TEMAGAMI FIRST NATION

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Enrichment Funds
Computers for Students Policy

PURPOSE: To ensure the implementation of the Enrichment Funds in a fair and equitable manner for the benefit of the Temagami First Nation membership. This allocation is intended to enhance the education of our students by providing them with the opportunity to purchase a computer and/or related software to assist them in their studies.

ALLOCATION: Students will be able to access a $700 allocation. These funds are for the purchase of computer hardware and/or software that is required for the applicant's course(s). Costs over the amount of the subsidy will need to be covered by the student or his/her parent or guardian.
Students are responsible for all maintenance, upgrades, and repairs to computers and/or software purchased.

ELIGIBILITY: Full Time Secondary, Post-Secondary or Graduate students who are registered members of Temagami First Nation and are not in arrears with any Enrichment Funded programs may apply.
Students may apply every 4 years.

APPLICATION PROCESS: The application deadline date is May 30th each year. Any remaining allocations will be provided on a first-come, first-served basis.

Eligible applicants (parent/guardian for applicants under 18) must:

- Make Initial contact with the Enrichment Funds Clerk
- Submit a completed application form that identifies the hardware (computer) and software (i.e. such as operating program, word processing, etc.) that is required to meet the students' needs
- Submit a written estimate of the computer and/or software being requested. The written estimate must be from a licensed retailer and signed unless obtained online. The estimate must include the hardware costs and licensed software that is identified as a requirement on the application form.

Completed applications shall be forwarded to the Enrichment Funds Working Committee for selection and approval.

Note: All applicants (or parent or guardian) will be required to complete an agreement form once approved.

SELECTION & APPROVAL PROCESS: As per our conflict of interest guidelines, it is applied within this selection process in the following manner; a committee member must declare a conflict before any discussion of the applications begin and will not be a participant in the selection process.

The following will be used to prioritize and select applicants for approval:

Level of Education: Graduate students,

Post Secondary Students

Secondary Students

Upon approval by the Committee, students will receive the following:

- letter of approval from the Enrichment Funds Clerk
- computer agreement that includes conditions of acceptance of assistance and information on the three options for receiving the allocation

PROCESS FOR RECEIVING FUNDS: Students must sign and return the Computer Agreement which includes the following statements and information:

By accepting this assistance:

- I understand that I am only eligible for an allocation every 4 years
- I will purchase the computer/software within a year of the date on the approval letter, after which time I will have to reapply
- I will submit a brief report at the end of the school year on how the computer benefited me.
- I will provide the serial number of the computer and software program to the Enrichment Funds
- I agree not to sell the computer for a period of two years.

I select the following option to purchase the computer:

☐ I will purchase the computer, complete with operating system and software, and submit original receipts to the Finance Department for reimbursement up to $700, OR

☐ I will provide the Finance Department with an invoice and a certified cheque, money order or cash for the invoice amount beyond $700.

In this case, full payment of the computer will be made directly to the computer supplier by the Temagami First Nation Enrichment Funds program.

☐ I will provide the Finance Department with an invoice and a receipt for the amount beyond $700.

In this case, a cheque in the amount of $700 will be made directly to the computer supplier by the Temagami First Nation Enrichment Funds program.

For the second and third options listed above, I will ensure that the Finance Department receives the original receipt within thirty days of the cheque being issued for the computer and/or software purchased. Failure to do so will result in further Enrichment funds being withheld.

Expected Date of Purchase:_____

Once the Computer Agreement is received by the Enrichment Funds Clerk, and the applicant is ready to purchase or has purchased the computer, funds will be advanced based on the choice that the applicant has made.

COMPLETION OF PROJECT / AGREEMENT:

The project will be deemed complete when the terms and conditions of the agreement have been fulfilled and completed.