



STUDENT BURSARY PROGRAM

Certificate in First Nation Tax Administration

PURPOSE

The objective of the First Nations Tax Commission (FNTC) Education program is to promote an understanding of the real property taxation systems of First Nations in Canada, develop training programs for First Nation real property tax administrators, and to build capacity in First Nations to administer their taxation system. The FNTC has developed a partnership with the Tulo Centre of Indigenous Economics (Tulo Centre) and Thompson Rivers University (TRU) to provide students with an accredited education program that results in an understanding of how to provide administrative and legal certainty as well as quality infrastructure to facilitate investment on First Nations lands. The FNTC has developed a student bursary program to provide financial support to property tax administrators working in First Nations in Canada to attend courses in property tax administration and First Nation economics.

POLICY

The FNTC administers and manages the student bursary program in a fair and equitable manner. The maximum bursary available to a student will cover tuition, a portion of travel, accommodation, and meal cards (when applicable) to attend a qualifying course/program in person. Courses qualifying for the FNTC bursary program include those offered through the Tulo Centre only. The availability of student bursaries is determined by the FNTC on an annual basis and may be changed by the FNTC without notice. Schedule, course, content, tuition, travel, meal and accommodation rates are subject to change without notice.

STUDENT RESPONSIBILITIES

It is expected that students will conduct themselves towards staff, instructors and fellow students in a manner consistent with the goals and professional demeanor of a higher education institution. The FNTC promotes a safe and inclusive environment for teaching and learning.

ELIGIBILITY CRITERIA

Applicants are required to provide the following information in order to be considered for an FNTC Student Bursary:

- ▶ Proof of employment with a First Nation in Canada in the property tax administration area.
- ▶ A demonstrated involvement in the area of First Nation property tax administration and in professional development.
- ▶ Completed application form.
- ▶ Proof of attendance and achievement of a passing grade on previous FNTC programs if applicable.

The applicant agrees to the following:

- ▶ To abide by the terms and conditions of the FNTC Student Bursary Program including the attendance and cancellation policies.
- ▶ To allow the Tulo Centre of Indigenous Economics to release the following bursary recipient information to be collected by the FNTC: attendance records and grade achieved.
- ▶ To abide by the rules and policies as set out by the Tulo Centre Certificate in First Nation Tax Administration Student Handbook.
- ▶ To notify the FNTC immediately if unable to attend a course they are registered for under the student bursary program.

SELECTION PROCESS

Student bursary applications will be reviewed and assessed by the FNTC on a first come basis and will be subject to available funding. Incomplete applications will not be considered.

BURSARY PAYMENT

Bursaries for tuition fees and meal cards will be paid directly to the educational institution on behalf of the student. Travel arrangements for airfare and hotel accommodation will be arranged and paid directly by the FNTC on behalf of the student. The FNTC will select hotel accommodations for all student bursary programs. Alternate travel and accommodation arrangements made by a student will not be reimbursed by the FNTC. Amounts to reimburse for vehicle transportation will be paid by FNTC directly to the First Nation employer.

ATTENDANCE POLICY

The FNTC recognizes the importance of attendance and participation to the learning process. Attendance is required for all sessions. Students are required to stay for the duration of all classes. Absenteeism may result in an individual being ineligible to receive bursary funding for future Tulo Centre courses and subject to cancellation fee as outlined below.

COURSE COMPLETION POLICY

A student who does not attend a course or receive a minimum passing grade (C-) will be ineligible to receive bursary funding to attend Tulo Centre programs for one year. A student who does not attend a course or receive a passing grade for a second time will be ineligible to receive bursary funding to attend a Tulo Centre program for three years.

STUDENT CANCELLATION POLICY

Due to high demand for the Student Bursary Program as well as limited spaces available in the courses, the FNTC adheres to a strict cancellation policy. Student can cancel up to 5 business days prior to the start of a course. Cancellations fees will be charged to student employer First Nation as follows:

- ▶ Cancellations received 5 business days prior to the start of the course will result in a cancellation fee representing the full course tuition cost, the first night's accommodation cost and airline costs (if applicable).

BURSARY REVOCATION POLICY

If any of the terms and conditions of the bursary are not met, the FNTC reserves the right to revoke the bursary at any time.

STUDENT BURSARY APPLICATION

First Name

Last Name

First Nation (if applicable)

Position/Job Title

First Nation Mailing Address (Mileage Cheque Payable to)

City

Province

Postal Code

PLEASE SELECT HOW YOU WOULD LIKE TO PARTICIPATE IN THIS PROGRAM

- VIRTUAL
- IN-PERSON

PLEASE SELECT ONE OF THE FOLLOWING OPTIONS FOR TRAVEL (NOT APPLICABLE FOR VIRTUAL STUDENTS)

- YES

AIR TRAVEL ARRANGEMENTS Preferred. Please indicate departure airport

- YES

MILEAGE REIMBURSEMENT Preferred.

Please indicate departure city and approximate mileage to Kamloops, including return mileage.

ACCOMMODATION

- YES. Hotel accommodation in Kamloops is required.
- NO. Hotel accommodation in Kamloops is NOT required.

ACKNOWLEDGEMENT

- YES, I have read and understand the contents and policies of the FNTC Student Bursary Program and agree by the rules and conditions contained within.
- YES, I have read and understand the contents and policies of the Tulo Centre Certificate in First Nation Tax Administration Student Handbook and agree by the rules and conditions contained within.

Signature

Date

THIS SECTION TO BE COMPLETED BY MANAGER OR SUPERVISOR

- YES, I support the above student in attending the courses as scheduled, the time required to be absent from work and recognize they will be participating in an education program.
- YES, I have read and understand the contents and polices of the FNTC Student Bursary Program and agree by the rules and conditions contained within.
- YES, I have read and understand the contents and polices of the Tulo Centre Certificate in First Nation Tax Administration Student Handbook and agree by the rules and conditions contained within.

Name

Job Title/First Nation

Email

Phone

Signature

Date

Send this completed form and supporting documentation to:



First Nations Tax Commission
Commission de la fiscalité des premières nations

First Nations Tax Commission
Education Department
321 – 345 Chief Alex Thomas Way
Kamloops, BC V2H 1H1
Phone: 250-828-9857 Fax: 250-828-9858 Email: Irisling@fntc.ca

Personal information provided on this application form is collected for the purpose of operating the student bursary program. FNTC collects, uses, retains and discloses information to the Tulo Centre of Indigenous Economics and Thompson Rivers University as required to administer the program. Information, in aggregate form only, may also be used for research purposes and statistics.