

POST-SECONDARY Application



Dehcho First Nations ASETS

In partnership with Human Resources Skills Development Canada

Aboriginal Skills & Employment Training Strategy designed to improve the employment opportunities of Aboriginal people and enable them to fully participate in the Canadian economy

ASETS Priorities:

- **Demand driven skills development** – all education/training programs must lead to employment
- **Partnership with the private sector and across the whole of government**
 - ASETS may supplement the cost of education/training programs, not cover all expenses.
 - All applicants must secure primary funding assistance through other funding agencies or local employers as **well as contribute financially to your education through summer employment, part-time employment, savings and careful planning.**
- **Accountability for improved results** – all applicants are required to:
 - **Fill out entire application as it applies to your request and include full dates (year/month/date).**
 - **Attach a photocopy of your current NWT Health Card.**
 - **Attach a copy of your Status card or Metis letter.**
 - **Attach a copy of your SFA/UCEP and/or letter from any other funding agency** which you sought primary funding.
 - **NWT SFA** - for post-secondary programs more than 12 weeks in length
24 hr. toll free phone: 1-800-661-0793, 24 hr. toll free fax: 1-800-661-0893, email: nwtsfa@gov.nt.ca
 - **AANDC UCEP** - for clients who require up to two semesters of upgrading to meet post-secondary entrance requirements in the NWT, call Graham Baptiste: 1-867-669-2629 or email: graham.baptiste@aandc.gc.ca
 - Attach your acceptance letter
 - Include any transcripts from previous institutions you have attended.
 - Attach a current resume and digital photo.
 - **All applicants must be available for an in-depth interview to complete the assessment process.**
 - ASETS Funding Applications are assessed for Labour Market Demand and are subject to funding availability. Please include letter from employers indicating skills required for requested training/education.
 - Upon registration, please fax your completed SFA Form D confirming the following:
 - Start and end date for each semester
 - Total cost of tuition per semester
 - Total cost of books/supplies per semester
 - Please fax or email a copy of your course schedule for each semester.

Application Deadline information:

Fall Term (September to December): **July 15th – SFA, UCEP, ASETS**

DFN Scholarship: **July 31st annually**

Winter Term (January to April): **November 15th – SFA, UCEP, ASETS**

Spring/Summer Term (May to August): **March 15th – SFA, ASETS**

Other: **One full month prior to the Start Date** of course/program – **SFA, ASETS**

Please ensure applications are submitted by the deadline dates, supporting documents may be submitted afterwards.

Basic Eligibility Requirements:

1. All First Nations, Inuit or Metis people residing in the Dehcho Region for a minimum of six months.
2. Applicants are responsible for investigating all expenses prior to leaving for school so that an accurate budget can be prepared.
3. Application must be completed in full, please call DFN ASETS staff to complete your career plan. **(to be updated)**
4. Members of Dehcho First Nations who reside in another region are expected to apply to ASETS delivery agents in their community of residence as ASETS assistance is based on residency not on membership. To search the internet for an ASETS holder near you, please enter "ASETS Agreement Holders" and click on the province/territory you reside.
5. Late applications may be considered. However, students are encouraged to respect deadlines.

Policies:

1. Applicant must seek funding from other sources such as SFA, UCEP or ECE and provide funding letter.
2. ASETS may consider top-up assistance if living expenses exceed allowance available through other funding agencies.
3. ASETS does not sponsor part-time studies.
4. Applicants who were previously funded and were terminated, did not complete their training/education or did not provide follow-up after the end of their training period are not eligible to apply for two years or until funds are repaid.
5. Applicants will not be funded if they owe money to SFA or ASETS.
6. Applicant studying in the NWT must apply for a Child Care User subsidy from ECE.
7. Applicants studying outside the NWT must apply for Child Care User subsidy through the Student Services office at your institute.
8. Applicant must have alternate childcare in place when child is sick or when there is no primary school.
9. Applicant must ensure support network is in place.

Funded clients are required to:

- Maintain 90% attendance
- Do homework regularly and complete all assignments on time
- Complete course attendance on a monthly basis
- Provide transcripts and progress reports each term
- Provide copies of all certificates, diplomas or undergraduate degrees, graduation photo and success story
- Upon completion of academic year, client must seek employment and call in on bi-weekly basis to report employment status until employed or for a 24 week period
- The ASETS program is results based which means a desired result is required to remain eligible for future assistance
- Desired results are an employed outcome for adults and an employed and/or returned to school outcome for youth.
- Desired results for EI funded clients is an employed outcome

Submitting an application requesting training/education assistance does not mean that you will be selected. Priority will be given to applicants meeting labour market demands who have maintained and/or fulfilled the above requirements.

