



1. PREAMBLE

Initially and fundamentally, the post-secondary support program was developed with the intent of standardizing the norms for all Natives in Canada.

Taking into account the evolution of society, the multiplication and diversification of training programs, their specialization and the increasing number of our student population, we must develop programs that will enable us to meet present and future needs.

Bearing this in mind the post-secondary and occupational skills support programs have to be brought up to date, confirmed, adjusted or even corrected as the case may be.

We have not undertaken to review the program because it would have failed its objectives or because we intended to make a clean sweep. It had to be renewed or brought up to date so as to secure these appointments we have with our future and because the well-being of a community is also dependent on its willingness to re-evaluate and improve itself, to re-adjust and bring its objectives and norms up to date.

To state that this renewal has become necessary is also to state to whom it must benefit: it is first and foremost in the interest of students themselves so as to develop and increase their sense of autonomy while also ensuring them adequate support and counselling services.



2. INTRODUCTION

At the dawn of the XXIst century education has become a development and investment priority for the Huron-Wendat Nation. The Huron-Wendat Nation's Council has identified education as a major determining element of its orientations and performance criteria, and even the basis of self-government.

The present employment crisis during which employment opportunities do not meet with requirements requires that our community strive for an overall increase of education and cultural levels in order to meet social and economic stakes. This definitely appears as a turning point in the future of developing generations.

The Huron-Wendat Nation's Council intends, through these occupational skills and post-secondary support programs, to continue in its efforts to help students be successful in their studies and thus become individuals who will contribute, through their knowledge and expertise, in the development and achievement of this community project aimed at self-government.



3. GENERAL OBJECTIVE

To encourage personal responsibility and promote success by offering financial support to students who pledge to complete a training program offered by recognized occupational skills training facilities or post-secondary institutions, to this effect, the policy provides for the availability to students of substantial financial assistance for payment of their tuition fees, to cover the cost of books and supplies required for their training and for a living allowance to help cover the costs of lodging, food, clothing, transportation, etc.



4. AVAILABLE SERVICES

Along with financial support made available to students to help in the pursuit of their training, the "Centre de développement de la formation et de la main-d'œuvre Huron-Wendat" also ensures the availability of various services to help each make the best possible choices and of professional support. These include professional guidance and information services, a vocational information centre with documentation on training institutions and programs offered, a video library and a computer lab amongst others.

Besides these services made available directly by the "Centre de développement de la formation et de la main-d'œuvre Huron-Wendat", it is important for all and specially the students not in the Québec geographical area, to note and remember that comparable services are made available by all training institutions. Whether seeking professional help in making choices, to consolidate those made, to obtain information or for any other reason, students should not hesitate to consult with these services.



5. DEFINITIONS

- **Huron-Wendat**

Individual whose name appears on the official registry of Indians as defined by the Indian Act and maintained by the Department of Indian and Northern Affairs, and listed as member of the Huron-Wendat community.

- **Year of Allocation**

A year of allocation refers to three school semesters of approximately four months each, i.e. a Fall semester (September to December), a Winter semester (January to April) and a Summer semester (May to August). Specific dates when each semester begins and ends are as established by each training institution.

- **Post-secondary**

Post-secondary training consists of training programs which:

- a) have high school diploma as normal prerequisite for admission;
- b) are offered by institutions officially recognized at the post-secondary level by appropriate authorities;
- c) are sanctioned by an official post-secondary diploma.

Within this policy, post-secondary studies have been divided into four levels which are:

+ **Level 1**

College level studies leading to an AEC (College level attestation) and pre-university programs or technical training leading to the labour market and a DEC (College level diploma).

+ **Level 2**

Undergraduate level studies leading to a certificate, diploma or bachelor's degree.

+ **Level 3**

Graduate studies leading to a graduate diploma or master's degree.

+ **Level 4**

Graduate level studies leading to a doctorate degree (PhD).

