

Chippewas of the Thames First Nation  
Gagige Gikinomaagoziwin Board of Education

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**Deshkan Ziibiing**

Chippewas of the Thames  
First Nation Gagige Gikinomaagoziwin  
Board of Education

# Bursary and Assistance Fund

## Guidelines and Application

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The Bursary and Assistance Fund  
is administered through the COTTFN Post-Secondary Program  
Applications are due on or before: April 1<sup>st</sup>, August 1<sup>st</sup>, and November 14<sup>th</sup>  
Chippewas of the Thames First Nation Gagige Gikinomaagoziwin Board of Education  
324 Chippewas Rd, Muncey, ON N0L 1Y0  
T: 519-289-0621 F: 519-289-0633 E: [postsecondary@chippewa-ed.on.ca](mailto:postsecondary@chippewa-ed.on.ca)



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## Chippewas of the Thames First Nation Gagige Gikinomaagoziwin Board of Education Bursary Assistance Fund Guidelines

### **RATIONALE:**

The Chippewas of the Thames First Nation Gagige Gikinomaagoziwin Board of Education Bursary Assistance Fund was created to help alleviate some of the financial stress post-secondary students may experience. Through the interest earned from the Big Bear Creek Trust, these funds are to be disbursed to Chippewas of the Thames First Nation post-secondary students. The Bursary and Assistance Fund recognized that students experience many trying moments when they are away from home, and even when they are attending school locally. Taking on a new program or trying to complete an unfinished program, any number of situations can arise. The Bursary and Assistance Fund is meant to assist students in as many financial circumstances as possible.

### **ASSISTANCE:**

Students applying for assistance may be granted a Bursary based on documented financial need in the amount specified in each category. The Bursary and Assistance Fund is set for International Students, Emergency, COTTFN Students, and Anishinaabe'aadziwin Language Program to meet the financial needs due to extenuating circumstances. Each application will be assessed by the Post-Secondary Counsellor and will be presented to the Kinoomaagegamig Board of Education for consideration. The decision of the Kinoomaagegamig Board of Education will be final, and there will be no appeal process.

### **ELIGIBILITY:**

Students who are registered members of the Chippewas of the Thames First Nation, including students who are living in the United States, are eligible for financial assistance. Proof of such will be required in the form of a copy of a status card or a current letter from Membership at the Chippewas of the Thames First Nation Administration office. Students must also produce proof that they are attending a higher learning institution. (i.e., acceptance letter)

Students accessing the Bursary and Assistance Fund are eligible for funding once per year, which includes Emergency assistance. It is not required that students be part of the COTTFN Post -Secondary funding program, we welcome all members in a higher education program to apply for the assistance as per guidelines per category.

### **APPLICATIONS:**

Applications will be available at the Education Office, Administration Office, Employment and Training office as well as online at [www.cottfn.com](http://www.cottfn.com). If you would like to have an application mailed to you, please send a request to:

Post-Secondary Bursary and Assistance Fund  
Chippewas of the Thames FN  
Board of Education  
324 Chippewa Road,  
Muncey, ON N0L 1Y0

Applications are due on or before: **April 1<sup>st</sup>, August 1<sup>st</sup>, and November 14<sup>th</sup>**. All funding requests must pertain to current school year. Applications can be faxed, scanned or emailed ([postsecondary@chippewa-ed.on.ca](mailto:postsecondary@chippewa-ed.on.ca)) all applications must be RECEIVED AT THE OFFICE on the day of or before the due date. No late applications or supporting documentation will be accepted. Original application must be mailed or delivered to our office. You will be notified that your application has been received either by telephone, email or mailed receipt. Please ensure your current working email, mailing address, and telephone number are on file correctly so you can be contacted. No other notifications will be sent until the final decisions

are made. If you have questions or wonder if your application has been received, please make sure to call the office within office hours of 8:30 – 4:30, Monday to Friday (closed statutory holidays).

