/TFN census.
Qualitative data from interviews of community members, outreach workers, Temporary Financial Assistance Worker, Transitional Employment Manager, Education and Training Officer, Director of Health and Wellness, Director of Capacity Development.
Capacity departmental budgets

19.6 AUTHORITY

The authority for the enforcement of this policy comes from the Indigenous Skills and Employment Training Program Funding Agreement signed Nov 18, 2010 by the Carcross/Tagish First Nation and the Council of Yukon First Nations.

19.7 REVIEW DATE

This policy will be reviewed annually, as required.

20.0 FUNDING GUIDLINES

Applicants can submit a funding application for any training that will improve their employment prospects.

Some examples of eligible training are:

- trades training
- training for short term employment
- training for long term employment
- skill training
- skill upgrading
- relevant workshops and conferences in intended field of employment
- training that builds an individual's self-sufficiency (e.g. Possession & Acquisition License for Firearms (PAL))

20.1 APPLICATION PROCESS

Funds are available for C/TFN Citizens to receive employment training. In order to apply to these funds, a Citizen must complete the Education/Training Funding Application and submit it to the Education Employment Training Officer in the Capacity Development Office.

20.2 APPLICATION PACKAGE

In order to qualify for ISETS funding, students must fill out the C/TFN Education/Training Funding Application, as well as a Client Intake Form. This application package requests basic information from the applicant, including:

a. Personal Information:

- name and contact information
- date of birth
- marital status
- dependants (proof of dependency must be provided)
- Social Insurance Number
- First Nation status number or Beneficiary number (including proof of documentation)

b. Background Information

- Current sources of income
- Education history
- Employment history

c. Training Information

- Description of the training activity, including dates, location, level of study
- Expected graduation date
- Expected tuition cost
- Expected books and supplies costs

Students must also include the following documents as attachments to the application form:

- proof of Citizenship
- proof of dependents (ex. A dependent child's birth certificate AS WELL AS a support letter from, a teacher/education staff member, a health and wellness staff member)

- ONLY FOR TRADES STUDENTS: proof of application to scholarships, grants, bursaries, or any other external funding sources in addition to C/TFN funding
- Letter of acceptance to program
- Most recent transcripts,
- ONLY FOR STUDENTS WITH STUDY DATES THAT ARE 1 MONTH OR LONGER: letter of intent (instructions for writing this letter available on the C/TFN website):

    a Why they are applying for education/training funding
    b If they are studying out of Yukon, explaining why
    c education/career goals and action plan
    d any other information that will assist the Capacity Department in making a decision

- complete repayment agreement (* students who are suspended, released, or do not complete their education program for any unjustified reason will be required to reimburse C/TFN for the full amount of funding received). Students with outstanding arrears to C/TFN (regardless of whether the arrears are related to housing, non-educational financial assistance, or previous educational assistance, etc.) must sign & agree to repayment agreement terms prior to any further education funding being authorized.

It is the responsibility of the applicant to complete the application paperwork fully, honestly, and to the best of their ability.

20.3 STUDENT DECLARATION

<u>Students must sign a “Student Declaration” before receiving funds.</u>

<u>By signing this declaration, the student authorizes that:</u>

a. all information is complete and true;
b. they will notify C/TFN of any personal changes that may affect their funding;
c. they will be responsible for repaying funds to C/TFN if they do not provide proof of completion;

d. C/TFN may share information with other governments as necessary;
e. the educational institution may invoice C/TFN directly for tuition costs.
f. They will maintain a 2.0 GPA (where the GPA grading system is applicable) in order to remain eligible for C/TFN funding.

20.4 TRAINING APPLICATION DEADLINE

If the applicant is seeking funding for a short-term course (one month or less), applications must be submitted to the Employment Training Officer two weeks before a course begins.

If the applicant is seeking funding for a course/program longer than one month, such as academic upgrading or trades, the deadlines will follow the same schedule as the Post Secondary Student Support Program.

Semester	ISETP Application Deadline
Fall	June 15
Winter	November 15
Summer	March 15

If a student's program dates do not line up with C/TFN's post-secondary funding application deadlines, then an exception may be made to accept their application after the most recent intake deadline. For example: some trades programs do not typically follow regular post-secondary dates and their registration may not open until after C/TFN's funding intake deadlines.

It is the applicant's responsibility to ensure a complete application with all required documentation is submitted to the Employment and Training Officer prior to the application deadline.

20.5 APPLICATION REVIEW

All applications for funding will be reviewed to determine if they have the prerequisite skills, knowledge and education required to begin the program they are applying for. The Letter of Intent is only required for programs that are 1 month or longer, courses that are shorter than a month do not require a letter of intent. Instructions for how to write a

Letter of Intent can be found on the C/TFN website under the Capacity Development Department page, or at the EETO Office.

An Education/Training Case Plan may be requested in addition to the Letter of Intent prior to being approved in order to clarify an applicant's educational plan and readiness to learn. The Education/Training Case Plan includes past education, training, and work experience as well as future goals, objectives, and interests. All short-term studying applicants (studies less than a month in length) should be prepared to explain how their short-term courses fit into their larger Education/Training Case Plans. Written copies of plans must be provided upon request.

As part of the decision-making process, the AYK & Capacity Development Department will take into consideration all previous academic achievements of the applicant where documentation is available.

Voluntary group seminars, information sessions, meet and greets with the AYK will be held three times per year to help applicants self-evaluate their readiness to learn, complete their required Education and Employment plan, and provide information on post-secondary education.

20.6 APPLICATION NOTIFICATION

For decisions on long term courses/programs (1 month+), decision notification delivery and timelines will follow the Post-Secondary policy as outlined in section [CD-0300 12.4 Application Notification].

For decisions on short term courses/programs (less than 1 month), applicants will be notified in writing as soon as possible; however, applicants must allow for reasonable application processing time.

20.8 PROOF OF COMPLETION

Once the course or training is successfully completed, the student must provide the Capacity Development Department with a copy of the certificate or diploma, or other proof of completion.

If proof of completion is not received, the student may be responsible to pay back the funding received from C/TFN and may be required to sign an Agreement to Repay form as soon as possible.

Failure to provide proof of completion may also affect further ability to access C/TFN funding.

30.0 ELIGIBLE COSTS

It is recognized that this fund is not intended to cover all of the costs of any course of learning. Applicants are encouraged to seek other funding to supplement C/TFN funding. In addition, applicants are encouraged to access their own funds and contribute actively in financing their education.

30.1 TUITION

Eligible students will have their tuition, registration and related fees paid directly to the institution.

The student is responsible for providing proof of tuition and registration fees to the Education Employment Training Officer when they first submit their funding application. The student is also responsible for ensuring that their tuition invoice is submitted to the Capacity department.

30.2 BOOKS AND SUPPLIES

Eligible students will have their books and supplies paid directly to the institution wherever possible. Otherwise, requests for reimbursement on books and supplies may be approved if receipts are provided.