+ **Occupational Skills Training**

Occupational skills training refers to high school level training sanctioned by an occupational skills diploma (DEP or "Diplôme d'Études Professionnelles") or an occupational specialization attestation (ASP for "Attestation de Spécialisation Professionnelle") with indication of the specific trade.

It should be noted however that issuing of support for this last type and level of training can be suspended or revoked at any time without prejudice to training undertaken.

• **Full Time Studies**

Eligibility to support for living allowances is dependent on pursuing a recognized program of studies on a full time basis. If the training institution attended is in Québec this means:

- Follow a total of at least 12 units or 180 hours of training in the case of high school level occupational skills training;
- Follow 4 courses or 180 hours of instruction at college level;
- Follow courses for a minimum of 12 units at university undergraduate level;
- Be confirmed considered registered as a full time student by the training institution at graduate levels (masters and PhD).

In spite of being considered registered on a part time basis by the training institution a student will nevertheless be considered as on a full time basis under this policy if:

- He can demonstrate he is attending said institution so as not to prolong unnecessarily his training period;
- His course load is equivalent to that of a full time student.

This definition does not apply to students having to repeat a course or courses they have failed or have discontinued during the two previous semesters of training.

• **Studies Outside Of Québec**

Documented evidence will have to be provided by the training institution confirming full time student status.

• **Distant Education And Correspondence Courses**

Distant education refers to televised university courses (télé université), training through internet and a variety of courses offered on a correspondence basis.

- **Post-Secondary Training Institution**

Designates an institution officially accredited by a province to issue grades, diplomas or certificates, or training institutions affiliated to post-secondary institutions or offering accredited post-secondary training programs as a result of agreements with post-secondary training institutions.

- **Public Canadian Institution**

Designates a post-secondary training institution funded mainly or in large part by the federal government and/or provincial governments.

- **Private Post-Secondary Institution**

Designates a Canadian or foreign post-secondary training institution which is funded mainly or in large part by sources other than governments.

- **Student**

Designates a person pursuing studies at the occupational skills or post-secondary levels.

- **Single Or Self-Relying Student**

Designates the individual who no longer resides with parents and is financially responsible for the maintenance of his own living quarters. Documented evidence of this must be made available upon request.

- **Student Living With Parent Or Guardian**

Designates a person who still resides with parents or guardian and who is consequently not financially responsible for maintenance of the living quarters or the house.

- **Student Living With Parents Or Guardian Receiving Income Security Benefits Or Whose Income Is Inadequate**

Designates a person who still resides with parents or guardian whose income is limited to income security benefits.

- **Single Student With Dependents**

Designates a person who has the financial responsibility for the maintenance of a child or children or other minor persons who are not themselves receiving financial support from other sources (post-secondary support, student assistance from provincial governments, etc.).

- **Student Employed Full Time**

Individuals who are employed for a minimum thirty (30) hours per week will be considered as employed on a full time basis.

- **Dependents**

Can be considered as dependents only the natural child or children of the student or those he can document having guardianship, who are still minor in age and are not receiving any financial support from other sources (employment insurance, income security, educational assistance from a band council or a department) or salary income.



6. POSTSECONDARY

BASIC PRINCIPLES

There exists in Québec, in Canada and abroad an important variety of recognized public and private institutions which offer training programs. Those wishing to undertake or pursue training consequently have a good variety of institutions amongst which to choose. All remain free in their choice providing they are willing to accept financial consequences of the ones they make within the following limits:

- **Acceptable Expenses**

These refer basically to expenses deemed required for the pursuit of studies. They concern mainly those applicable to tuition fees, living expenses and cost of required books and supplies.

It should be noted that no financial support applies during any period of time during which a student:

- Is incarcerated;
- Receives income security benefits;
- Participates in a program of studies offered and funded by Human Resources Development Canada;
- Participates in a program funded by the "Commission de développement de la formation et de la main-d'œuvre huronne-wendat" (CLPN huronne-wendat);
- Participates in a program of studies funded by "Emploi Québec" (individual support for training) and offered in a public high school level training institution or public college.