When applying for the Bursary and Assistance Fund, please ensure you have completed your statement of need and included as many details as possible in order to help the team guide their decision regarding your situation. You are not required to disclose any details you are not comfortable with. However, all forms are confidential. You will be notified by email, telephone, and mail of the final decision of the Kinoomaagegamig Board of Education.

While the process of application may seem rigorous, the Chippewas of the Thames Kinoomaagegamig Board of Education has substantial responsibilities to ensure that a bursary is awarded with equity, confidentiality, and compassion in all instances.

Applicants must submit a statement of financial need to include as many details as possible such as:

- Clear introduction
- Challenges that you currently face
- How the student has tried to solve some of these challenges
- Past/present academic success
- Past/present extracurricular activities
- Student talents and unique gifts
- How the financial aid will help students achieve specific objectives
- Explanation on how the funds will be spent.
- Documentation of financial information (i.e., quotes, receipts)

Students must provide proof of financial need through bank statements, quotes for proposed expenses, evidence of outstanding bills, evidence of financial commitment, and lack of financial options.

The Gagige Gikinomaagoziwin Board of Education staff and/or trustees reserve the right to authenticate all information about the application before any decision is made. Once you have sent your application, you agree to the terms of authentication.

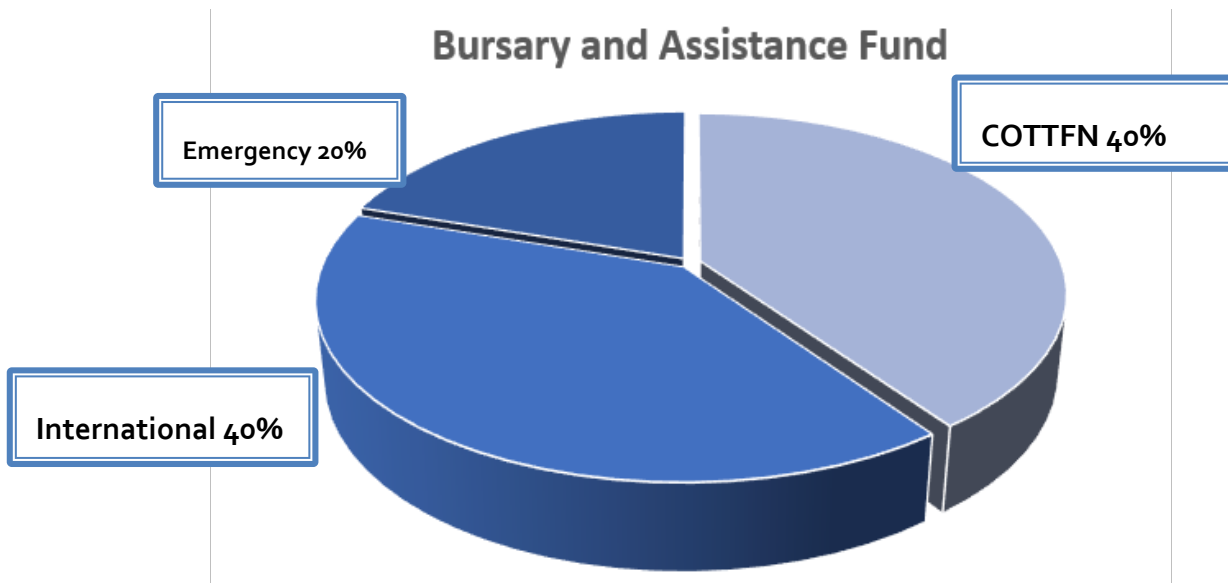
#### STUDENT RESPONSIBILITY:

It is the student's responsibility to fully complete and submit this application with all required documentation. The completed application needs to reach the Kinoomaagegamig Board of Education office either on or before the application due date. Any applications received after 4:30 pm (EST) on the due date will not be processed. However, you will be able to reapply for the next deadline date for consideration.

If there is any portion of the application you do not understand, it is the applicant's responsibility to contact the Education office to get assistance. Education staff are not permitted to alter or complete the applications in any way on behalf of applicants.