30.3 TRAVEL

Per/kilometre travel reimbursement rates (within the territory) for applicants will align with C/TFN Finance Policy 2-0335 TRAVEL CLAIMS AND REGULATIONS (https://yukon.ca/en/travel-rates).

If travelling out of territory to access training applicants must include all known travel costs as part of their application form.

Out of territory travel for training will follow postsecondary policy as outlined in [CD-0300 16.6 Travel Subsidy].

30.3.1 Employment, Education and Training Passenger Van Policy

Scope: Citizens, GC/TFN Employees; and Carcross and Tagish Residents

Purpose:

- To establish guidelines for passengers and the driver riding the employment and education and training passenger van.

- Establish fair and consistent procedures for passengers riding the employment van.
- Violating this policy may result in suspension and/or termination of riding privileges.

Eligibility

• Citizens of GC/TFN or community residents of Carcross or Tagish with proof of full-time employment.

• Priority will be given to people without vehicles. If there is a free seat, people with vehicles with be placed.

- Priority will be given to full time employees.

Responsibilities

1. Apply for a seat with the EETO Office.
2. Passengers will be on time for pick up and drop off times to support the driver and other passengers on schedule.
3. The Workplace Harassment Policy and Code of Ethics applies to all passengers and the driver.
4. No Harassment.
5. If employment status changes, passengers must inform the EETO office.
6. Passengers who violate these responsibilities will be given 3 strikes and will terminate riding privileges on the third incident.
7. A written report is required for all incidents (see attached).
8. The Health and Safety Officer will conduct on site inspections and safety investigations following incidents.

30.4 MEALS

Students who are not receiving post-secondary living allowance rates are eligible to receive funding to offset the costs of meals while they are attending training.

Meal reimbursement rates for applicants (e.g. set rates for breakfast, lunch and dinner) will align with C/TFN Finance Policy 2-0335 TRAVEL CLAIMS AND REGULATIONS (https://yukon.ca/en/travel-rates).

If cooking facilities are available, the student will receive a flat rate for groceries of $100 per week.

30.5 LIVING ALLOWANCE

Students engaged in full time employment training / courses for **less then 4 consecutive weeks or in part time** employment training or courses can receive $100 per week while attending employment training or courses to cover incidental expenditures including laundry, phone calls, local transportation, and other incidental expenses.

Students attending **full time** employment training / courses **longer than 4 consecutive weeks** can receive the post-secondary living allowance rates under (CD-0300 16.3.1. Living Allowance) Students receiving the post-secondary living allowance will not be eligible for meal rates.

Internet Allowance- to all students to get funding for Internet expenses while attending online courses at $62.79 per month. Students unable to access unlimited internet packages will receive up to $100 per month to assist with overage fees due to online schooling.

30.6 MEDICAL EXAMINATION

If a medical or physical examination is required for an employed position, the cost will be the responsibility of the individual. They may apply to C/TFN for funding.

30.7 CHILD CARE

C/TFN recognizes that many citizens wishing to participate in employment and skills training may also be parents. Therefore, childcare may be required while they are pursuing education and training. If their spouse or immediate family member cannot provide childcare, they may be eligible to receive a childcare subsidy to offset the cost of employing a babysitter or day care – this childcare funding only applies to children that are 11 years old or younger. Youth that are 12 years old and up are not covered by this funding.

Students can receive up to $50/day and $25/day for each additional child. If only a half day of childcare is required, students will receive up to $25/day for the first child, and $15/day for each additional child.

Students with children who are under the care of a babysitter must provide receipts for the days the child(ren) were in care to the EETO office each month.

Students with children attending daycare must provide invoices to the EETO office each month. Students can not receive more than the total amount of their monthly invoice.

Students with children attending Haa Yaxti Hidi (HYH) Early Learning Center are not eligible for this funding, as their children may attend HYH free of charge.

Proof of dependency must be provided in order to qualify for childcare funding. Ex. Child's birth certificate as well as a letter of support from a teacher/education staff member, or health and wellness staff member.

30.8 ACCOMMODATION

If require private accommodation at the location where they are studying, they may be eligible to receive funding to offset the costs. They can receive $20/night, or $50/night if meals are included.

If the applicant cannot secure accommodation with family or friends, a hotel may be provided on a case-by-case basis.

The applicant must provide receipts for their accommodation to the C/TFN Capacity Department as receipts are needed for paying the purchase orders used to reserve hotel rooms.

40.0 DEVELOPMENT STUDIES/UPGRADING

Financial assistance may be provided for individuals entering development studies, or upgrading, or the equivalent to Grade 12 (e.g. cost of obtaining a GED diploma).

The amount of assistance allocated to an individual is dependent upon the funding available and the applicant's demonstrated need.

Eligible students will have their tuition and books paid directly to the institution.

Students who are upgrading on a part time basis (less then three courses) are not eligible for travel or accommodation funding.

Students who are upgrading and enrolled in three (3) or more accredited courses qualify for full-time status and may be eligible for a living allowance.

50.0 WORK GEAR EMERGENCY LOAN

C/TFN recognizes that some workplaces may require employees to have their own work gear. Applicants are encouraged to purchase their own work gear whenever possible, or request their employer provides work gear, on a repayment basis if necessary. If this is not possible, C/TFN will offer a short-term loan to applicants to purchase their equipment, with the condition of 50% repayment of the total cost with the exception of students, Elders and TFA clients will not be required to repay the loan.

To be eligible for these funds, the applicant must submit to the EETO a letter from the employer that specifies:

a. start date of employment
b. finish date of employment
c. type of job
d. work gear required, but not provided

A Citizen can only access funding for work gear once per fiscal year to a maximum of $500.00 pending funding availability.

Original receipts must be submitted to C/TFN Capacity Development Department and the Department of Finance so that a Repayment Agreement can be arranged. If receipts are not submitted the individual will be required to repay the entire cost of the work gear and will not have access to work gear funds the following year.

60.0 TRAINING RECERTIFICATION

Funding is available to update certification for First Aid training, or similar employment related programs that require regular re-certification.

Applicants are responsible for submitting receipts to the Capacity Development Department for reimbursement if funding was not arranged with the Education Employment Training Officer ahead of time for payment to be made directly to the training provider.

Applicants must submit proof of completion to the Capacity Development Department before they will be eligible for reimbursement.

70.0 WAGE SUBSIDIES

Wage subsidies are available to encourage employers to hire individuals who require extra on-the-job mentorship and training in order to gain work experience and develop labor-market attachments. A wage subsidy means that C/TFN would pay for a percentage of the applicant's wages if the employer agrees to hire the applicant for a set amount of time.

Wage subsidies are not meant to fund permanent positions but are meant to help fill individual's skill and experience gaps, therefore they can only be put in place for up to 8 months at a time. The Director and Education Employment Training Officer will make decisions on Wage Subsidy applications as there are no set deadlines for their intake.

