



[Definitions](#)

**1.3.** For the purposes of this Policy, the following words or expressions mean:

- a) **Centre Director:** the Centre Director of the SRVTC;
- b) **dependent child:**
  - i. a child of the student;
  - ii. a child of the student's spouse or of both;
  - iii. a child living with the student for whom legal adoption procedures have been undertaken;
  - iv. a child for whom the student has legal or Cree Traditional responsibility;and who
  - v. is not married;
  - vi. is 18 years of age or underor
  - vii. is a student registered at the youth sector; and is living with the student in Waswanipi for the duration of the student's program;
- c) **dependent spouse:** a spouse who:
  - i. is married to the student, or has been living with the student in a conjugal relationship for at least 12 consecutive months; (an affidavit must be provided / **see Annex A**), or
  - ii. is the father or mother of the student's child;and
  - iii. is living with the student in Waswanipi for the duration of the student's program;
- d) **domicile:** a person's principal establishment under Québec civil law;
- e) **Education Consultant:** the Education Consultant assigned to the community of the student's point of departure or the SRVTC Education consultant when a student's point of departure is outside a Cree community;
- f) **full-time program:** ministère de l'Éducation et de l'Enseignement supérieur (MEES) funded programs leading to a diploma, with a minimum of 20 hours of supervised pedagogical activity per week for a program requiring a minimum of at least 12 weeks to complete;
- g) **Office Agent:** the SRVTC Office Agent responsible for travel arrangements;
- h) **point of departure:** at the option of the student:
  - i. the Cree community where the student is registered as a JBNQA beneficiary; **or**
  - ii. the place in Canada where the student is domiciled prior to beginning his studies;

The point of departure of the student is determined at the time of application to the SRVTC and cannot be modified;

- i) **Residence:** the SRVTC Student Residence located in Waswanipi;
- j) **Residence manager:** the manager of the Residence in Waswanipi or in his absence, the Centre Director.

## **2) Eligibility**

### Criteria

**2.1.** To be eligible to the SRVTC Adult Student Assistance Program, a student must:

- a) be a Cree Beneficiary of the JBNQA;
- b) be domiciled outside of Waswanipi at the time of application;
- c) not be a member of the Waswanipi First Nation;
- d) be registered and attend a full-time program at the SRVTC during the period of assistance;
- e) maintain the conditions of eligibility and respect the SAES policies during the period of assistance.

### Application

**2.2.** The students must apply for the Assistance Program at the same time as he submits his application for admission to the SRVTC.

## **3) Lodging**

### **In the Residence**

#### Criteria

**3.1.** A student aged 18 years and older is entitled to lodging in the Residence with his dependent(s), if any. Rooms are allocated by the Residence Manager based namely on the following criteria:

- a) a single unit for single student (Category A);
- b) double unit for a student with dependent spouse (Category B);
- c) family unit when a student has at least one dependent child (Category C).

### **In boarding homes**

#### Host family

**3.2.** Eligible SRVTC students under 18 years of age will be hosted in boarding homes. In restricted circumstances, the Centre Director may authorize other students and their dependent(s) to stay with a host family, namely when there is no more room available at the Residence, or when the particular situation of a student or a dependent warrants it (physically challenged, etc.).

A monthly room and board payment is then issued directly to the host family according to the rates established in **Annex B<sup>2</sup>**.

#### Period

**3.3.** The student and his dependent(s) may arrive in the Residence 3 days<sup>3</sup> prior to the start of classes and must vacate within 3 days after completion of program of a given school year.

For students staying with a host family, the room and board payments are limited to the same periods.

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<sup>2</sup> For SRVTC students under 18 years of age, they may qualify for funding under the CSB Educational Assistance Programs (EAP-01).

<sup>3</sup> Must be during working hours.

**3.3.1.** The Centre Director may authorize a short extension of the period namely when differing end of school terms, when a dependent child is still in school, etc.

[Dependents](#)

**3.4.** The dependents must reside with the student for the duration of the student's studies. During the year, the student's eligibility to lodging may change due to a change in his family situation. It is the responsibility of the student to immediately inform the Centre Director of any change in his family situation, by filling a new declaration form.

Moreover, a dependent child must be registered in a school or in a daycare and the dependent spouse should be registered in a course unless a medical condition or specific situation prevents it.