If you have any questions or need help filling out the application, please call our office.

Failure to submit a complete application package will result in a delay of the application process.



**Dehcho First Nations ASETS
POST-SECONDARY Application
for Training/Educational Assistance**

ASETS use only:	
Date Received: _____	
Client # _____	Case File # _____
Local Target _____	CRF _____ EI _____

Personal Information:

Last Name:	First & Middle Name:
Gender: Male _____ Female _____	Date of Birth: ____/____/____ Day / Month / Year
Social Insurance Number:	NWT Health Card Number:
Phone Number:	Cell Number:
Email Address:	
Current Mailing Address:	
Drivers License: Class _____, Prov _____ Expiry _____	Marital Status: Single __, Married __, Separated __, Common-Law __ (living together for 12 continuous months)
Aboriginal Group: First Nation __, Metis __, Inuit __	Language Spoken: _____ Language Written: _____

Dependent Children under age of 17 residing with you:

Dependent(s) – only one parent may claim dependent(s)	Age	Living with me	Relationship
Names (First and Last)			

Do you require Childcare: Yes ___ No ___
If yes - please apply to the nearest ECE for a Child Care User Subsidy application

Spousal Information: If you are married or living common-law please complete

Spouse's Name:	Date of Birth:
Is spouse currently working? Yes __, No __	Is spouse on EI Claim? Yes __, No __
Is spouse attending school? Yes __, No __	If yes, list name of program, institution, start & end date
Is spouse receive SFA or UCEP? Yes __, No __	

Employment Barriers include: lack of labour force attachment, lack of work experience, lack of valid drivers' license, lack of transportation, remoteness, languages, education, economic resources, dependent care, lack of marketable skills, physical or mental barriers, other barriers not listed

Please describe your barrier.

Previous Education:

Name of Program:	Name & Location of School:	Start Date:	End Date:	Grade Completed

Previous Support:

Have you received AHRDA/ASETS funding before? Yes___ No___	Name of Program
Year Funded	Institute
Location	Province/Territory
Completion Information: Completed program___ Did not complete program___ Withdrew___	
Reason for not completing program	

Employment History:

Current Employer:	Industry:	
Position Title:	From:	To:
Job Duties:		
Rate of Pay:	Reason for Leaving:	
Past Employer:	Industry:	
Position Title:	From:	To:
Job Duties:		
Rate of Pay:	Reason for Leaving:	

Employment Insurance:

Currently receiving EI Benefits: Yes___ No___	Benefit Rate:
Received EI in past 3 years: Yes___ No___	Received EI Parental Benefits in past 5 years: Yes___ No___

Proposed Studies:

Program Name:		
Institute Name:	Location:	
Full-time students must maintain 60% in-class course load. Assistance not available for part-time students.	Accepted___ Confirmation Pending___	
Start Date:	End Date:	Year ___ of a ___ Year Program
Certificate___ Diploma___ Degree___		

Sources of Financial Assistance:

To what other agencies have you applied for and/or received funding assistance? Please list all sources of funding, including personal/family support, employer support.

Please note that you are required to apply to Student Financial Assistance, University & College Entrance Program or ECE. We require letters indicating your funding status from these agencies.

Name of Individual/Agency providing financial assistance	Date of Application	Approved	Amount of Assistance	Denial (letter must be attached)

Banking Information (all assistance will be deposited directly into a CIBC account):

Transit Number:	Account Number:
-----------------	-----------------

If you do not have a CIBC account, please complete the following:

Mailing Address while in school: PO Box or Street Address Territory/Province Postal Code	
---	--

Please update ASETS staff of any changes to mailing address while in school.

Other Information:

Please provide other information you feel may be important in reaching a decision. (Use a separate sheet if you need more space.)

CONSENT CLAUSE, DECLARATION AND RELEASE OF INFORMATION

(To be completed by student)

