



Nunavut Tunngavik Inc.

NUNAVUT INUIT POST-SECONDARY EDUCATION PROGRAM POLICY

Approved by the Board of Directors on March 21, 2024

1 Policy Statement

Nunavut Tunngavik Inc. (**NTI**) is a signatory to a 10-year agreement through Indigenous Services Canada (**ISC**) to deliver and support the Inuit Post-Secondary Education Program (**IPSEP**) to Inuit registered under the Nunavut Agreement (Nunavut Inuit). In Nunavut, Kitikmeot Inuit Association (**KitIA**), Kivalliq Inuit Association (**KivIA**), and Kakivak Association (**Kakivak**) (representing Qikiqtani Inuit Association (**QIA**), along with NTI, form the Nunavut Inuit Post Secondary Education Steering Committee to advise, inform, and deliver this program.

Under the IPSEP, KitIA, KivIA, and Kakivak, on behalf of NTI, provide funding that is accessible to Nunavut Inuit across Canada to address barriers to post-secondary education (**PSE**). As the direct service providers for Inuit PSE students, KivIA, KitIA, and Kakivak are herein referred to as the Regional Delivery Agents (**RDAs**).

The IPSEP initiative is part of a broader vision to increase Inuit PSE attainment rates to a level consistent with the non-Indigenous population of Canada. The Strategy supports activities under the following categories:

- Student Financial Support (Direct Student Support),
- Programs and Services (Indirect Student Support), and
- Community Engagement.

While the sections below provide clarity on the details of the IPSEP and how it should be implemented, exceptions may be reviewed on a case-by-case basis.

The RDAs and NTI will review this document on an ongoing basis, to make adjustments and refinements as needed to meet the needs of Nunavut Inuit and available funding.

The RDAs and NTI call on Indigenous Services Canada to fully fund this IPSEP Policy (Policy) to ensure adequate support for Inuit students and achieve the objectives. For the 2023-2024 and 2024-2025 fiscal years, the shortfall in funding is being covered by Makigiaqta Inuit Training Corporation by its Policy on Large-scale Initiatives Supporting Inuit on Post-Secondary Education, RST-BOD-24-01-09.

2 Purpose

The purpose of this Policy is to ensure appropriate guidelines are in place for the prudent allocation and administration of funding for the purposes of increasing the post secondary education attainment levels of Nunavut Inuit.

3 Scope

This Policy applies to NTI and all RDA staff, or their designates, involved in IPSEP delivery.

4 Principles

In implementing this Policy, NTI and the RDAs will be guided by the following principles:

- a) IPSEP funds shall be used for programs, projects, or initiatives that support, enhance, or promote Nunavut Inuit to pursue PSE, subject to the program Terms and Conditions provided by ISC,
- b) Decision-making processes shall be established through formal policies and procedures at each RDA,
- c) There shall be sufficient funding to support any program, project, or initiative undertaken pursuant to this Policy, and
- d) Programs, projects, or initiatives supported with NTI and the RDAs' funding shall be monitored and evaluated for results and reported to the RDAs, NTI, and ISC.

5 Definitions

ALTS - Adult Learning and Training Supports; funding provided by the Government of Nunavut for students undertaking training or upgrading, who are Nunavut residents.

Common-Law Spouse - A person is considered a common-law spouse if they are not married to you but have lived with you in a conjugal relationship for at least twelve continuous months prior to your program start date to the IPSEP.

Childcare Subsidy - Funding provided for the care of the student's dependent(s) while the student is attending school.

Dependent - A child, stepchild, adopted child, or a child under the student's custody or guardianship (legal documentation signed by the parents is required) under the age of 18, where they are financially dependent upon the student at the start of the school year for which they are receiving assistance. Foster children are not considered dependents under this policy. A dependent may also be over 18 if they are attending secondary school or if they have a permanent disability (supporting documents will be required).

Eligible Post-Secondary Institution - In-lieu of legislation and a Nunavut accreditation body, an institution generally recognized by an accrediting body such as the Association of Universities and Colleges Canada or the Association of Canadian Community Colleges.

FANS - Financial Assistance for Nunavut Students; funding the Government of Nunavut provides to post-secondary students who are Nunavut residents.

Full-time Student - A student enrolled in an eligible post-secondary institution, taking a full-time course load as defined by that institution. Students enrolled in open studies that are not part of a post-secondary education program or lead towards a program are not considered full-time students under this policy.

IPSEP - Inuit Post-Secondary Education Program; falls under the Inuit Post-Secondary Education Strategy administered by ISC and delivered by NTI and the RDAs.

ISC - Indigenous Services Canada or any successor Department.

QIA - Qikiqtani Inuit Association.

Qikiqtani Inuit - Inuit who are enrolled with QIA under the Nunavut Agreement.

Kakivak - Kakivak Association; a community economic development organization serving Inuit, delivering education and employment services in the Qikiqtani Region.

KitlA - Kitikmeot Inuit Association.

Kitikmeot Inuit - Inuit who are enrolled with the Kitikmeot Inuit Association under the Nunavut Agreement.

KivlA - Kivalliq Inuit Association.

Kivalliq Inuit - Inuit who are enrolled with the Kivalliq Inuit Association under the Nunavut Agreement.

NTI - Nunavut Tunngavik Incorporated.

Nunavut Inuit - Inuit enrolled under the Nunavut agreement, living inside and outside of Nunavut.

NWT FSA - Northwest Territories Financial Student Assistance; financial assistance the Government of Northwest Territories provides to students who are Northwest Territories residents.

Part-time Assistance - May include student allowance (prorated as determined by the student's course load), tuition, books, or childcare.

Part-time Student - A student enrolled in a post-secondary program taking a part-time course load as defined by that post-secondary institution. Students enrolled in open studies that are not part of a post-secondary education program or lead towards a program are not considered part-time students under this policy.

Post-Secondary Program - A program at an eligible institution, one academic year or greater in duration, leading to a certificate, diploma, or degree.

Preparatory Program - A university or college preparation program offered through an eligible post-secondary institution that helps students attain the academic level and experience required for entrance into and success at a post-secondary certificate, diploma, or degree credit program. A preparatory program may not be longer than two years in duration.

RDA(s) - Those organizations responsible for administering and delivering student supports directly to students, which include the Kitikmeot Inuit Association, the Kivalliq Inuit Association, and Kakivak Association.

Senior Management Committee - the Chief Operating Officer of KivIA, Executive Directive Director of KitIA, Executive Director of QIA and the Chief Executive Officer of NTI, or their designates.

Strategy - Inuit Post-Secondary Education Strategy.

Terms and Conditions - Indigenous Services Canada's Grants and Contributions Guidelines to support the Inuit Post-Secondary Education Strategy.

Transcript - An official document from an educational institution noting your course marks.

Urban Student - A student who is enrolled under the Nunavut agreement, but normally resides outside of Nunavut (not including during school terms).

6 Provisions

6.1 Management of Funds

- a) RDAs will ensure the IPSEP is managed in accordance with these program guidelines.
- b) Proposals and applications for funding will typically be reviewed by a committee, within the applicable RDA.
- c) Every approved application for funding must be:
 - i. Applied for in writing by the proposed recipient as specified in the schedules attached to this policy,
 - ii. Charged as an eligible expenditure against the funds available for that purpose,
 - iii. Approved by the appropriate authorities within the relevant RDA, and
 - iv. Supported by a *Contribution Agreement (CA)* signed by the appropriate authority within the relevant RDA and the recipient.
- d) Each RDA shall:
 - i. Maintain an accounting file for each project financed through an IPSEP Contribution Agreement,
 - ii. Maintain an accounting of each program category, and
 - iii. Inform the relevant RDA staff and appropriate directors of the expenditure status of each program fund in accordance with the typical procedures for that RDA.

6.2 Allocation of Funds

- a) Relevant RDA staff shall assess applications for funding to determine if applications meet specific program guidelines. The following general criteria will be considered when prioritizing applications:
 - i. The degree to which use of the requested funds may duplicate existing government programs and services such as, but not limited to, FANS, ALTS, or NWT SFA,
 - ii. The degree to which applicants have contributed funds or have accessed third party funding, such as partnerships with other organizations, or government funding, and
 - iii. The actual expenses the student may incur compared to their income from all sources including other funding.

6.3 Administration and Monitoring

- a) RDA staff shall:
 - i. Inform applicants of funding decisions in writing,
 - ii. Maintain records of decisions,
 - iii. Prepare Contribution Agreements for projects and initiatives,
 - iv. Maintain a database to inform project activities,
 - v. Monitor all projects and initiatives, and
 - vi. Assemble and maintain outcome/impact information as outlined in the funding agreement for use by ISC during its assessment of funds, and for use by NTI and the RDA in annual reports, briefings to NTI and RDA Boards, and presentations to NTI and RDA's memberships at annual general meetings.

6.4 General

- a) Correspondence to successful applicants and any information or announcements to the public concerning initiatives funded under this Policy shall acknowledge the support of the RDAs, ISC, NTI, and other funding sources and partners, as outlined in the program Terms and Conditions.
- b) Specific provisions for each category of funding are contained in the attached schedules to this Policy.
- c) The RDA Boards have adopted regional Conflict-of-Interest Policies that apply to this and all other RDA activities. The policies are designed to prevent conflicts of interest on the part of members of the Board and employees of RDAs in the delivery of this and other RDA programs and to ensure that all Nunavut Inuit receive fair and equal treatment. All decisions taken will ensure consistency with the policy.

7 Authority and Accountability

- a) The relevant senior authority within each RDA is accountable to the relevant RDA and NTI Board for the implementation of this Policy. This individual will review the provisions of this Policy and associated funds from time-to-time and make

recommendations to the NTI Board as appropriate. They will also review and approve any annual plans, as required by the agreement.

b) Applicable RDA staff will:

- i. Participate in the RDA Application Review Committee,
- ii. Review any work plans or reports prepared by the employment and education coordinator(s),
- iii. Serve as the main point of contact between ISC, NTI, and the RDAs on all matters pertaining to IPSEP,
- iv. Monitor the programs and services offered under the IPSEP, and
- v. Ensure annual audit, annual report, and any other required documentation is submitted to ISC or NTI, per the Terms and References of the IPSEP and the CA.

c) RDA staff are responsible for:

- i. Coordinating delivery of the IPSEP,
- ii. Community outreach and engagement focusing on the benefits of post-secondary accreditation and helping students prepare for their post-secondary experience,
- iii. Assisting with wraparound/indirect student supports such as tutoring, counselling, navigation services,
- iv. Client assistance and advisory services,
- v. Compiling program applications prior to submitting applications to the Application Review Committee,
- vi. Providing advice to senior staff on regional Inuit Post-Secondary Education needs and barriers as it relates to IPSEP,
- vii. Preparing reports for senior staff, as required, and
- viii. Integration with other regional, territorial, and national strategies to enhance or improve the state of PSE for Inuit in the associated regions, as requested.

8 Financial Resources

The ability for each RDA to provide funding to applicants pursuant to this Policy is dependent on there being sufficient unencumbered free balance in the appropriate fund for the fiscal year for which the funding is requested.

9 Appeals/Dispute Resolution Mechanism

Proposals and applications for funding are reviewed by the relevant RDA review committee. Preliminary approval will be granted by this committee. Within each RDA, the relevant senior authority will have final approval. Individuals dissatisfied with a decision made may appeal the decisions. Appeals must be made in accordance with the appeals process for the relevant RDA. The result of that appeals process will be final.

10 Conflict of Interest

- a) A conflict of interest exists when a decision on an application or proposal may be influenced by any direct or indirect personal relationship, financial or business interest, or any other interest or position which might affect the objectivity of the decision.
- b) Where a conflict of interest exists, or is perceived to exist, regarding an application or proposal being considered, RDA staff are required to:
 - i. Declare and disclose the conflict of interest and its general nature, and
 - ii. Refer the proposal or application to the appropriate staff member and the relevant senior authority within the RDA to ensure the RDA's Conflict of Interest Policy is adhered to.

11 Guidelines and Program Allowances

IPSEP Guidelines and IPSE Program Allowances shall accompany this policy. The Guidelines and Program Allowances will be drafted by RDAs and NTI and approved by the Chief Executive Officer after consensus by the Senior Management Committee.