- Participates in a program of Student financial assistance programs

- **Designated Training Institutions And Recognized Programs Of Study**

In order to qualify for financial assistance, students must have gained admission in a recognized and designated training institution.

Criteria used to designate training institutions and recognize training programs vary depending if they exist or are available in Québec or elsewhere.

- Designated training institutions and programs of study recognized for assistance:

- **Training Institutions Outside Québec**

In Canada:

Universities and colleges which are members of the Canadian Association of Universities and Colleges or are affiliated to it.

Post-secondary training institutions which are funded or designated by the government of each province.

Foreign Institutions:

Post-secondary institutions designated by the governments of each country.

Students wishing to attend foreign institutions will be funded under this program only if the institution chosen is designated and the program of study recognized.

In all cases the financial assistance will be issued in Canadian currency and the maximum level granted will be limited to those of actual costs as charged by the nearest institution to the student's place of residence which offers at the best possible cost a program of study comparable to the one sought.

LEVEL 1

+ Pre-University Two (2) Years Or Four (4) Semesters College Level Training

- **Tuition Fees**

Since this type of pre-university training is available in all public colleges or CEGEPS, the maximum level of support granted by the CDFM will be limited to actual costs charged by these colleges.

Actual costs to attend a private institution may however be considered in cases where the program considered is not offered in public colleges or the applicant can demonstrate not having gained admission in a public college in spite of having submitted an application along with all required supporting documentation and within applicable deadlines.

- **Books And Supplies**

For this level of studies, the CDFM will grant an amount of 45,00 \$ per course to which the applicant is actually registered in order to help in the purchase of books and supplies.

- **Living Allowances**

Living allowances will be granted to students pursuing their studies on a full time basis and according to monthly rates which vary depending on the individual situation of each (see table C). First year college or occupational skills level students whose training institution is within 30 km are not eligible to rates applicable to single or self-relying students (see table C). Please note that this assistance is available only for a period of 5 terms or 22.5 months.

+ College Level Three (3) Years Or Six (6) Semesters Technical Training

- **Tuition Fees**

In cases where the training sought is offered in public colleges the maximum level of assistance that will be granted by the CDFM will be limited to actual costs charged by these colleges. Actual costs to attend a private institution may be considered in cases where the training sought is not offered in public colleges or the applicant can demonstrate that he has failed to gain admission at the first turn in spite of having applied within deadlines and having provided all required supporting documentation with his application.

- **Books And Supplies**

For this type of training, the CDFM will grant an amount of 45,00 \$ per course to which the applicant is actually registered.

- **Living Allowances**

Living allowances will be granted to students pursuing their studies on a full time basis and according to monthly rates which vary depending on the individual situation of each (see table C). First year college or occupational skills level students whose training institution is within 30 km are not eligible to rates applicable to single or self-relying students (see table C). Please note that this assistance is available only for a period of 7 terms or 31.5 months.

**LEVEL II: UNDERGRADUATE STUDIES LEADING TO A CERTIFICATE, A
DEGREE OR A BACHELOR'S DEGREE**

**+ CERTIFICATE AND DIPLOMA PROGRAMS LASTING ONE OR TWO
YEARS (2 TO 4 TERMS)**

- **Tuition Fees**

The CDFM will grant an amount of support equal to the cost of tuition as charged by the nearest institution to the applicant's place of residence which offers the training sought or its equivalent.

- **Books And Supplies**

The CDFM will grant an amount of 65,00 \$ per course to which the student is registered.

- **Living Allowances**

Students who will pursue full time studies will receive the monthly allowance rate applicable in their situation. The total period of time during which this support will have been issued will be deducted from the overall total period during which it would apply for undergraduate level studies (see table C).