Currently, the Gagige Gikinomaagoziwin Board of Education has proposed these possible categories for the fund:

1. **COTTFN International Students** Fund to provide Chippewas of the Thames member students living in other countries an opportunity to apply for post-secondary assistance.
2. **Emergency** is a fund set aside to assist students when dealing with things outside of their control and life-changing situations.
3. **COTTFN Students**, while being funded students still fall very short of the mark when it comes to having enough money to cover all expenses. E.g., technology, rent, parking, etc.



Please read the examples listed in each fund to determine the fund that is most applicable to you. The following are examples, but not limited to. If you are unsure, please contact the post-secondary counsellor. In case of an emergency, please contact the Education Office as soon as possible.

<b>COTTFN STUDENTS</b>	<b>COTTFN INTERNATIONAL STUDENTS</b>	<b>EMERGENCY</b>
<ul style="list-style-type: none"> <li>• travel/ parking</li> <li>• rent</li> <li>• professional fees</li> <li>• school/program related workshops/conferences (outside of regular institution)</li> <li>• late &amp; application fees</li> <li>• tutoring</li> <li>• co-op/placement costs</li> <li>• internet/data</li> <li>• printing fees</li> <li>• travel for ceremony purposes</li> </ul>	<p><i>(Living outside of Canada)</i></p> <ul style="list-style-type: none"> <li>• tuition</li> <li>• living allowance</li> <li>• book/supplies</li> <li>• travel</li> <li>• parking</li> <li>• tutoring</li> <li>• professional fees</li> </ul>	<ul style="list-style-type: none"> <li>• a loss in the family or critical illness (travel)</li> <li>• traditional healing/mentoring/mental health 'breaks'</li> <li>• unexpected fees from rent, childcare,</li> <li>• books/supplies, tutoring</li> <li>• natural disaster, flood/water damage</li> <li>• personal (household) emergency</li> <li>• car breaks down</li> <li>• illness/medication, food/ special diet</li> </ul>

# Application Checklist

This application and required document checklist are provided to assist students in applying for the Bursary Assistance Fund. If any of the required documentation is not submitted at the time of your application, it will not be processed.

- ▲ PROOF THAT YOU ARE A REGISTERED BAND MEMBER OF THE CHIPPEWAS OF THE THAMES FIRST NATION. (COPY OF STATUS CARD)
- ▲ IF YOU ARE NEW TO THE CHIPPEWA OF THE THAMES FIRST NATION REGISTRY, YOU MUST PROVIDE A LETTER FROM MEMBERSHIP STATING THAT YOU ARE A REGISTERED MEMBER AND TWO PIECES OF PHOTO ID.
- ▲ PROOF THAT YOU ARE ATTENDING A POST-SECONDARY INSTITUTION. (COPY OF ACCEPTANCE LETTER)
- ▲ RECENT GRADES IF ATTENDING A SCHOOL CURRENTLY. (CAN BE AN UNOFFICIAL TRANSCRIPT)
- ▲ A COPY OF YOUR SECONDARY SCHOOL TRANSCRIPT AND DIPLOMA, OR PRIOR POST-SECONDARY TRANSCRIPT
- ▲ A COPY OF QUOTES TO SUPPORT THE FUNDING REQUEST. (IE, TUITION FEES, TEXTBOOK EXPENSES, QUOTE FOR LAPTOP, SOFTWARE, AND CAR REPAIRS, ETC.) OR RECEIPTS (IE, RENT, UTILITIES, PARKING)
- ▲ COMPLETE BUDGET TEMPLATE FORM.
- ▲ SIGNED CONSENT TO RELEASE OF PERSONAL INFORMATION
- ▲ PROVIDE A LETTER OF SUPPORT FROM A TEACHER, PARENT, OR FRIEND.
- ▲ THE ORIGINAL APPLICATION MUST BE MAILED OR DELIVERED TO THE EDUCATION OFFICE

For application assistance, please contact:

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Debbie Dolson  
Post-Secondary Counsellor  
Chippewas of the Thames First Nation  
Board of Education  
324 Chippewa Road  
Muncey, ON  
N0L 1Y0  
T: 519-289-0621 X205  
C: 226-282-1463  
F: 519-289-0633  
E: [ddolson@chippewa-ed.on.ca](mailto:ddolson@chippewa-ed.on.ca)  
Facebook: post-secondary Chippewa