## **4) Meals**

[Cafeteria](#)

**4.1.** Meals are provided at the SRVTC cafeteria as follows to students and their dependent(s):

- for residents: 3 meals a day<sup>4</sup>;
- for those staying with a host family: lunch and supper. In this case, breakfast is provided by the host family.

## **5) Travel**

During each school year, a student is entitled to a specific allocation equal to the real costs of the moving and transportation expenses incurred for his attendance at the SRVTC, insofar as such costs are incurred in the circumstances and in accordance with the criteria which follow:

[Relocation](#)

**5.1.** The student is eligible for the following trip(s):

- a) one trip from his point of departure to the SRVTC at the beginning of his studies;
- b) one trip from the SRVTC to his point of departure at the end of his studies<sup>5</sup>;
- c) one return trip to his point of departure for the Christmas holidays;
- d) one return trip to his point of departure during the Cultural break (spring).

[Outings](#)

[Number of trips / dependent\(s\)](#)

The dependent(s) are entitled to the same number of trip(s) as the student but they must be travelling with the student except for situations such as, differing end of school terms, when the child is still in school, etc.

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<sup>4</sup> However, during weekends and holidays, 2 meals a day are served (brunch).

<sup>5</sup> When the program of studies is over more than one school year, this is taken for the summer break.

- [Travel / Emergency](#)      **5.2.** The Centre Director may grant travel for the student and his dependent(s) in the case of death or called to the bed side<sup>6</sup> of an immediate family member<sup>7</sup>.
- [Escort/special needs](#)      **5.3.** The Centre Director may grant travel to an escort if the student or his dependent(s) have special needs. In such a case, a medical certificate must be submitted with the travel request.
- [Trip to complete a program](#)      **5.4.** A student may be entitled to one return trip from his point of departure to complete a program in order to graduate if he was not able to finish for a valid reason and after approval by the Centre Director.
- [Principle](#)      **5.5.** All travel must be done in the most reasonable and cost effective manner. Payments or reimbursements for eligible travel expenses are intended to compensate the student for direct and necessary expenses incurred by him and his dependent(s). Any additional costs are the student's responsibility.

## Travel requests and travel arrangements

- [Travel request](#)      **5.6.** The Office Agent makes the appropriate travel arrangements for air transportation in accordance with section 5.8 or when travel warrants are required as per section 5.15.
- [Modification](#)  
     *authorized*      **5.7.** Once travel arrangements are finalized, the student cannot make changes except for a valid reason (academic, medical, death in the family, etc.), in such case the modification must be authorized by the Centre Director.  
     *non authorized* If changes are made without authorization, any additional costs may have to be assumed by the student.

## Transportation

- [Air travel](#)      **5.8.** Only students whose point of departure is not linked to a provincial road are entitled to air travel.
- [Rates / private vehicle](#)      **5.9.** A student travelling by private vehicle is entitled to claim the amount allowed for mileage as established in *the Policy on Outings / FIN-03*. Original gas receipts must be provided as proof of travel to receive reimbursement for mileage.
- [Travel with other passenger\(s\)](#)      **5.10.** The student responsible for the vehicle travelling with his dependent(s) or other students and their dependents may claim for them in order to receive reimbursement for additional passenger(s) as established in **Annex B**. In such a case, these passengers cannot claim for mileage on their own travel claim and are deemed to have used one of their eligible trips.
- [Taxi](#)      **5.11.** A taxi may be used to go from and to the airport, bus station and hotel. Long-distance travel by taxi is subject to a limited reimbursement when flat rates apply.

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<sup>6</sup> Ex: when called by the doctor in situations of imminent death.

<sup>7</sup> Spouse, child, father, father-in-law, mother, mother-in-law, grandparent, brother and sister of a student.

## Moving

### [Relocation](#)

**5.12.** The moving expenses of the student and of his dependents are covered at the beginning and at the end of his studies from and to the point of departure. These costs represent the real cost of moving their personal effects and their furniture used for family purposes when not provided by the Board.

### [Moving benefit](#)

The moving benefit includes the following advantages:

### [personal belongings](#)

a) transportation of the student's personal belongings and those of his dependents up to a maximum of 228 kilograms for each adult or each child aged 12 years and over;

b) transportation of personal belongings for dependents under 12 years of age, up to a maximum of 137 kilograms;

### [furniture](#)

c) transportation of furniture other than the furniture provided by the Board.