+ Undergraduate Bachelor Programs Lasting 3 Or 4 Years Depending On Programs

- **Tuition Fees**

Tuition fees will be covered by the CDFM at the rates charged by the nearest institution to the student's place of residence which offers the required program of study or its equivalent.

- **Books And Supplies**

The CDFM will grant an amount of 65,00 \$ per course to which the student is registered.

- **Living Allowances**

Students pursuing full time studies will be granted a monthly living allowance based on rates applicable to their situation. The maximum total duration during which these allowances will apply will be limited to the actual normal duration of the program of studies followed (see table C).

**LEVEL III: GRADUATE LEVEL STUDIES LEADING TO A GRADUATE
OR MASTER'S DEGREE AND WHICH USUALLY LAST TWO
YEARS**

- **Tuition Fees**

The CDFM will cover the cost of tuition fees to the level of actual fees charged by the nearest institution to the student's place of residence which offers training required or its equivalent.

- **Books And Supplies**

The CDFM will grant an amount of 65,00 \$ per course to which the student is registered.

- **Living Allowances**

Students pursuing full time studies will be granted a monthly living allowance based on rates applicable to their situation (see table 9.0). It should be noted that financial assistance for this level of studies will be limited in duration to a maximum of 5 terms or 20 months. Months of support that will not have been issued at this level may be carried over to the next level of studies which are doctorate level studies (see table C).

LEVEL IV: STUDIES LEADING TO A DOCTORATE DEGREE (PhD)

- **Tuition Fees**

The CDFM will cover the cost of tuition fees to the maximum level of actual fees as charged by the nearest institution to the student's place of residence with offers the training required or its equivalent.

- **Books And Supplies**

The CDFM will grant an amount of 65,00 \$ per course to help the student acquire required books and supplies.

- **Living Allowances**

Students pursuing full time level studies will be granted a monthly living allowance based on rates applicable in their situation. It should be noted that financial assistance for this level of studies will be made available for a maximum total duration of 6 terms or 24 months (see table C).

Distant Education And Correspondence Courses

Training programs offered by Télé-Université, through Internet or by correspondence.

- **Tuition Fees**

Tuition fees will be covered by CDFM to the level of actual costs charged by institutions

concerned.

- **Books And Supplies**

No financial assistance will be granted for books and supplies for this type of training.

- **Living Allowances**

No assistance will be granted to students for living allowances while pursuing this type of training.



7. ACHIEVEMENT INCENTIVE

An incentive grant of 700,00 \$ will be issued to each student pursuing regular pre-university or technical college level programs of study or university undergraduate level programs leading to a bachelor's degree in cases where they will have successfully completed the training and obtained the diploma within the normal duration of the program as established by the training institution. The normal length of these programs is usually two years or 4 terms in the case of pre-university college level programs, of three years or 6 terms for college technical programs and of 3 or 4 years (6 or 8 terms) for bachelor's degree programs depending on the program pursued. This incentive will apply only in the case of regular college level university undergraduate programs and consequently not in the case of programs leading to college level attestations, college preparatory year, university undergraduate certificate or diploma programs, nor in the cases of graduate level studies leading to masters and PhD degrees, nor also in any case of special programs of studies such as those offered through distant education or through correspondence. **Undergraduate level studies will furthermore have to have had a minimum of five (5) courses caseload each term during completion.**



8. LIMITS TO FINANCIAL ASSISTANCE

Financial assistance provided under the terms of this policy and put at the disposal of members of the community to enable the pursuit of post-secondary or occupational skills training remains limited both in level and in duration.

- **Tuition Fees**

The CDFM will cover the cost of tuition fees as established by public institutions or private institutions when the program of study sought is not available in public institutions. This clause, however, does not include college level attestations or preparatory years of study.

- **Books And Supplies**

An amount of 45,00 \$ per course at college level and 65,00 \$ per course at university level will be issued to students at the beginning of each term. No assistance will however be granted in the case of courses that are repeated.