**\*\*APPLICATION FORMS ARE PRIVATE AND CONFIDENTIAL WHEN FILLED OUT\*\***

## CHIPPEWAS OF THE THAMES FIRST NATION GAGIGE GIKINOMAAGOZIWIN BOARD OF EDUCATION BURSARY AND ASSISTANCE FUND APPLICATION

PLEASE INDICATE THE FUND YOU ARE APPLYING FOR:

COTTFN INTERNATIONAL STUDENT       COTTFN STUDENT

<b>Applicants Name:</b>	<b>Telephone:</b>	<b>Date of Application: (yy/mm/dd)</b>
<b>Street Address:</b>	<b>Email: (must be valid)</b>	<b>Date of Birth: (yy/mm/dd)</b>
<b>City:</b> <b>Province:</b> <b>Postal Code:</b>	<b>Gender: (circle)</b>  Male / Female	<b>Band Registry #:</b>  <b>1660</b> _ _ _ _ _
<b>Academic Period for this application:</b> Start date: _____ End date: _____ Date of Graduation: _____	<b>Enrollment: (circle)</b> NEW STUDENT CONTINUING STUDENT RE-ENROLL	<b>Student Profile: (circle)</b> Single Parent with dependents Student with spouse/dependents Single Student away from home Single Student living with parents
<b>Program of Study:</b>	<b>Institution Name:</b>	<b>Length of Program:</b> _____ <b>Current year of study:</b> _____
<b>Attendance:</b>  Full time / Part Time	<b>Delivery Method:</b>  Class/Online/Combined/Distance	<b>Program Level: (circle)</b> Level 1 – College –Diploma/Certificate Level 2 – Undergraduate B.A. Level 3 - Graduate/Professional, i.e. M.A., M.D. Level 4 – Doctoral, i.e., Ph.D.

**OTHER TRAINING AND/OR EDUCATIONAL PROGRAMS COMPLETED, PLEASE LIST: (must be completed)**

Institution	Course of Study	Length of Course	Funded by	Certificate/Diploma/Degree Obtained



1) Please provide the details of your education plan. (max. 100 words)

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2) Explain the steps you will take to reach those goals and how the **BURSARY AND ASSISTANCE FUND** will assist you in reaching your goals. Provide a statement of financial need.

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3) If the funds do not cover your needs, what is your plan to make up the rest? (i.e.) OSAP, Indspire, Financial aid, etc.

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4) Describe in detail your financial request. Provide a draft budget with the amount requested with as many supporting documents as possible (i.e.) course outline, rent, quotes, receipts etc. (Sample budget Appendix B)

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5) Please provide 1 letter of support regarding your application (sample letter, Appendix A)

6) If you are successful, at the end of the year, no later than April 30th, you will be required to follow up on the disbursement of funds and you will be required to show how the funds helped you.

**\*\*\*Failure to submit a final report can jeopardize any further education funding\*\***

The Kinooamaagegamig Board of Education staff and/or trustees reserve the right to authenticate all information pertaining to the application prior to any bursary being granted. Submission of an application implies agreement to the terms of authentication.

***DECLARATION: I acknowledge the information I have submitted is true and accurate to the best of my ability. I understand that submitting information that cannot be supported can and will affect my eligibility to be further funded by education dollars.***

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**CHIPPEWAS OF THE THAMES FIRST NATION GAGIGE GIKINOMAAGOZIWIN BOARD OF EDUCATION  
BURSARY AND ASSISTANCE FUND APPLICATION FOR EMERGENCY FUNDING**

<b>Applicants Name:</b>	<b>Telephone:</b>	<b>Date of Application: (yy/mm/dd)</b>
<b>Street Address:</b>	<b>Email:</b>	<b>Date of Birth: (yy/mm/dd)</b>
<b>City:</b> <b>Province:</b> <b>Postal Code:</b>	<b>Gender: (circle)</b> Male / Female	<b>Band Registry #:</b> 1660 _ _ _ _ _
<b>Current School Attending:</b> _____ <b>Program of Study:</b> _____	<b>Length of Program: 1 2 3 4</b> <b>(circle)</b> <b>Current year of study: 1 2 3 4</b>	<b>Student Profile: (circle)</b> Single Parent with dependents Student with spouse/dependents Single Student away from home Single Student living with parent

1) Please briefly explain what your emergency.

