

LE,NONET Emergency Relief Funds

Policy & Procedure Manual



LE,NONET

A Project to Support the
Success of Aboriginal Students

LE,NONUNET EMERGENCY RELIEF FUNDS PROGRAM

POLICY AND PROCEDURE MANUAL

LE,NONUNET Emergency Relief Funds Program Staff:

Yvonne Rondeau, LE,NONUNET Project Manager & Bursary and Emergency Relief Funds Coordinator

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Manual Written & Prepared by:

Yvonne Rondeau, LE,NONUNET Project Manager & Bursary and Emergency Relief Funds Coordinator

Acknowledgements

Canadian Millennium Scholarship Foundation, funded by the Government of Canada
University of Victoria

This handbook was used during the LE,NONUNET Research Project pilot phase, 2005-2009 at the University of Victoria. The names, contact information and other time-sensitive details are now out of date. We have left the handbooks as they were used during the pilot programs, and invite institutions to adapt them for their own use. The LE,NONUNET Project Final Report will contain recommendations for how the programs could be improved, and it is advisable for readers to cross reference this handbook with the Final Report (to be released in 2010 and available on the LE,NONUNET website: www.uvic.ca/lenonet).

The LE,NONET Emergency Fund is designed to provide Indigenous (First Nation, Inuit, Métis) students who are registered in an undergraduate degree program at the University of Victoria, with one time financial assistance in the event of an emergency or unanticipated expense. All applicants must meet the standard requirements for participation in LE,NONET Project Programs, and complete a project intake form.

This fund will be administered through the LE,NONET Project Office and final approval of all funds will remain with the Canada Millennium Scholarship Foundation (“the Foundation”).

Eligibility Criteria

All students applying for emergency funds must meet the following criteria:

1. Applicants must have Indigenous ancestry and may be asked to provide indication of First Nations, Inuit or Métis ancestry.
2. Applicants must be Canadian citizens or permanent residents.
3. Applicants must be in an undergraduate degree program at the University of Victoria.
4. Applicants must be undergraduate students registered in a minimum of 4.5 units of credit. Students with a permanent disability are eligible for emergency fund assistance if registered in at least 3 units for credit in each term of study.
5. Applicants who qualify may be required to apply for the LE,NONET Bursary instead of Emergency Funds. Should they be approved for a LE,NONET Bursary they will receive emergency funds as an advance on the bursary. Students who have already applied for the bursary or are not eligible for the LE,NONET Bursary will be eligible to apply directly for emergency funds.
6. Students may receive a maximum of \$750 per academic year (September to August) from the Emergency Fund.
7. Applicants must complete the Emergency Fund application, and participate in an interview with the Project Coordinator and/or the Project Co-Principal Investigator. Only complete applications will be considered.
8. When emergency funds are provided students may, if applicable be required to provide receipts which indicate how the funds were used such as rent or travel receipts.
9. As the funding for the emergency fund is limited, students seeking to access emergency relief funds will be accepted on a first come first served basis, until the total allocated funds are exhausted.

Funding for the Emergency Relief Fund

Monies used for the emergency relief fund will be drawn from funds allocated within the LE,NONET Project Budget - Bursary Program. Funds will be tracked regularly in order to ensure the combined total funds awarded as bursaries and as emergency relief funds do not exceed the amount of money available.

Should it become apparent that the total bursary funds may be spent within any given project year, priority will be given to the bursary applicants over emergency fund applicants.

Defining ‘Emergency’

Considering that circumstances will vary applications for emergency relief funds will be assessed on a case by case basis. Emergency fund applications may be accepted for situation such as, but not limited to:

- Emergency travel funds due to family crisis
- Repair to automobiles where a student must travel significant distances and/or does not have access to public transportation
- Provision of food
- Housing – where a student is at risk of becoming homeless due to exceptional circumstances beyond their control
- Provision for medications where no other coverage exists

Application Process

When students inquire about accessing the emergency relief funds, if they are eligible they will be required to apply for the LE,NONET Bursary first as the bursary will more efficiently address the student’s larger financial needs. When students are eligible to apply for the bursary, their bursary application will be processed as a priority, and based on the bursary assessment the student will receive a portion of their bursary award as emergency funds. What this means is that a portion of the total bursary award will be provided to the student as quickly as possible to address their emergency need, while the balance of the award will be processed as per the regular timeframe for the LE,NONET Bursary Program. When a student is not eligible for the LE,NONET Bursary they will then become eligible to apply for emergency relief funds.

Accessing emergency relief funds is a three step process; applicants must complete the emergency relief fund application, (see Appendix A), attend a meeting with the LE,NONET Bursary Program Coordinator and/or a Project Co-Principal Investigator, and if the application is approved at that meeting it will then be forwarded to the Foundation’s Pilot Project Manager for final approval.

As with the LE,NONET Bursary, final approval of all applications for emergency relief funds remains with the Foundation’s Pilot Project Manager. Following the meeting with the LE,NONET Bursary Program Coordinator and/or a Co-Principal Investigator, if they agree to approve an application for emergency funds, final approval from the Foundation will be expedited through email and phone. The name of the student applying, along with their address, social insurance number, and the amount of the emergency funds to be granted will be forwarded to the Foundation in a password protected Excel document. The document password will be forwarded to the Foundation by phone, in order that final approval may be done as quickly as possible.