In order for a wage subsidy to be put in place, a contract between the C/TFN Capacity Development Department and the employer in question would need to be drawn up and signed by both parties. The contract would need to outline who the applicant is, what the employment position is, what the dates of the employment will be, what the individual's wages will be, what percentage of the wage that C/TFN will cover, and how often/by what means C/TFN's payment of said wages will occur (e.g. monthly/biweekly/at end of employment, etc.). The employer will need to provide C/TFN with proof of the individual's actual time operated so that the wage subsidy can be accurately calculated and paid for.

80.0 HEAVY EQUIPMENT OPERATOR (HEO) CERTIFICATION

Purpose:

To provide secondary funding supports for HEO certification.

To create partnerships with other Funding Agencies for primary costs of tuition sponsorship.

To ensure applicants have written confirmation from an employer for entry level hours post HEO certification.

Students have the option to pay their own tuition and may request sponsorship for secondary funding supports.

A letter of rejection will be provided to the applicant to access alternative funding. EETO Office will provide a list of funding supports outside of C/TFN.

Eligibility

- Must be a Carcross/Tagish First Nation Citizen or Beneficiary.
- Must be of Indigenous Ancestry.

Policy

1) Applicants must confirm primary sponsorship for tuition in writing.
2) Once primary sponsorship is confirmed, C/TFN will provide secondary sponsorship funding for travel, books and per diems.
3) Applicants must submit written correspondence from an employer confirming employment for HEO entry level hours.

90.0 TERMINATION OF FUNDING

A student will have their funding terminated if they are not fulfilling their responsibilities. This will include unsatisfactory academic performance, unexcused absences from classes, misuse of financial support, or dropping out of the program of studies. In addition to this, the student may also be required to repay all or a portion of the funding provided to them in the academic year in question.

Students will be notified in writing as soon as possible of any termination or changes to their funding.

100.0 DEBT REPAYMENT

In any/all of the following scenarios, a student will be responsible to repay the C/TFN Capacity Department for all or a portion of the funding that they have received, for the program or academic year in question:

- If a student fails to successfully complete their education

- If a student fails to let the EETO know that they have experienced changes to their study dates and/or course load that effect their eligibility for funding

- If a student fails to maintain a GPA of 2.0 (where applicable) by the end of a probation semester

- If a student fails to achieve attendance levels that support their academic success by the end of a probation semester

- If a student is caught misusing their funding

It is the responsibility of the student to organize a debt repayment schedule with the Education Employment Training Officer.

The debt repayment can be waived for exceptional circumstances, as deemed by the C/TFN AYK on a case-by-case basis.

Funding applicants who have any outstanding arrears with C/TFN (regardless of whether the arrears are related to housing, non-educational financial assistance, or previous educational assistance, etc.) must sign & agree to repayment agreement terms prior to any further education funding being authorized.

TRANSPIRY/
REVIEW DATE Annually or as required.

GC/TFN CAPACITY DEVELOPMENT POLICY

Effective Date	Nov 7th, 2019	Revised	
Authorized By	Executive Council		August 5th, 2020

CD – 0500 COMMUNITY TRAINING FUND (CTF)

110.0 GENERAL PROVISIONS

110.1 MISSION

To help improve the employment and education opportunities for people living in rural communities and enable them to prepare for, find, and keep high-demand jobs now and in the long term.

110.2 OBJECTIVE

This fund provides financial support to access:

- job-finding skills and training,
- programs for youth,
- programs for Indigenous people with disabilities,
- child care and wage subsidies.

110.3 ELIGIBILITY

In order to be eligible for funds through the CTF Program, applicants must be:

a. Citizen or Beneficiary of C/TFN who resides in the Yukon Territory OR a non-C/TFN individual.

b. Who permanently resides within the traditional Carcross/Tagish territory.

c. Legally entitled to work in Canada and legally entitled to work according to the Yukon territorial legislation and regulations.
d. Cleared with C/TFN's Finance Department for any outstanding arrears to C/TFN. Students with outstanding arrears to C/TFN (regardless of whether the arrears are related to housing, non-educational financial assistance, or previous educational assistance, etc.) must sign & agree to repayment agreement terms prior to any further education funding being authorized.

110.4 OUTCOMES

C/TFN Citizens/Beneficiaries and community members will receive the support and resources that they need to prepare for, find, and keep jobs in the short and long term. As a result, more C/TFN Citizens/Beneficiaries and community members will obtain and sustain employment.

110.5 INDICATORS

- Number of Temporary Financial Assistance recipient's employment and training data from C/TFN census.

- Qualitative data from interviews of community members, outreach workers, Temporary Financial Assistance Worker, Transitional Employment Manager, Education Employment and Training Officer, Director of Health and Wellness, Director of Capacity Development.

Capacity departmental budgets.

110.6 AUTHORITY

The authority for the enforcement of this policy comes from the Yukon Government Funding Agreement signed, September 6 2019 by the Carcross/Tagish First Nation.

110.7 REVIEW DATE

This policy will be reviewed annually, as required.

120.0 FUNDING GUIDELINES

This policy reflects the same policies as the Indigenous Strategy Employment Training Program Policy for bullet points 20-1090.

AMENDMENT LOG SHEET
CAPACITY DEVELOPMENT

Any amendment to this Policy Manual shall be recorded and authorized on this Amendment Log Sheet.

Date	Policy	Change	Explanation
May 4, 2011	Entire Policy Manual	Passed as amended	

Date	Policy	Change	Explanation
January 22,2013	Entire Policy Manual	Passed as amended	

Date	Policy	Change	Explanation
July 31st, 2013	CD 0040 Dispute Resolutions	Amended	Deadlines for appeal and notifications expanded

Date	Policy	Change	Explanation
July 31st, 2013	CD 0280 Carcross Student Van	Amended	Pickup and Drop off arrangements adjusted to meet needs.

Date	Policy	Change	Explanation
July 31st, 2013	CD 0300 12.3 Application Deadlines	Amended	Student Application Deadline moved to June 1st. To commence in 2014.

Date	Policy	Change	Explanation
July 31st, 2013	CD 12.4 Application Notification	Amended	Update to process regarding decision notification and appeal process for denied student.
Date	**Policy**	**Change**	**Explanation**

July 31st, 2013	16.6 Travel Subsidy	Amended	Expanded to include students attending Yukon College living in C/TFN Traditional Territory for 2014/15 academic year, pending signing of a new financial agreement, budget permitting.
Date	**Policy**	**Change**	**Explanation**
July 31st 2013	30.1 Tuition 30.2 Books	Amended	Lifetime limit on tuition and books lifted.