The Residences provided by the Board to the students are furnished and therefore the Board assumes only the cost of transporting the student's furniture other than that provided by the Board, if need be.

## Meals

### [Rates / meals](#)

**5.13.** Meal expenses incurred during travel are reimbursed according to the rates established in **Annex B**. Receipts are not required to claim for meals.

## Lodging

### [630 km](#)

**5.14.** A student may benefit from authorized overnight stays (private residence and hotel/motel) according to the rate established in **Annex A**, insofar as he has to travel a total distance of at least 630 kilometres.

## Travel expenses

### [Travel warrants](#)

**5.15.** Travel warrants will be issued to cover lodging, air and bus fare but any other expenses are assumed by the student and reimbursed after the completion of the trip.

### [Submission/ travel claim](#)

**5.16.** All travel expense claims for reimbursement must be filled by the student and submitted to the Office Agent within 30 calendar days after the completion of the trip.

When the student travels with his dependent(s) only one expense claim shall be submitted. Only the student may claim the reimbursement of travel expenses incurred by his dependent(s).

### [Receipts](#)

**5.17.** All travel expense claims must be accompanied by the appropriate and original receipts (except for meals).

### [Unused travel warrants & tickets](#)

**5.18.** All unused travel warrants and airlines/bus tickets must be returned to the Office Agent.

[Transfer of trips](#) **5.19.** Trips are not transferable and cannot be carried over to the next school year.

## **6) Final provisions**

[Insurance](#) **6.1.** The student is responsible for obtaining, at his own expense, sufficient insurance to cover his personal effects while travelling and while living in the Residence. The Board is not responsible for losses or damages to personal effects.

[Termination](#) **6.2.** The Director of Adult Education may terminate the assistance if a student does not respect the conditions established in this Policy or in the Regulations for the Students' Residence.

[false declaration](#) **6.2.1.** Any student who makes a false declaration or false claims is subject to appropriate sanctions (including expulsion from the Program) and will have to reimburse any overpayment along with any administrative expenses incurred.

[Limit](#) **6.3.** The application of this Policy is subject to sufficient funding granted according to the James Bay and Northern Québec Agreement and any other relevant Agreements.

[Other expenses](#) **6.4.** The Centre Director may authorize the payment or reimbursement of other necessary expenses incurred for valid reasons (e.g. security purposes, delays due to bad weather, etc.).

## **7) Application of this Policy**

[Previous provisions](#) **7.1.** This Policy replaces all other policies of the Board pertaining to this subject, while respecting the *Council of Commissioners Policies/Ends* where applicable.

[Official version](#) **7.2.** The official version of this Policy is kept by the Secretary-General of the Board.

[Responsibility](#) **7.3.** Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Director of Adult Education is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.

## Annex A

<b>Regional Vocational Training Centre Adult Student Assistance Program Rates</b>	
<b>Room and Board (Host family)</b>	<p>\$350.00 per month per person (boarded paid directly to the host family).</p> <p>For SRVTC students under 18 years of age, they may qualify for funding under the CSB Educational Assistance Programs (EAP-01), in which case the applicable rates will prevail.</p>

<b>Travel</b> <i>Eligible expenses incurred during travel are reimbursed according to the following rates</i>		
<b><u>Use of private vehicle mileage</u></b>	<b><u>As per the Policy on Outings / FIN-03</u></b>	
	Paved road:	\$0.60 / km
	Gravel road:	\$0.70 / km <i>(including hazard)</i>
	Any additional passenger:	\$0.17 / km
Distance	Calculated as per the CSB travel claim software, or Official road map of the Province or its electronic version.	
<b><u>Meals /</u></b> <i>12 years old and over</i>	Breakfast	\$15.00
	Lunch	\$20.00
	Supper	\$35.00
<i>Under 12 years old</i>	Breakfast	\$10.00
	Lunch	\$12.00
	Supper	\$14.00
<b><u>Lodging</u></b>	Private home (with receipt)	\$50.00 per overnight stays
<b><u>Incidental</u></b>	Only for a traveler of 12 years old and over	\$20.00 per overnight

**February 19, 2016**