- **Living Allowances**

The normal duration of the program of study undertaken will constitute the duration of eligibility to assistance for post-secondary and occupational skills training from the CDFM. Under certain circumstances and providing the need be justified, an additional term of assistance can be granted to enable the completion of a program of study. Students however have to demonstrate that this will suffice to enable completion. These extensions apply only to levels I and II students.

- **Living Allowances For Dependents**

Living allowance rates are readjusted to account for each dependent under the financial responsibility of a student.

- **Duration**

The maximum duration during which living allowances may be issued to students will correspond to the official length of the program of studies pursued. For pre-university college level programs this would be two years or 4 terms, for professional college level programs three years or 6 terms, for undergraduate bachelor level studies 3 or 4 years (6 or 8 terms) depending on the program pursued and the institution attended this being even variable from one province to another. It is important to note here that months of living allowances support that will have been issued while pursuing special programs such as preparatory year for college, college attestations, university certificates, graduate diploma studies, etc. will be deducted from the total number of months applicable at each level. The same applies for students who choose to continue as full time students during Summer terms.



9. MONTHLY ALLOWANCE RATES

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Situation	Amount
◆ Student living with parent or guardian	350,00 \$
◆ Single or self-relying student	750,00 \$
◆ Student living with parent or guardian receiving income security benefits or whose income is inadequate	495,00 \$
◆ Single student with dependents 1 dependent 2 dependents 3 dependents <i>50,00 \$ / monthly for each additional dependent</i>	1 050,00 \$ 1 150,00 \$ 1 300,00 \$



10. OCCUPATION SKILLS TRAINING

- **Choice Of A Training Institution**

Being of high school level this type of training is offered by school boards. It is also offered by a variety of private institutions but at costs which are more expensive. The CDFM will cover only for training offered by school boards.

- **Eligibility**

Financial assistance for occupational skills training will apply only to persons who:

- reside on the Wendake territory;
- are already pursuing high school level general or occupational skills training;
- have all required prerequisites;
- transfer from their present program to an occupational skills program without interruption between both.

+ For Programs Ranging Between 600 And 900 Hours In Duration

Applicants must have previously successfully completed certain units of secondary 3 level in

language of instruction, second language and mathematics or being recognized as equivalent from the Department of Education (MEQ).

+ For Programs Ranging Between 900 And 1800 Hours In Duration

Applicants must have previously successfully completed certain units of secondary 4 level in language of instruction, second language and mathematics or being recognized as equivalent from the Department of Education (MEQ). (MEQ).

+ Trade Specialization Programs

Applicants must have previously successfully completed an occupational skills or trade specialization in a related field. These specialization programs usually range between **450 and 900** hours in duration.

+ Limits Of Assistance For Occupational Skills Training

- **Duration Of Assistance**

The duration of eligibility to assistance for this type of training will accord with the official duration of the training pursued. No extension to the duration of assistance will be granted should the student fail to complete training within the normal delay.

- **Number Of Programs**

Financial assistance will be made available by the CDFM to enable the completion of only one occupational skills training program.

+ Type Of Assistance

- **Tuition Fees**

At no time will assistance granted for tuition fees exceed the costs as charged by school boards.

- **Books And Supplies**

A total grant of 200,00 \$ per school year will be issued to students pursuing an occupational skills or trade specialization program of studies for the purchase of required books and school supplies.

- **Living Allowances**

Living allowances will be granted to full time students for a total period of time not exceeding that of the normal duration of training pursued and no extension whatsoever will be granted. First year

college or occupational skills level students whose training institution is located within 30 km will not be eligible to rates applicable to single and self-relying students (see table C).

- **Repercussions On Living Allowances For Post-Secondary Level Studies**

The total number of months during which living allowances will have been issued to a student for occupational skills training will be deducted from the total number of months during which he would have otherwise qualified should a student continue on to college level studies afterwards.

