

TEMAGAMI FIRST NATION



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TFN Enrichment Funds **Computer for Students Policy**

1. PURPOSE:

1.1 The purpose for this policy is to set out guidelines for the administration of the computer for students program.

2. ELIGIBILITY:

2.1 Registered Members of the Temagami First Nation who are not in financial arrears with the Temagami First Nation are eligible; who are Full Time Secondary, Post-Secondary or Graduate students.

2.2 Students may apply every 3 years.

3. ALLOCATION:

3.1 Eligible TFN students can access a maximum of \$700.00 to purchase a computer.

3.2 Funding is approved on a first come first served basis, according to the date received by the Enrichment Clerk until the annual set funding has been expended.

3.3 Expenses incurred before application is approved will only be reimbursed if the member/purchase is eligible and there are funds available in the budget.

3.4 Costs over the amount of the subsidy will need to be covered by the student or his/her parent or guardian.

3.5 Students are responsible for all maintenance, upgrades, and repairs to computers and/or software purchased.

4. APPLICATION PROCESS:

4.1 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;

4.2 Submit a written estimate of the computer and/or software being requested.

4.3 The written estimate must be from a licensed retailer unless obtained online.

4.4 The estimate must include the hardware costs and licensed software that is identified as a requirement on the application form.

4.5 Show proof of full-time schooling ex. Timetable, acceptance letter, etc.

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

5 PROCESS FOR RECEIVING FUNDS:

5.1 Students must sign and return the Computer Agreement before funds are released.

6 COMPLETION OF PROJECT / AGREEMENT:

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