Date	**Policy**	**Change**	**Explanation**
July 31st, 2013	0030 Rights and Responsibilities	Amended to Rights of Staff	Abuse toward staff/committee could result in loss of funding for 1 semester.
Aug 6th, 2015	CD-0010 introduction	Amended	Capacity Policy approval process redefined. EAC approves policy followed up with EC approval and signs policy into effect.
Aug 6th, 2015	CD-0040 Dispute Resolution	Amended	Clarified that EAC is the appeals body for programs under this policy.
Aug 6th, 2015	CD-0240 Attendance Incentive	Removed	Removed from policy per EAC until further notice.
Aug 6th, 2015	CD-0270 Bus Passes	Removed	Bus passes are proved by Yukon, no longer required to be covered by C/TFN.
Aug 6th, 2015	CD-0210 Room and Board Subsidy	Amended	Approved that subsidy would be provided at beginning of each month, not end.
Aug 6th, 2015	CD-230 Winter clothing allowance	Amended	EAC no longer requires receipts for this benefit.
Aug 6th, 2015	CD-0300 11.0 General Provisions and 11.2 Objectives	Amended	Received outside funding will be deducted from C/TFN funding where applicable.
Aug 6th, 2015	CD-12.3 Application Deadlines	Amended	Fall semester application deadlines to C/TFN June 1st yearly.
Aug 6th, 2015	CD-15.1 Student Prioritization	Amended	#5 amended to clarify applicants must not be in arrears with C/TFN in any capacity to receive funding without agreeing to sign repayment agreement.

Aug 6th, 2015	CD 15.2 Areas of Prioritization	Amended	Trades are administered through ASETS program, no longer post secondary. Polytechnics and Fine Arts added.
Aug 6th, 2015	CD 16.3.1 Living Allowance Rates	Amended	Living Allowances adjusted.
Aug 6th, 2015	CD 16.6 Travel Subsidy	Amended	Defines eligible FT students may qualify for travel subsidy.

Aug 6th, 2015	CD-40.0 Development Studies/Upgrading	Amended	Redefined. Students upgrading and enrolled in minimum 3 accredited courses qualify for FT status.
March 17, 2017	CD 0100 CD-0100 EARLY CHILDHOOD EDUCATION CENTRE/ Haa Yátx'i Hidí	Amended	Change name of daycare and rates.

March 17th, 2017	CD-0500 GC/TFN STAFF PROFESSIONAL DEVELOPMENT	Take right out of policy	Removed for Capacity Development Policy

November 2, 2017	CD-0100 EARLY CHILDHOOD EDUCATION CENTRE/ Haa Yátx'i Hidí	Amended	**3.0** Child Care Subsidy & Haa Yátx'i Hidí SUBSIDY. **5.0** HEALTH AND SAFETY. **6.0** HOURS OF OPERATION. **7.0** FEE STRUCTURE. **8.0** VISITORS

November 2, 2017	CD-0205 K-12 PROGRAMS AND SERVICES DEFINITIONS	Amended	**CD-0220** SCHOOL SUPPLIES. **CD -0230** WINTER CLOTHING ALLOWANCE. **CD-0260** EXTRACURRICULAR FUNDING. **CD-0280** CARCROSS STUDENT VAN.
November 2, 2017	CD-0400 (ASETS)	Amended	**40.0** DEVELOPMENT STUDIES/UPGRADING. **50.0** WORK GEAR EMERGENCY LOAN.
June 20th, 2018	CD-0400 (ASETS)	Amended	**CD -0400 (ASESTS), 30.4** / courses who are not receiving post secondary living allowance rates are eligible for meals**. 30.5** To allow students to receive post-secondary living

			allowances if there course is 4 weeks or more.
February 21, 2019	CD-0206 SCHOOL ENGAGEMENT POLICY	Amended	"CD-0206 SCHOOL ENGAGEMENT POLICY" was added
February 21, 2019	CD-0210 Room and board Subsidy	Amended	**Under policy**, 3rd paragraph down, the 2nd sentence was added to the end with "Regularly".
February 21, 2109	CD-0206 School Engagement policy	New	**CD-0206 School Engagement Policy** was added.
February 21, 2019	CD-0230 Winter clothing Allowance	Amended	**Under Scope**, 2nd sentence was added: "Priority will be given to Yukon Students if there are budgetary constraints."
February 21, 2019	CD-0300 Post Secondary Student Support Program	Amended	**16.2 Books and Supplies** Last paragraph was added: "Part-time students will receive the actual cost of the required book(s) for their course(s). A sponsorship letter can be written to the book store or students can purchase on their own and submit a receipt for reimbursement." **16.7 Tutoring** Last sentence was added: "A tutor is on staff at C/TFN and is available to support all students upon request at no charge." **16.9 Online Education** First Paragraph, 2nd sentence was added to: "Students taking full-time courses online who feel their circumstances require a living allowance to complete their studies may write a special request to the Education Advisory Committee for consideration. **Last sentence: "**Transcripts" was added.
February 21, 2019	CD-0400 (ASETS)	Amended	**20.2 Training Application Form** Applicants must also include the following documents with their application form: proof of Citizenship "(if applicable)" was added. Last bullet was added: "completed repayment agreement (* students who are suspended, released, or do not complete their education program for any unjustified reason will be required to reimburse C/TFN for the full amount of funding received) **20.3 Training Application Deadline**

			Fall dead line changed to June 1st. **30.3 Travel** Was changed from 0.34 to 0.49 and maximum was changed to $250 per month, instead of $1000. "Receipts for fuel must be submitted to the Capacity Development Department upon completion of the course." Was taken out. **30.4 Meals** Breakfast changed from $10 to $12 Lunch changed to from $15 to $13 Supper Changed to from $20 to $40
Date	**Policy**	**Change**	**Explanation**
Nov 7th, 2019	Table of Contents	Amended	Name change from ASETS to ISETP as per government changing the name of the program. Added: CD-0500 COMMUNITY TRAINIING FUND (CTF)
Nov 7th, 2019	CD – 0100 Early Childhood Education 6.0 Hours of Operation	New	Closure guidelines in the event of power outage or water failure. At 1 hour without power or water children sent home, at 2 hours without power or water, staff sent home.
Nov 7th, 2019	CD – 0100 Early Childhood Education 10.0 Staffing	New	Additional medical requirements for staff as per Child Care Services: TB test and fit-to-work letter.
Nov 7th, 2019	CD-0230 Winter Clothing Allowance	Amended	Have all age groups receive the same amount of funding $350
Nov 7th, 2019	CD-0260 Extracurricular Funding	New	Expensive extra curricular activities eligible for more funding per year than cheaper options (expensive = $400+/year, funding = 50% of annual cost up to yearly maximum of $500).
Nov 7th, 2019	CD-0260 Extracurricular Funding	New	All funding is dependent on budgetary availability.
Nov 7th, 2019	CD-0280 Carcross Student Van	Amended	T'lingit spelling correction.
Nov 7th, 2019	CD-0300 Post Secondary Student Support Program 12.1 a. Application Form	New	Proof of dependent children is required (birth certificate and letter of support)
Nov 7th, 2019	CD-0300 Post Secondary Student Support Program 12.1 Application Form	New	Proof of application to scholarships, grants bursaries, or any other external funding sources in addition to C/TFN funding is required
Nov 7th, 2019	CD-0300 Post Secondary Student Support Program 14.1	Amended	ASETS changed to ISETP.