A student for instance who would have received living allowances during a full school year (2 terms) for occupational skills training and chooses to continue on to undertake a college three (3) years or six (6) terms technical training may have to undertake it knowing ahead of time that his eligibility to living allowances assistance may be terminated before completion of said training.

It should be noted that the "Conseil de la Nation huronne-wendat" may suspend or terminate financial assistance for this type of training at any given time.



11. GENERAL ARRANGEMENTS

- **Applications For Assistance**

In order to be considered for financial assistance for occupational skills or post-secondary level studies, one must of course first have submitted an application for it to authorities of the CDFM within delays stipulated in the policy. One must also provide with the application all documentation that may be required to establish eligibility and to determine level of assistance that applies.

- **Required Supporting Documentation**

Along with application form, candidates must provide the following required supporting documentation:

- + Copy of birth certificate (when applying for the 1st time);
- + Birth certificate for each dependent claimed (with 1st time applications);
- + Proof of admission by training institution;
- + Copy of timetable or of courses chosen;
- + Breakdown of achievement for previous term;
- + Application form duly completed and signed;
- + Bank deposit authorization form;

- + Proxy form duly completed and signed authorizing CDFM authorities to produce and/or receive information deemed required;
- + Copy of one's lease, proof of residency or any other required document;
- + Proof of single-parent family status when applicable: copy of the court judgement or affidavit.
- + Specimen cheque

- **Deadlines**

For programs beginning at Summer or Fall terms:

- April 1st of current year

For programs beginning at Winter term:

- November 1st of current year

Applications received after applicable deadlines or submitted without all required supporting documentation will be put on a waiting list to be reconsidered at a later date depending on the availability of funds.



12. PROXY

In order to be considered for financial assistance, each applicant must sign a proxy form authorizing the CDFM to request and obtain from institutions or concerned bodies required personal information. This refers mainly to information enabling to establish one's eligibility under the policy and to ensure follow up during training (timetables, choice of courses, confirmation of student full or part time status, breakdowns of achievement, confirmation of completion of studies, etc.).



13. AUTHORIZING BANK DEPOSITS

The issuing of financial support by the CDFM will be made by depositing directly in the account of each student in a "Caisse Populaire". Each applicant must consequently provide with his application information enabling to identify the specific establishment where he has his account,

its address, the applicable transit number and of course his personal account number. The form authorizing the CDFM to make these deposits directly into his account must also be completed, signed and provided.



14. METHOD OF PAYMENT

Issuing of assistance will be by direct deposit in the students' account twice each month:

- **1st deposit:** This deposit will include living allowance for the following month. Dates of these deposits will be specified at the beginning of each school year. This should always be around the 25th of each month.
- **2nd deposit:** These deposits are intended to ensure reimbursements or adjustments of amounts initially granted when required. They should usually occur around the 15th of each month.



15. RESPONSIBILITIES AND OBLIGATIONS OF STUDENTS

Students who submit an application for financial assistance have the responsibility to ensure they also respect deadlines established in the policy and that they provide with it all required supporting documentation enabling it to be considered. Failure to respect these requirements may result in additional unpleasant and unnecessary delays in it being dealt with or even it not being considered by administration of the CDFM.

- **Efforts Expected**

The CDFM expects students being funded by them to make adequate efforts to succeed in their training. Help and support services are available both at CDFM administration quarters and within all training institutions. It does however remain the individual responsibility of each student to resort to these services if they encounter difficulties.

- **Achievement Reports**

Each student has the responsibility to forward copy of breakdown of achievement and ultimately

of their diploma to the of the CDFM. These achievement reports remain the only documents that enable follow-up, establish success, identify problems or failures and establish attendance. Failure to provide this documentation within a reasonable delay (one month after the beginning of a given term) will result in the issuing of living allowance assistance being withheld.

- **Dropping Out And Change Of Student Status**

Students have the responsibility to inform the CDFM if dropping out of a program of study or even of any given course. Dropping out of one or more courses can very well change the student status from full to part time and require that level of assistance that applies be revised.