1. I consent to and authorize the release of any personal information by my employer, banks or other financial institutions, mercantile organizations, aboriginal organizations, educational institutions and by federal, provincial, territorial and municipal government departments and agencies, including the Canada Customs and Revenue Agency to Dehcho First Nations ASETS. My personal information will be used to determine my initial and continued eligibility for funding and for the effective and efficient general administration and enforcement of the Dehcho First Nations ASETS Program.
2. In addition, I consent to and authorize the release of any personal information by Dehcho First Nations ASETS to any federal, provincial, territorial and municipal government departments and agencies for the purpose of the effective planning, development, delivery and monitoring of the Dehcho First Nations ASETS Program.
3. I understand that “personal information” means and includes:
 - my name, home or business addresses or home and business telephone numbers,
 - my national or ethnic origin;
 - my age, sex, marital status or family status, and date of birth,
 - my financial status and history;
 - any identifying numbers, symbol or other particular assigned to me such as my social insurance number, health care card number, or status card number;
 - information about my income tax returns and other taxpayer information as supplied to or from Canada Customs and Revenue Agency only; and
 - information about my educational or employment status and history.
4. Further I consent to and authorize the release of the personal information noted in clause (5) below, Dehcho First Nations ASETS to banks or other financial institutions, mercantile organizations, aboriginal organizations and education institutions. My personal information will be used to determine my initial and continued eligibility for funding and for the effective and efficient general administration and enforcement of the Dehcho First Nations ASETS Program.
5. I understand that the personal information that may be released to banks or other financial institutions, mercantile organizations, aboriginal organizations, and educational institutions are:
 - my name, home or business addresses or home and business telephone numbers;
 - my national or ethnic origin;
 - my age, sex, marital status or family status, date of birth; and
 - my financial status and history.

I agree to provide such additional consent to the release of my personal information as may be required from time to time by the Dehcho First Nations ASETS Program.

DECLARATION

I declare that the information submitted in this form and appendices are correct to the best of my knowledge.

I agree to:

- use any assistance received from the Dehcho First Nations ASETS Program funds towards the cost of my education and return any refunds of tuition or other fees and any Dehcho First Nations ASETS Program funds that I am not entitled to;
- immediately notify the Dehcho First Nations ASETS Program staff in writing if I change my status as a full-time student in an approved program, my study period, my marital status, the status of my dependents or financial status, any changes to my address(es), phone numbers and bank accounts;
- provide information or documents requested by the Dehcho First Nations ASETS Program staff to verify any statement made in this application; and
- to follow the terms and conditions of any funding documents that I may receive.

I understand that:

- I may have to repay my financial assistance now or in the future to the Dehcho First Nations ASETS Program if there are changes to my financial , marital, dependents or my status as a full-time student in an approved program;
- I may be denied financial assistance now and in the future, if:
 - I make false or misleading statement in this application;
 - I do not comply with a request from the Dehcho First Nations ASETS Program to provide information or documents so that information in this application may be verified;
 - my eligibility for Dehcho First Nations ASETS Program may be effected by income that I, or my spouse, receive from other sources; and
 - I have an outstanding debt to the Dehcho First Nations ASETS Program or its affiliates or to other funding agencies.

Signature of Student

Signature of Witness

Print name of student

Print name of witness

Date:

Date

Right to Appeal:

- **Clients applying for ASETS financial assistance have the right to appeal a decision of non-approval.**
- **Please discuss any questions or concerns with ASETS staff.**
- **Please be advised that DFN ASETS has the final word on the application approval process.**

APPENDIX “A” – FINANCIAL INFORMATION – Fall Term

Students must investigate the cost of tuition, textbooks, program supplies and other costs before leaving for school so that realistic budgets can be prepared.

Breakdown of expenses for Training/Education Project:

SFA Funding	Sep	Oct	Nov	Dec	Fall Term Total
Tuition & Fees	\$2,400	\$0	\$0	\$0	\$2,400
Textbooks	\$ 550	\$0	\$0	\$0	\$ 550
Living Allowance	\$ 850	\$850	\$850	\$850	\$3,400
SFA Fall Term	\$3,800	\$850	\$850	\$850	\$6,350

Students to pay for tuition & books with funds provided through SFA.

Actual Expenses	Sep	Oct	Nov	Dec	Fall Term Total
Tuition over \$2,400					
Textbooks over \$550					
Rent					
Utilities					
Transportation					
Food					
Total Actual Expenses					

Please note:

- Expenditures will be verified with completed SFA Form D, lease agreement and copies of utility bills.
- Please ensure you have available funds for damage deposit and utility deposits.

Funding less Expense	Sep	Oct	Nov	Dec	Fall Term Total
SFA Funding	\$3,800	\$850	\$850	\$850	\$6,350
Less Actual Expense					
Subtotal					
Personal Contribution					
ASETS Top-Up					
Total					

Please note:

- All applications must have personal/spousal contribution.
- All clients must submit completed SFA Form D for Winter Term programs

APPENDIX “B” – FINANCIAL INFORMATION – Winter Term

Students must investigate the cost of tuition, textbooks, program supplies and other costs before leaving for school so that realistic budgets can be prepared.