	Eligible Program of Studies		Clarification added for total amount of years a student can receive funding for per post-secondary education program.
Nov 7th, 2019	CD-0300 Post Secondary Student Support Program 14.2 Ineligible Program of Studies	Amended	ASETS changed to ISETP Aboriginal Skills and Employment Training Strategy changed to Indigenous Skills and Employment Training Program
Nov 7th, 2019	CD-0300 Post Secondary Student Support Program 14.2 Ineligible Program of Studies	New	Healing and Traditional Values Retreats added to ineligible program of studies
Nov 7th, 2019	CD-0300 Post Secondary Student Support Program 16.3 Living Allowance	Amended	Clarification on what living allowance is intended to be used for: rent, fuel, vehicle maintenance, parking, groceries, daily travel, household needs.
Nov 7th, 2019	CD-0300 Post Secondary Student Support Program 16.3 Living Allowance	New	In addition to living allowance, bus pass costs may be reimbursed if not covered by the school.
Nov 7th, 2019	CD-0300 Post Secondary Student Support Program 16.3.1 Living Allowance Rates	New	Proof of dependency must be provided in order to qualify for living allowance rates for dependent children. (Birth Certification and letter of support)
Nov 7th, 2019	CD-0300 Post Secondary Student Support Program 16.3.3 Living Allowance Payment	Amended	Changed payment date of living allowance from first day of the month to the day before the first day of the month that the living allowance is intended for in order to allow for rent and utility payments to be paid in a timely manner.
Nov 7th, 2019	CD-0300 Post Secondary Student Support Program 16.4 Moving Expenses	New	Clarification on what counts as a moving expense: security deposits, and one month of rent prior to study start date in order to secure residence. Also includes uhaul if not already covered by travel subsidy. Clarification on what does not count as an eligible moving expense: flights for family members, additional hotel rooms for family members, special trailers for moving pets and livestock.
Nov 7th, 2019	CD-0300 Post Secondary Student Support Program 16.6 Travel Subsidy	Amended	Changed the words “move” and “moving” to “travel” and “traveling”.
Nov 7th, 2019	CD-0300 Post Secondary Student Support Program 16.6 Travel Subsidy	New	If student is travelling more than 500km from home to school then they are eligible for the travel subsidy, regardless of whether their permanent residence is in Yukon Territory.
Nov 7th, 2019	CD-0300 Post Secondary Student Support Program 16.6 Travel Subsidy	New	If student is commuting more than 150km roundtrip daily from home to school while studying with a full course load then they are eligible for the travel subsidy up to $250 per month or $1000 per

			semester, regardless of whether their permanent residence is in Yukon Territory.
Nov 7th, 2019	CD-0300 Post Secondary Student Support Program 16.6 Travel Subsidy	New	Students in their final year of a post-secondary program can apply for a travel subsidy of $500 to cover a return trip back to school for their graduation ceremony if it takes place well after the end of study date. This does not cover travel costs for family members, it is for the graduating student only.
Nov 7th, 2019	CD-0300 Post Secondary Student Support Program 16.6 Travel Subsidy	Amended	Travel subsidy will not be provided for moving family – clarification on what exactly cannot be covered: flights for family members, extra hotel rooms for family members, and special trailers to transport pets or livestock.
Nov 7th, 2019	CD-0300 Post Secondary Student Support Program 16.8 Limits on Funding	Amended	Removed the word “lifetime”. Added “the equivalent of fulltime studies”.
Nov 7th, 2019	CD-0400 (ASETS)	Amended	Aboriginal Skills and Employment Training Strategy changed to Indigenous Skills and Employment Training Program and ASETS changed to ISETP.
Nov 7th, 2019	CD-0400 (ISETP) 19.3 Eligibility	Amended	Removed 1.3.2 bullet point. ISETP funding is to only be available to C/TFN citizens and beneficiaries instead of all indigenous people living in the First Nations community.
Nov 7th, 2019	CD-0400 (ISETP) 19.6 Authority	Amended	Aboriginal Skills and Employment Training Strategy changed to Indigenous Skills and Employment Training Program
Nov 7th, 2019	CD-0400 (ISETP) 20.3 Training Application Deadline	Amended	ASETS changed to ISETP.
Nov 7th, 2019	CD-0400 (ISETP) 30.7 Childcare	New	Children eligible for childcare funding must be 11 years old or younger. Older children are not covered by this. Proof of dependency must be provided in order to qualify for childcare funding. (Birth Certificate and letter of support).
Nov 7th, 2019	CD-0400 (ISETP) 60 Training Recertification	Amended	Clarified that receipts are needed for reimbursement if payment for recertification was not set up ahead of time by the EETO directly to the training provider.
Nov 7th, 2019	CD-0500 Community Training Fund (CTF)	New	Added a policy for CTF modelled after the ISETP policy. The only differences are eligibility requirements: For CTFN citizens/beneficiaries living in the Yukon and also for anyone who permanently resides in the traditional Carcross/Tagish area. Purpose of funding: the provide education and employment training funding to those living in rural communities.

Feb 5th, 2020	CD-0030 Rights and Responsibilities	Amended	Under RIGHTS OF STAFF was added: Where applicable a warning letter may be issued prior to suspending funding.
Feb 5th, 2020	16.6 TRAVEL SUBSIDY	Amended	A section on Travel was removed and replaced with: Students will be responsible for arranging their own travel to and from school each time they receive a travel allowance. Proof may look like; flight itinerary, receipt form the destination being traveled to with appropriate date.
August 5th, 2020.	CD-0210 ROOM AND BOARD SUBSIDY	Amended	Private accommodation changes from $190 to $250. Staying at Gadzoosdaaa dorm rates changed from $110 to $150.
August 5th, 2020.	CD-0220 SCHOOL SUPPLIES	Amended	Under PROCEDURES was added: Deadline to submit the request form is March 31st for the current academic year.
August 5th, 2020.	CD-0230 WINTER CLOTHING ALLOWANCE	Amended	Under PROCEDURE was added: Deadline to apply and submit receipts is March 31st for the current school year. If receipts are not provided by the deadline, then winter clothing funding will not be available the following year. Upon request was taken out, meaning receipts must be submitted.
August 5th, 2020.	CD-0260 EXTRACURRICULAR FUNDING	Amended	Under Policy was added: Deadline to apply and provide receipts is March 31st for the current school year. If receipts are not provided by the deadline, then extracurricular funding will not be available the following year. Upon request was taken out, meaning receipts must submit proof of expenditures.
August 5th, 2020.	**CD-0300 POST SECONDARY STUDENT SUPPORT PROGRAM**	Amended	Follow below for amendments are as passed on August 5th, 2020:

12.1 APPLICATION ~~FORM~~ to PACKAGE. (post secondary student application to C/TFN Education/Training Fund. Form was replaced with Client Intake Form.
- Instead of a statement letter, was changed to letter of intent and there are instructions online to help.
- (was added): Students with outstanding arrears to C/TFN (regardless of whether the arrears are related to housing, non-educational financial assistance, or previous educational assistance, etc.) must sign & agree to repayment agreement terms prior to any further education funding being authorized. If a student cannot commit to a repayment agreement, then they can request to meet with the Education Advisory Committee to discuss their situation.

