



AAMJIWNAANG FIRST NATION

EDUCATION SERVICES REQUEST POLICY AND PROCESS

POLICY

Purpose of the funds:

The Education Department has developed a new funding policy to financially assist students who require educational support to further succeed in their education. Such as, but not limited to: tutoring, bus passes, registration & course fees, end of year school field trips etc., based on the availability of funds.

What we cannot fund:

1. Individual payments, without receipts. (i.e. distribution of per capita funding)
2. Individual or Group applicants for profit

Eligible applicants:

1. Registered Band Members of Aamjiwnaang First Nation

The Education Department will take into consideration all requests made by the individual to the Aamjiwnaang First Nation Education Department. The maximum funding is \$2,500.00 (CAN) per/fiscal year.

PROCESS

Applications can be found online at www.aamjiwnaang.ca/education

1. Application must be fully completed and signed.
2. Provide supporting documents if any, such as proof of registration for course fees, tutoring, bus passes.
3. **All original receipts** must be submitted for reimbursement and auditing purposes and HST rebate to the Finance Department. Receipts must be within the current fiscal year (April 1 to March 31); past fiscal years will not be approved.
4. Direct billing requests must be to an accredited agency (no private services will be approved). Upon approval, payments will be set up and made directly to the agency/organization/service provider listed on your application.
5. Application will be reviewed and approved by the Education Department.
6. If the application does not meet the requirements, the applicant will be notified by the Education Department.
7. If your application meets the requirements, the applicant will be notified by the Education Department with next steps.

Please submit to the Education Department at 976 Tashmoo Avenue, Sarnia, ON N7T 7H5 or via email to the Education Services Assistant, chenoaplain@aamjiwnaang.ca



AAMJIWNAANG EDUCATION DEPARTMENT
Education Services Request

976 Tashmoo Avenue
Sarnia, ON N7T 7H5

Student Contact Information

Student Full Legal
Name: _____

Student Band Number: _____

**Please complete if under
the age of 18 years.**

Parent/Guardian Full
Legal Name 1: _____

Parent/Guardian Full
Legal Name 2: _____

Parent/Guardian 1 Band
Number: _____

Parent/Guardian 2 Band
Number: _____

Address: _____

*Number, Street Name, City,
Province/State, Postal/Zip Code*

Contact Number: _____

Contact Email: _____

Do you have a Direct
Deposit set up with our
Finance Department: _____

☐

YES

☐

NO

If so, please list name on
Direct Deposit: _____

If not, please provide a direct deposit form to be utilized.

Student Education Information

Academic Year: _____

Current Grade of Student: _____

Name & Address of
School/Institution Attending: _____

Does this student have an IEP? _____

☐

YES

☐

NO

Student ID Number: _____

Education Service Request

Please attach all supporting documentation for this request.

Type of Request

*(Registration fees, tutoring, bus
passes etc):* _____

Cost/Reimbursement: _____

Duration of services:
(if applicable) _____

Name & Address of
Agency/Store/
Organization/Services: _____

Your Contributions: _____

DECLARATION

- It is agreed to provide the necessary documents as required and requested
- If funding is approved, it is agreed that any/all Reporting Requirements will be followed through in a timely manner. It is understood that failure to meet the Reporting Requirements will affect any future requests.
- It is confirmed that the information contained in this application and the accompanying documents is true, accurate and complete.

Applicant

Name Printed: _____

Date: _____

Applicant

Signature: _____

Date Received: _____

Staff Initials: _____

Date Reviewed: _____

Please allow for two week processing period.

Created: 09/29/2024 Updated: 01/23/2025