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2) Please outline the amount you are requesting with supporting documentation.

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3) At the end of the year no later than April 30th you will be required to provide a report on the disbursement of funds and how the funds helped you during your emergency.

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**DECLARATION: I acknowledge the information I have submitted is true and accurate to the best of my ability. I understand submitting information that cannot be supported can and will affect my eligibility to be further funded by education dollars.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



## Consent to Release of Personal Information

The completion and signing of this form by the student is a declaration of consent and permission to the allow \_\_\_\_\_ (Name of School) to share the personal information identified below with an authorized representative of Chippewas of the Thames First Nation Kinoomaagegamig Board of Education Post-Secondary office as listed below as third parties for the indicated period.

**Student Information**

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Academic Year: \_\_\_\_\_ Program: \_\_\_\_\_

**Chippewas of the Thames Kinoomaagegamig Board of Education Post-Secondary Office Third Party Information**

Name: Debbie Dolson-Young Position: Post-Secondary Counsellor

I, \_\_\_\_\_ (student name), consent to the release of information to an authorized representative of Chippewas of the Thames First Nation Post-Secondary Office (indicated with a check mark)

- Determine eligibility
- Verify eligibility
- Collection of information about me, my spouse/partner, my dependents, and/or any children in my care
- Attendance
- Academic progress reports, transcripts, grades, GPA
- Teacher's Comments
- Discipline Record
- Enrolment Status
- Funds received, OSAP payments, payment restrictions.
- Student Account (tuition fee, residence fee, school bursary, or grants received)

I further consent to the exchange of information with any service provider offering assistance within the mandate of the Chippewa of the Thames First Nation Kinoomaagegamig Board of Education Post-Secondary Program about paragraph 1 to verify my eligibility for educational assistance.

**Time Period during which information may be shared**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 (MM/DD/YYYY) (MM/DD/YYYY)

I have read and understand this consent for the release of information. With my signature below, I authorize the release of to the person(s) named on this form, during the time period indicated, the identified information pertaining to my enrollment as a student with the Chippewas of the Thames First Nation Kinoomaagegamig Board of Education Post-Secondary program.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*The information you provide and any other information placed in a student file will be protected and used in compliance with the Ontario Freedom of Information and Protection of Privacy Act and will be disclosed in accordance with this Act.*



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## Appendix A

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### Sample Support Letter

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]September 5, 2020

[Recipient Name]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [Name of Recipient]:

[Short introduction paragraph – include a brief statement about who you are and the purpose of the letter]

[Provide details and facts about your relationship to the person being recommended as well as facts about the individual including positions, employment dates and responsibilities.]

[Provide a statement about whether or not the individual is qualified or recommended by you.]

[Provide examples that support your recommendation.]

[Close the letter by summarizing your recommendation and stating whether you would be willing to further communicate with the recipient.]

Sincerely,

(Your Name)



## Appendix B

<b>SIMPLE BUDGET WORKSHEET FOR STUDENTS</b>			
<b>CATEGORY</b>	<b>MONTHLY</b>	<b>SEMESTER</b>	<b>YEARLY</b>
<b>Income:</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
from jobs			
from parents			
from student loans			
from scholarships			
from financial aid			
miscellaneous income			
<b>Income subtotal:</b>			
<b>Expenses:</b>			
rent			
utilities			
childcare			
tuition			
groceries			
car			
insurance			
gasoline/oil			
car maintenance			
entertainment			
books			
computer			
cellular phone			
miscellaneous expenses			
<b>Expenses Subtotal:</b>			
<b>NET INCOME (income -expenses)</b>			