12.3 APPLICATION DEADLINES
- (Was added) If a student's program dates do not line up with C/TFN's funding application deadlines, then an exception may be made to accept their application after the most recent intake deadline. For example: some certificate programs do not typically follow regular post-secondary study dates and their registration may not open until after C/TFN's funding intake deadlines.

12.4 APPLICATION NOTIFICATION
- was amended for more clarification regarding when applications are received and if there incomplete, steps taken to rectify before the deadline. Decisions regarding funding notifications was changed form 4 weeks to 2-4 weeks.

12.5 EDUCATION ADVISORY COMMITTEE (EAC)
- The appointment process for committee members was amended to reflect how they are appointed by the house master and clan leader and not by self-nominated and approved by the director and confirmed by Executive Council.
- dates of the meetings was removed and what applications for programs being discussed as well as review policy and procedures was amended for more clarification.
- Decisions regarding funding for programs longer then one month and what funding is used to cover it was amended for more clarification.
- in the case of a tie the chair will break the vote (was added)

13.1 ELIGIBILITY CRITERIA
- Cleared with C/TFN's Finance Department for any outstanding arrears to C/TFN. Students with outstanding arrears to C/TFN (regardless of whether the arrears are related to housing, non-educational financial assistance, or previous educational assistance, etc.) must sign & agree to repayment agreement terms prior to any further education funding being authorized. Students who cannot commit to a repayment agreement can request a meeting with Education Advisory Committee to discuss their situation (was added).

13.2 APPLICATION REVIEW
- The Letter of Intent requirement in the application package exists to help fulfill this purpose. Instructions for how to write a Letter of Intent can be found on the C/TFN website under the Capacity Development Department page, or at the EETO office (was added to the first paragraph).
- 2nd paragraph was added to: in addition to the letter of intent and determine was replaced with clarify.
- instead of meetings held three times per year, was amended to organized throughout the year.

14.2 INELIGIBLE PROGRAM OF STUDIES
- after some programs ("trades training, courses, upgrading etc") was removed.
- (end of first paragraph was added: "& section CD-0500 Community Training Fund (CTF)"
- first bullet "Academic" was added before Up-grading.
- third bullet "Short-term Skills Development" was added before Training.
- last paragraph was added to at the end "& CTF program (Community Training Fund)"

15.1 STUDENT PRIORITIZATION
- 5. Was reworded to: "Students with outstanding arrears to C/TFN (regardless of whether the arrears are related to housing, non-educational financial assistance, or previous educational assistance, etc.) must sign & agree to repayment agreement terms prior to any education funding being authorized. If a student cannot commit to a repayment agreement they can request to meet with EAC to discuss their situation."

16.1 TUITION
- 2nd paragraph's first sentence was reworded to Eligible students will have their tuition, registration and related fees paid directly to the institution.
- Last paragraph was amended and added to: "Both full-time and part-time students may be eligible for tuition and fee coverage, as well as students online.

The student is responsible for providing proof of tuition and registration fees to the Education Employment Training Officer when they first submit their funding application. The student is also responsible for ensuring that their tuition invoice is submitted to the Capacity department.

16.2 BOOKS AND SUPPLIES
- The first sentence was added to after full-time students "are eligible to"

16.3.1 LIVING ALLOWANCE RATES
- Rates for September 2021 was added.

16.4 MOVING EXPENSES
- was taken out and 16.4 is now 16.4 SECURITY DEPOSIT

16.4 SECURITY DEPOSIT
- was amended for more clarification and was added to with: "If C/TFN does not receive the full amount of the security deposit back at the end of studies, the student is responsible for repaying C/TFN the full amount of the security deposit. A student may also make a special funding request to the Education advisory committee for the one month's rent prior to the beginning of the academic year in order to secure a residence. A living allowance cannot be collected for this month."

16.5 is now TRAVEL SUBSIDY
16.5.1 is now SPECIAL CONDITINS TRAVEL
16.6 is now TUTORING
16.7 is now LIMITS ON FUNDING – Yukon College is changes to Yukon University
16.8 is now ONLINE EDUCATION
16.8 ONLINE EDUCAITON – was reworded for more clarity

17.0 STUDENT RESPONSIBLILITIES
- was amended to clarify what happens when a student's grades fall below standard.
- was added "If there is still no improvement after the probation semester, the student will have their existing funding terminated, they will be unable to access education/training funding for 1 year, and they may be required to repay all or a portion of their funding for the academic year in question."
- Poor attendance was added to that may result in inability to access funding for 1 year, termination of existing funding and possible repayment of all or a portion of their funding.
- other students responsibilities are to let the Education Training Officer now if any other changes: " to their studies that would effect their funding, such as changes in course load or any planned or unplanned leave needing to be taken during their regular study dates. Students who are taking a long period of medical leave from school will be required to let the EETO know as soon as possible and to submit a doctor's note to the EETO upon request."
- last paragraph was added to let the students know to notify the EETO by the 15th of every month to confirm their situation hasn't changed. If they don't contact the EETO, their funding for the upcoming month will not be released.

17.01 TERMINATION OF FUNDING
Was added to: "In addition to this, the student may also be required to repay all or a portion of the funding provided to them in the academic year in question."
- Students will be notified in "writing, as soon as possible" was added.

18.0 DEBT REPAYMENT
- was amended and added the following: In any/all of the following scenarios, a student will be responsible to repay the C/TFN Capacity Department for "all or a portion of the funding that the funding that they have received, for the program or academic year in question: (if a student fails to successfully complete their education, let the EETO know that they have experienced changes to their study dates and/or course load that effect their eligibility for funding, maintain a GPA of 2.0 by the end of a probation semester, achieve attendance levels that support their academic success by the end of a probation semester, if a student is caught misusing their funding.
- was added "Funding applicants who have any outstanding arrears with C/TFN (regardless of whether the arrears are related to housing, non-education financial assistance, or previous education assistance, etc,) must sign & agree to repayment agreement terms prior to any further education funding being authorized."

CD – 0400 INDIGENOUS SKILLS AND EMPLOYMENT TRAINING PROGRAM (ISETP)- AMENDMENTS

19.3 ELIGIBILITY
A) the word “Members” was taken out as well as “who reside in the Yukon Territory”
Was added “C) Cleared with C/TFN’s Finance Department for any outstanding arrears to C/TFN. Students with outstanding arrears to C/TFN (regardless of whether the arrears are related to housing, non-educational financial assistance, or previous education assistance, etc.) must sign & agree to repayment agreement terms prior to any further education funding being authorized.”

20. ~~EMPLOYMENT TRAINING~~ changed to FUNDING GUIDELINES
Was added – relevant workshops and conferences in intended field of employment, training that builds an individual’s self-sufficiency (e.g. Possession & Acquisition License for Firearms (PAL))

20.1 ~~TRAINING~~ APPLICATION ~~PROCEDURE~~ TO APPLICATION PROCESS
- Wording added for clarification.

20.2 ~~TRAINING~~ APPLICATION ~~PROCEDURE~~ to APPLICATION PACKAGE
Was added: “In order to qualify for ISETS funding, student must fill out the C/TFN Education/Training Funding Application, as well as a Client Intake Form. This application package requests basic information from the applicant, including: (was reworded for more clarification of what’s required, in addition to the following:
- Expected books and supplies cost, Proof of dependents (ex. A dependant Child’s birth certificate AS Well as a support letter from, a teacher/education staff member a health and wellness staff member). ONLY FOR TRADES STUDENTS: proof of application to scholarships, grants, bursaries, or any other external funding sources in addition to C/TFN funding. Most recent transcripts.
- ONLY FOR STUDENTS WITH STUDY DATES THAT ARE 1 MONTH OR LONGER: letter of intent (instructions for writing this letter available on the C/TFN website):
    a Why they are applying for education/training funding
    b if they are studying out of the Yukon, explaining why
    c education/career goals and action plan
    d any other information that will assist the Capacity Department in making a decision
- complete repayment agreement (*students who are suspended, released, or do not complete their education program for any unjustified reason will be required to reimburse C/TFN for the full amount of funding received). Student with outstanding arrears to C/TFN (regardless of whether the arrears are related to housing, non-educational financial assistance, or previous educational assistance, etc.) must sign & agree to repayment agreement terms prior to any further education funding being authorized.
- it is the responsibility of the applicant to complete the application paperwork fully, honestly, and to the best of their ability.
20.3 was changed from ~~TRAINING APPLICATION DEADLINE~~ TO STUDENT DECLEARATION (All new): Students must sign a “Student Declaration” before receiving funds. By signing this declaration, the student authorizes that:
a. all information is complete and true;
b. they will notify C/TFN of any personal changes that may affect their funding;
c. they will be responsible for repaying funds to C/TFN if they do not provide proof of completion;
d. C/TFN may share information with other governments as necessary;
e. the education institution may invoice C/TFN directly for tuition costs.
f. They will maintain a 2.0 GPA (where the GPA grading system is applicable) in order to remain eligible for C/TFN funding.

20.4~~3~~ TRAINING APPLICATION DEADLINE
2nd paragraph “program” was add after course, same paragraph training was replaced with “academic upgrading or trades”
Was added: If a student’s program dates do not line up with C/TFN’s post-secondary funding application deadlines, then an exception may be made to accept their application after the most recent intake deadline.

For Example: some trades programs do not typically follow regular post-secondary dates and their registration may not open until after C/TFN's funding intake deadlines.

20.5 APPLICATION REVIEW
-the first sentence remained and the next standalone sentences with Return to Work Action Plans was reworded with letter of Intent. Was reworded to:
-All applications for funding will be reviewed to determine if they have the prerequisite skills, knowledge and education required to begin the program they are applying for. The Letter of Intent is only required for programs that are 1 month or longer. Instructions for how to write a Letter of Intent can be found on the C/TFN website under the Capacity Development Department page, or at the EETO Office.
- An Education/Training Case Plan may be requested in addition to the Letter of Intent prior to being approved in order to clarify an applicant's educational plan and readiness to learn. The Education/Training Case Plan includes past education, training, work experience as well as future goas, objectives and interests. All short-term studying applicants (studies less then a month in length) should be prepared to explain how their short term courses fit into their larger Education/Training Case Plans. Written copies of plans must be provided upon request.
- As part of the decision-making process, the Education Advisory Committee & Capacity Development Department will take into consideration all previous academic achievements of all applicant where documentation is available.
- Voluntary group seminars, information sessions, meet and greets with the Education Advisory Committee will be held three times per year to help applicants self-evaluate their readiness to learn, complete their required Education and Employment plan and provide information on post-secondary education.

20.6 EDUCATION ADVISORY COMMITTEE (EAC)
Was reworded to the following:
-The Education Advisory Committee shall consist of six clan members. Clan representation will be appointed by the house master and clan leader.
- Under the authority of the Director, the Committee will meet tri-annually for post-secondary (diploma/degree/certificate) programs (in June, November and March) and as needed for all other programs longer than 1 month (eg. For programs that do not meet regular Post-Secondary Education and Training funding, and to review education and training policy and procedures.)
- The Education Advisory Committee will recommend major education and training expenditure priorities to the Director and will make decisions on funding for any program longer than one month, regardless of what pot of funding is to be used to cover it.
- The Education Advisory Committee will be guided by the principles of respect and consensus decision making in their recommendations to the Director. Voting will be used when necessary, in the case of a tie, the chair will break the vote. The policies and values of C/TFN must adhered to in the decision making process.
- The Education Advisory Committee and alternates will sign and follow a C/TFN EAC Terms of reference to guide their behaviour, actions, remuneration and jurisdiction.

20.7 ~~TRAINING~~ (Taken out) APPLICATION NOTIFICATION. The one sentence that about notification was taken out and replaced with:
- For decisions on long term courses/programs (1 month +), decision notification delivery and timelines will follow the Post-Secondary policy as outlined in section (CD-0300 12.4 application Notification).
- For decisions on short term courses/programs (less than 1 month), applicants will be notified in writing as soon as possible; however, applicants must allow for reasonable application processing time.

30.1 TUTION
- First 2 sentences was taken out and replaced with: Eligible students will have their tuition, registration and related fees paid directly to the institution. The Student is responsible for providing proof of tuition and registration fees to the Education Employment Training Officer when they first submit their funding application. The student is also responsible for ensuring that their tuition invoice is submitted to the Capacity department.

30.2 BOOKS AND SUPPLIES
Was reworded to the following: Eligible students will have their books and supplies paid directly to the institution where possible. Otherwise, requests for reimbursement on books and supplies may be approved if receipts are provided.

30.3 TRAVEL
Was reworded to reflect the FINANCE POLICY, 2-0335 TRAVEL CLAIMS AND REGULATIONS. C/TFN will now use Yukon Government rates as set out in https://yukon.ca/en/travel-rates
A reminder that this section of travel is not available to post secondary students.

30.4 MEALS
The rates for meals was reworded to reflect Yukon Government rates https://yukon.ca/en/travel-rates
Meal reimbursement rates for applicants (e.g. set rates for breakfast, lunch and dinner) will align with C/TFN's Finance Policy.

30.5 LIVING ALLOWANCE
- It referenced (CD-0300 16.3.1 Living Allowance)

30.8 ACCOMMODATION
2ND Paragraph was added to: Any costs above $90/night are the applicant's responsibility to pay out of pocket.
Last paragraph was added to: as receipts are needed for paying the purchase order used to reserve hotel rooms.

40.0 DEVELOPMENT STUDIES/UNGRADING
The following was added (e.g. cost of obtaining a GED diploma)
- Must be 18 years of age was taken out to be considered eligible for financial assistance. Was replaced with "Eligible students will have their tuition and books paid directly to the institution."

70.0 WAGE SUBSIDIES
Two small sentences were reworded into 3 paragraphs.

80.0 was TERMINATION OF FUNDING to STUDENT RESPONSIBLITIES
This section is all new.

90.0 TERMINATION OF FUNDING
Was reworded and the following was added: In addition to this, the student may also be required to repay all or a portion of the funding provided to them in the academic year in question. Students will be notified in writing as soon as possible of any termination or changes to their funding.

100.0 DEBT REPAYMENT
Was reworded to include scenarios and a section on debt repayment being waived for exceptional circumstances and arrears owing to C/TFN, that an agreement to must be signed being authorized before funding being authorized.

CD – 0500 COMMUNITY TRAINING FUND (CTF)
Numbers changed from 19.0 GENERAL PROVISIONS to 110.0

19.1 MISSION changed to 110.1
19.2 OBJECTIVE changed to 110.2
19.3 ELIGIBILITY changed to 110.3
(1.3.1) was taken out and the following was added: In order to be eligible for funds through the CTF Program, applicants must be:
a. (was added) OR a non-C/TFN individual
1.3.2 was replaced with b.
1.3.3 was replaced with c. "participants must be" was taken out.
d. was added all new.
19.4 OUTCOMES changed to 110.4 "BENEFICIARIES" was added after Citizens
19.5 INDICATORS changed to 110.5
19.6 AUTHORITY changed to 110.6
19.7 REVIEW DATE changed to 110.7
20.0 FUNDING GUIDELINES changed to 120.0 (bullet points changed from 20-90 to 20-1090.

January 5. 2023	CD-0020 Department Mandate	Amended	Remove HR responsibilities
January 5. 2023	**7.0 Fee Structure**	Amended	Update HYH Fees to align with new subsidy rates
January 5. 2023	**CD-0220 School Supplies**	Amended	Increased rates for primary to $120 and secondary to $150
January 5. 2023	**Created CD-0290 Education Advisory Committee**	Amended	To replace duplicates in sections 20,6 and 12.5 in Post Sec and ISTES. Added wording clarifying that EAC only needs to approved courses longer than 1 month and those that require L.A. Capacity can approved short courses and those that require only books and tuition.
January 5. 2023	Created CD-0295 Student Responsibility	Amended	To replace duplicates in sections 17.0 and 80 in Post Sec and ISETS Added additional paragraph from EAC
January 5. 2023	**16.3.1 Living Allowance Rates**	Amended	Removed the table for LA prior to Sept 1, 2021
January 5. 2023	**16.7 Tutoring**	Amended	Increased rates to $250 per term and $500 per academic year
January 5. 2023	**16.8 Limits on funding**	Amended	Increased limit from 6 years to 10 years
January 5. 2023	**50.0 Work Gear Emergency Loan**	Amended	Changed from calendar year to fiscal year

March 30th, 2023	**16.5 TRAVEL SUBSIDY**	Amended	D, (or over 50km) added after Whitehorse City limits. The amount received for travel was set at $360 per month and $250 - $500 per month was taken out.
March 30th, 2023	**30.7 CHILD CARE**	Amended	Sets out new parameters regarding invoicing for childcare and providing receipts. Students with children attending Haa Yaxti Hidi (HYH) Early Learning Center are not eligible for funding, since it may be free of charge.
March 30th, 2023	**30.8 ACCOMMODATION**	Amended	A hotel may be provided on a case by case basis. This replaced a reimbursement of $90 to off set the cost of the student.
March 30th, 2023	**50. WORK GEAR EMERGENCY LOAN**	Amended	If receipts are not submitted the individual will be required to repay the entire cost of the work gear " and will not have access to work gear funds the following year." was added. Other wording regarding work gear and receipts was takin out.
June 13th,2024	**80. HEAVY EQUIPMENT OPERATOR CERTIFICATION (HEO)**	NEW	Guidelines of how to access funding for HEO funding.
June 13th, 2024	**30.3.1 EMPLOYMENT, EDUCATION and TRAINING VAN POLICY**	NEW	Guidelines for passengers and the driver riding the employment and education and training passenger van.
December 11th, 2025	**3.0 Childcare Subsidy & Haa Yatx'l Subsidy**	Amended	Removed requirement for parent/caregiver of enrolled children at HYH to complete Yukon Health/Social Services Childcare Subsidy Application
December 11th, 2025	**3.2 Haa Yatx'l Subsidy Application Procedure**	Removed	With 3.0 Requirement Removal Amendment, 3.2 Procedure is obsolete. Removed.
December 11th, 2025	**4.5 Late Pick-up**	Amended	Pickup is now **4:00pm**. Changed from 4:45pm.
December 11th, 2025	**6.0 Hours Of Operation**	Amended	New operational hours are **8:30am to 4:00pm.** Changed from 8:00 – 4:30.
December 11th, 2025	**CD 0230 Winter Clothing Allowance**	Amended	Rate Increase from $350 to $400 **effective Sept 2026**. Until Sept 2026 old rate applies.
December 11th, 2025	**CD 0250 Graduation Incentive**	Amended	Title Change from "Education Programs and Services Coordinator" to " Education Manager."
December 11th, 2025	**CD 0290 Education Advisory Committee (EAC)**	Amended	Name change from Education Advisory Committee (EAC) to Atwuskóowugaa Yoo Kutuwashéek AYK ("We Are Continuously Search For Knowledge" Committee)

December 11th, 2025	**CD 0295 Student Responsibilities**	Amended	Removed condition of withholding funds, if student fails to contact EETO by 15th of each month.
December 11th, 2025	**14.1 Eligible Programs of Study**	Amended	Max funding years expanded from 5-10. Combined for simplicity, Professional/Graduate Degree with Undergraduate Degree in the table.
December 11th, 2025	**14.2 Ineligible Programs of Studies**	Amended	List expanded to include Heavy Equipment Operator. Also, Programs from non-accredited institutions now reviewed on case-by-case basis. Changed from previously not being eligible for funding.
December 11th, 2025	**16.5 Travel Subsidy**	Amended	Subsidy increase from $360.00 to $400.00.
December 11th, 2025	**16.7 Tutoring**	Amended	Tutor no longer available on staff, removed. Request for funding for Tutor reviewed on case-by-case basis.
December 11th, 2025	**50.0 Work Gear Emergency Loan**	Amended	Removal of two-week limitation condition for individuals, for initial employment-related work gear support.
December 11th, 2025	**80.0 Heavy Equipment Operator Certification**	Amended	Unsuccessful applicants will be provided with, rejection letter & potential alternative funding sources.
April 16, 2026	**16.2 Books, Supplies and Internet**	Amended	Internet subsidy changed from $62.97–$100 to a flat $62.97.
April 16, 2026	**Living Allowance Rates**	Amended	"Effective date" changed from September 1, 2021 to May 1, 2026. Single-student living-allowance rates increased 10% across the board. Married/common-law status removed; all students will be calculated as single for living-allowance purposes.
April 16, 2026	**Living Allowance for Married/Common-Law Students**	Removed	Section Removed. Married or Common Law Status no longer consideration for living allowance calculations.