Breakdown of expenses for Training/Education Project:

SFA Funding	Jan	Feb	Mar	Apr	Winter Term Total
Tuition & Fees	\$2,400	\$0	\$0	\$0	\$2,400
Textbooks	\$ 550	\$0	\$0	\$0	\$ 550
Living Allowance	\$ 850	\$850	\$850	\$850	\$3,400
SFA Fall Term	\$3,800	\$850	\$850	\$850	\$6,350

Students to pay for tuition & books with funds provided through SFA.

Actual Expenses	Jan	Feb	Mar	Apr	Winter Term Total
Tuition over \$2,400					
Textbooks over \$550					
Rent					
Utilities					
Transportation					
Food					
Total Actual Expenses					

Please note:

- Expenditures will be verified with completed SFA Form D, lease agreement and copies of utility bills.
- Please ensure you have available funds for damage deposit and utility deposits.

Funding less Expense	Jan	Feb	Mar	Apr	Winter Term Total
SFA Funding	\$3,800	\$850	\$850	\$850	\$6,350
Less Actual Expense					
Subtotal					
Personal Contribution					
ASETS Top-Up					
Total					

Please note:

- All applications must have personal/spousal contribution.
- All clients must submit completed SFA Form D for Spring/Summer Term programs

APPENDIX “C” – FINANCIAL INFORMATION – Spring/Summer Term

Students must investigate the cost of tuition, textbooks, program supplies and other costs before leaving for school so that realistic budgets can be prepared.

Breakdown of expenses for Training/Education Project:

SFA Funding	May	Jun	Jul	Aug	Spring/Summer Term Total
Tuition & Fees	\$2,400	\$0	\$0	\$0	\$2,400
Textbooks	\$ 550	\$0	\$0	\$0	\$ 550
Living Allowance	\$ 850	\$850	\$850	\$850	\$3,400
SFA Fall Term	\$3,800	\$850	\$850	\$850	\$6,350

Students to pay for tuition & books with funds provided through SFA.

Actual Expenses	May	Jun	Jul	Aug	Spring/Summer Term Total
Tuition over \$2,400					
Textbooks over \$550					
Rent					
Utilities					
Transportation					
Food					
Total Actual Expenses					

Please note:

- Expenditures will be verified with completed SFA Form D, lease agreement and copies of utility bills.
- Please ensure you have available funds for damage deposit and utility deposits.

Funding less Expense	May	Jun	Jul	Aug	Spring/Summer Term Total
SFA Funding	\$3,800	\$850	\$850	\$850	\$6,350
Less Actual Expense					
Subtotal					
Personal Contribution					
ASETS Top-Up					
Total					

Please note:

- All applications must have personal/spousal contribution.

APPENDIX “D” – EDMONTON AREA SUPPORT FOR NORTHERN STUDENTS

Northern Student Education Initiative

The Northern Student Education Initiative (NSEI) is a program that helps NWT students attending postsecondary schools and training programs in the Edmonton area (some services are available to students at Red Deer College). The Northern Student Services Advisor helps you with the resources available on campus and in the community.

Support includes:

- help with searching for housing;
- tours of post-secondary schools and introductions to student services on campus;
- introduction to city living such as the bus system, banking, shopping, child care resources, schools;
- personal and financial counseling;
- help in searching for and getting information, resources; and
- help with completing NWTSFA documents

The Northern Student Services Advisor can be contacted at:

Northern Student Education Initiative
12046 – 77th Street
Edmonton, AB T5B 2G7
Phone: 1-780-477-6648 ext. 235
E-mail: nona_german@gov.nt.ca

Other Student Supports

There are many other types of support that can help you succeed at school such as:

- counselors
- medical staff
- school staff
- Aboriginal liaison coordinators

Check your high school, college, or university website or calendar.

APPENDIX “E” – ASETS Staff

Dehcho First Nations – Box 89, Fort Simpson NT X0E 0N0

Phone: 695-2610, Toll-free: 1-866-995-3748, Fax: 1-867-695-2038

gloria_buboire@dehcho.org - Financial and Administrative Management of ASETS, DFN Scholarship Program

Maxine Norwegian Training2@dehcho.org – All Dehcho communities except Fort Providence

Diane Simba Training1@dehcho.org – All Dehcho communities except Fort Providence

Shelly Hardisty Training3@dehcho.org – Assists with all Dehcho communities except Fort Providence

Deh Gah Gotie First Nation – Box 200, Fort Providence NT X0E 0L0

Phone: 699-7005/7006, Fax: 699-3005

Shirley Gargan - lta@dehgahgotie.ca – Fort Providence residents