- **Managing One's Financial Educational Assistance**

Each student has the responsibility to manage adequately funds being granted by the CDFM. Help is available at the CDFM for those who may encounter difficulties in managing their budget.

- **Lodging**

Students who choose to no longer live with their parents must provide with their application a copy of their lease, of the contract they may have signed for the rental of a room in a room and board facility, or any other relevant documentation. Students remain individually responsible for any financial commitment they may contract with an individual landlord, a society or an institution.



16. CONSEQUENCES FOR NOT MIVING UP TO THESE OBLIGATIONS

Financial assistance made available to students to help in the pursuit of their training is not automatic and unconditional but rather a privilege that also comes with certain obligations. Not living up to these obligations can obviously have various consequences.

- **Refusal, Reduction, Annulment**

Administration of the CDFM may, if an application is submitted after applicable deadlines or if items 5 and 9 are not respected, refuse said application, reduce or completely cancel applicable financial assistance and even request reimbursement of that already issued.

- **Amounts Due And Method Of Reimbursement**

Students who may have received financial assistance from the CDFM without being entitled to it must reimburse these amounts totally and immediately unless they come to some agreement with

administration on the method of reimbursement. This could apply for instance if a student has been issued too high an amount for living allowances because of a change from full to part time status as a result of dropping one or more courses and failure to inform the CDFM of these changes.

- **False Declarations**

Any individual who may have received financial assistance as a result of false declarations will be required to reimburse said assistance totally and immediately to the administration of the CDFM.

- **Failure Tax**

During Fall of 1996 the Québec Department of Education implemented a tax in cases of failure for students pursuing a regular college level program leading to a college diploma (DEC). This was obviously a financial penalty for failures. The CDFM will in no case assume financial responsibility for these fines which will remain the responsibility of each individual student concerned.

- **Repeated Or Multiple Failures**

Any student who fails half or more of the courses to which he is registered will automatically see his case be revised. It remains the individual responsibility of each student to inform the CDFM if encountering academic difficulties and to seek assistance. In cases of repeated or multiple failures the following special measures will be applied:

- **The first time this may occur** the student will be notified officially by registered mail that means to improve his academic achievement are to be sought.
- **The second time this may occur** the student will see his eligibility to financial assistance for living expenses suspended for one complete semester (Fall or Winter).
- **The third time this occurs** the student will see his eligibility to financial assistance for living expenses be suspended for an entire calendar year (Fall, Winter and Summer semesters).

- **Personal Training Or Upgrading**

The policy does not provide for any assistance whatsoever for this type of training or upgrading even in cases where it may be job or training related.

- **Specialization**

Expenses encountered for licensing exams required to adhere for instance to a professional

corporation will be covered or reimbursed upon submission of a bill or of an original receipt.

- **Probation Periods**

Eligibility to assistance for living expenses will continue during periods of probation in cases where:

1. The period of probation is mandatory and carries credits on the part of the training institution;
2. No salary is issued to the student for services provided during this probation.

It should be noted also that expenses for travel and special material or equipment remain the financial responsibility of individual students.

- **Computers**

Personal computers are not considered as equipment that qualifies to be funded. The CDFM ensures that the computer laboratory equipment is at the disposal of students during certain periods of time. Individual students are also eligible to loans made available by the Québec Department of Education for the purchase of computer equipment.

- **Levels Of Priority**

Should funding for the program be or become insufficient, applications will be dealt with according to the following levels of priority:

- I. Only tuition fees for post-secondary and occupational skills training will be funded;
- II. Only tuition fees and assistance for books and supplies for post-secondary and occupational skills training will be funded;
- III. Tuition fees, assistance for books and supplies and allowances for living expenses will be prorated to account for the individual situation of each student as outlined in table C.

Anyone who wishes to receive copy of this policy can obtain it by sending a request to the administration services of the CDFM Huron-Wendat