Once approval is granted by the Foundation, the funds will be issued to the student via cheque. A cheque requisition for the amount will be processed through the University of Victoria accounting department. In order to have the funds to the student as quickly as possible, a

cheque requisition can be rushed through accounting, by contacting that department by phone and requesting that the cheque be printed as soon as possible. It is often possible to have a cheque prepared for a student within one to two days.

As with the LE,NONET Bursary students who receive emergency relief funds will receive a form T4A at the end of the fiscal year.

When students receive emergency relief funds, they may be required to return to the LE,NONET Project office any relevant receipts to demonstrate that they have used the funds as they indicated. Should a student fail to provide receipts when requested, or if other information should become available to indicate that the student provided false information related to their application for emergency funds, the student may be required to repay the total amount they received.

Refusing Emergency Relief Funds

There may be instances in which an application for emergency relief funds is not approved by the Bursary Program Coordinator and/or Co-Principal Investigator or by the Foundation. Applications may be denied if the student is not able to demonstrate emergency need, if there are other sources of support the student can access but have not yet utilized, or if the reason for the emergency funds is not connected to supporting the students ongoing academic goals, for examples, if the student requests funds for non-emergencies such as non-essential travel or entertainment, or to purchase software or supplies not related to the students area of study. The decision to approve or deny applications for emergency relief funds is at the discretion of the LE,NONET Bursary Program Coordinator and/or a Project Co-Principal Investigator and only those applications approved during step two of the application process will be forwarded to the Foundation for final approval.

The Foundation has set a maximum of \$23, 500 any student may receive from them in the form of bursaries or scholarships. As the emergency relief funds will be dispersed through the LE,NONET Bursary Program Budget emergency funds will be calculated into the maximum amount. If any student has met or exceeded this amount they will not be eligible for emergency relief funds from the LE,NONET Project.



Appendix A LE,NONET Emergency Fund Application

The LE,NONET Emergency Fund is designed to provide Indigenous (First Nation, Inuit, Métis) students who are registered in and attending an undergraduate degree program at the University of Victoria, with one time financial assistance in the event of an emergency or unanticipated expense. **All applicants must meet the standard requirements for participation in LE,NONET Project Programs, and complete a project intake form.**

This fund will be administered through the LE,NONET Project Office and final approval of all funds will remain with the Canada Millennium Scholarship Foundation.

CRITERIA

Applicants must have Indigenous ancestry and may be asked to provide indication of First Nations, Inuit or Métis ancestry.

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6. Students may receive a maximum of \$750 per academic year (September to August) from the Emergency Fund.
7. Applicants must complete the Emergency Fund application, and participate in an interview with the Project Coordinator and/or the Project Co-Principal Investigator. Only complete applications will be considered.
8. When emergency funds are provided students may, if applicable be required to provide receipts which indicate how the funds were used such as rent or travel receipts.
9. As the funding for the emergency fund is limited, students seeking to access emergency relief funds will be accepted on a first come first served basis, until the total allocated funds are exhausted.

The information you provide on this form will be collected by the LE,NONET project staff for administrative purposes, and may be shared with University of Victoria, Office of Student Awards and Financial Aid and the Canada Millennium Scholarship Foundation, in order to evaluate your application. Your information may also be used for statistical purposes, which will not include any personal data. All information you provide will be regarded as confidential and will not be shared beyond the purposes indicated.

LE,NONET Emergency Fund Application Form

Return to: **LE,NONET Project Office Human and Social Development**
Building Room A260 Phone: (250) 472-4287 Fax: (250) 472-5984

PERSONAL INFORMATION			
Last Name:		First Name:	
Social Insurance Number:		UVic Student Number:	
Phone number:		E-mail:	
Address while at school:			
Is this: <input type="checkbox"/> Your parents' home <input type="checkbox"/> University residence <input type="checkbox"/> Rented			
<input type="checkbox"/> Self-owned <input type="checkbox"/> Other _____			
Aboriginal identity: <input type="checkbox"/> First Nations (Status or Treaty) <input type="checkbox"/> First Nations (Non-status) <input type="checkbox"/> Métis			
Inuit <input type="checkbox"/>			
Citizenship or permanent resident status:			
Marital status:		If married or common-law, please provide:	
<input type="checkbox"/> Single		Spouse's name:	
<input type="checkbox"/> Married or Common-Law		Is your spouse receiving student loans?	
<input type="checkbox"/> Widowed/Separated/Divorced		Spouse's Social Insurance Number:	
List dependents in your custody:			
Name	Age	Name	
MANDATORY DECLARATION			
<p>I hereby declare that all information given above is complete and true in every respect, and that I have answered all questions applicable to me on this form and that these funds are essential to enable me to continue my education. I further declare that I am willing to submit all statements for independent verification and audit and that I will submit any documentation necessary to substantiate my claimed expenses. I am aware that providing false information will result in the funds be rescinded. I further declare that I understand and agree to the use of the information provided for the purposes indicated.</p>			
Signature:			Date:

