

## SCHOOL SUPPLIES SUBSIDY APPLICATION

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### 1. PREAMBLE

- a. The Yuutu?it?ath Government Student School Supplies Subsidy Policy was reviewed, revised and approved by the Director of Operations in July 2016.
  - b. This policy outlines the following:
    - S2. Eligibility
    - S3. Procedure
    - S4. Funding levels
    - S5. Additional school supply funding requests
    - S6. Parent / guardian responsibilities
    - S7. Administration of policy
    - S8. Amendments of policy
- Pg 3. School Supplies Application  
Pg 3-4. Statement of Agreement (by Parent/Guardian)  
Pg 5. Payment details

### 2. ELIGIBILITY

- a) Students must be enrolled in Elementary or Secondary school full-time and, if requested, must submit proof of registration.
- b) Students must be under the age of 19.
- c) Students must be a registered member of Yuutu?it?ath Government – Ucluelet First Nation.
- d) Parent / Guardian must not be receiving any other funding for school supplies from any other agency or institution.
- e) Parent / Guardian must submit completed School Supplies Subsidy Application form to the Interim Education Support Worker, Yuutu?it?ath Government by the second Friday of August each school year. The final deadline to submit a school supplies application is the first Friday of September each school year.

### 3. PROCEDURE

- a) Students registered in Kindergarten through Grade 12, will be provided with a cheque in accordance with the subsidy levels outlined in Section 4, below.

### 4. SUBSIDY LEVELS

- a) Subsidy levels by student grade level:
  - I. Grades K – 7: \$50 (includes Kindergarten/Elementary)
  - II. Grades 8 – 12 \$75 (includes Junior High/High School)
- b) Cheques will be administered and ready for pickup before commencement of classes in the fall.

### 5. ADDITIONAL SCHOOL SUPPLY SUBSIDY FUNDING REQUESTS

- a. Requests for additional funds throughout the school year cannot be accommodated.

### 6. PARENT/GUARDIAN AND STUDENT RESPONSIBILITIES

- a) The parent/guardian must submit a completed student school supplies application form prior to the deadline set for the year. Only under special or unavoidable circumstances may an application be considered and the application must be submitted no more than 15 working days past the final deadline (the “grace period”). Late applications must include a letter from the parent/guardian requesting consideration and approval for the school supplies subsidy. Applications and letters of request will not be considered past the grace period.

- b) Students must be registered and attending full-time programs. If a student fails to meet this requirement and does not complete the school year, they may become ineligible for future subsidies.

**7. ADMINISTRATION OF POLICY**

- a) The Yuuʔuʔiʔath Government Interim Education Support Worker shall be responsible for the enforcement of this policy.

**8. AMENDMENTS**

- a) This policy may be amended from time to time and amendments shall be approved by the Director of Operations.
- b) This policy shall be reviewed annually by the Yuuʔuʔiʔath Government Social Services Department and the Interim Education Support Worker shall have the authority to review and make recommendations for amendment of this policy to the Director of Operations.

**Please submit your completed application to Jennifer Touchie, Manager of Education Services. Email:**  
[Jennifer.Touchie@ufn.ca](mailto:Jennifer.Touchie@ufn.ca)

**SCHOOL SUPPLIES SUBSIDY APPLICATION**

<b>PAYMENT DETAILS AND CONTACT INFORMATION</b>				
Payable to (Parent/Guardian):				
Address:				
Mailing Address:				
Email:			Phone:	
<b>STUDENT INFORMATION</b>				
Student Name:	Grade:	School:	Birthdate:	Status Number:
<b>OTHER</b>				
<b>Please review the questions below and answer Yes or No.</b>				
Have you applied for funding from any other funding sources, or do you expect to receive funding from other funding sources?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child or children live with you?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently receiving social assistance from the Ministry of Human Services?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>I, the parent/guardian of the above noted student(s), agree to allow the Yuutu?it?ath Government Manager of Education Services to contact the school that my child(ren) is attending for the purpose of monitoring academic progress and attendance records.</b></p> <p><b>I agree to contact the the Yuutu?it?ath Government Manager of Education Services if my child(ren) begin to show academic difficulties.</b></p> <p><b>I agree to use the school supplies funding from the Yuutu?it?ath Government for school supplies. I further agree that all other school related costs are the responsibility of me, as a parent or guardian of the Yuutu?it?ath student.</b></p> <p><b>I agree to give the the Yuutu?it?ath Government Manager of Education Services authorization to verify or obtain funding information from the Ministry of Human Resources, and other First Nations organizations.</b></p> <p><b>By signing below, I agree to the terms and conditions listed within the Yuutu?it?ath Government School Supplies Subsidy Policy and this Statement of Agreement.</b></p>				

Signature:

Date:

Print Name:

**Please submit your application by:**

**Mail:**

PO Box 699  
Ucluelet, BC V0R 3A0

**In Person:**

huuḡatu Health Centre  
100 Hit-Tat-Soo Rd, hitaḡu, BC

Cix<sup>w</sup>atin Centre  
700 Wya Rd, hitaḡu, BC

hiḡstiis hupiiḡuḡ Satellite Office  
3203 3<sup>rd</sup> Ave, Port Alberni, BC

**Email:**

[Jennifer.Touchie@ufn.ca](mailto:Jennifer.Touchie@ufn.ca)

**Fax:**

(250) 726-0459

**Reference: School Supplies Subsidy Application**

**SCHOOL SUPPLIES SUBSIDY APPLICATION**

OFFICE USE ONLY		
Received by:		Date:
Reviewed by Yuutu?it?ath Government Manager of Education Services:		Date:
Approved by Chief Financial Officer or Director of Education:		Date:
Amount:	\$	CHQ NO:
Batch NO:		GL: