

TEMAGAMI FIRST NATION



BEAR ISLAND
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www.temagamifirstnation.ca



TFN Enrichment Funds **Tutoring Policy**

1. PURPOSE:

1.1 To set out guidelines for the administration of the tutoring program

2. ELIGIBILITY:

2.1 Registered Members of the Temagami First Nation

3. ALLOCATION:

3.1 Annual allocations will be in accordance with the on-going plan for the Enrichment Funds Program and accessing funds will be on a first-come first-served basis annually. Funds are available for 100% of the cost to a maximum of \$700.00 per member for each fiscal year.

4. CRITERIA:

4.1 The documentation that may be requested includes the following:

- 4.1.1 Letter from student or parent/guardian outlining desire and commitment
- 4.1.2 Completed application form
- 4.1.3 Tutoring plan - Goals/Strategies/Method of Evaluation/Review Dates submitted by teachers/parent/student/tutor
- 4.1.4 Tutor Qualifications

5. PROCESS FOR REQUESTING FUNDS:

5.1 Temagami First Nation members must submit the tutoring application/agreement form and any necessary documentation as requested to the Temagami First Nation Education Manager.

5.2 The application, once approved will then be forwarded to the Finance Department for payment disbursement.

5.3 To ensure that the funds are well utilized, a report on progress must be submitted as requested.

5.4 There will be ongoing evaluation to determine effectiveness of tutoring in order to access balance of funding.

5.5 Any requests from individuals who have not utilized the funds provided appropriately will be declined, until the costs have been repaid.

6. FUNDING:

6.1 Eligible Activity

6.1.1 Any type of academic tutoring/instruction offered by a proven and/or certified/licensed instructor excluding nuclear family members (Father, Mother, Sister, Brother).

Mail completed application form to:

**Laura McKenzie Learning Centre
General Delivery
Bear Island, ON
P0H 1C0**

Attention: Education Manager
Inquiries: 705-237-8982