

Northern College has developed a Student Strike Relief Fund to provide assistance for students who have experienced financial hardship as a result of the strike. The fund is consistent with the framework developed by the Ministry of Advanced Education and Skills Development in consultation with student leaders and colleges.

Students who submit a request to withdraw from their program by **December 5, 2017** can apply for a full refund of their tuition. They will not be eligible for any additional support through the Northern College Student Strike Relief Fund. Please contact Advising Services or Student Services for further information about withdrawing.

Please see the Northern College Student Strike Relief Fund **Submission Guidelines** prior to submitting the **Application Form**.

SUBMISSION GUIDELINES

Eligibility

Full-time domestic and international students who remain enrolled in their program and who have unexpected incremental (additional) costs because of the strike are eligible to apply to the Student Strike Relief Fund. Apprentices completing their in-school training are also eligible to apply.

Students will be eligible to receive up to \$500 for unexpected incremental costs. Incremental costs are additional expenses that students only have as a result of the strike. Examples include:

- Incremental travel costs (costs of rescheduling plane, train or bus tickets)
- Incremental living expenses (including food and housing)
- Incremental childcare expenses
- Other incremental essential expenses occurring as a result of the strike

Examples of questions to consider when completing the application:

- **Incremental travel costs**
 - Did you purchase a bus pass for January that you otherwise would not have needed to purchase? As a result of the strike, were you required to return to finish your semester in January where you wouldn't have had to otherwise? What essential additional costs did you have?
 - Did you have costs associated with flight changes or cancellations that the College was unable to assist you with by making academic accommodation, e.g., rescheduling a test to prevent interfering with your flight?
- **Incremental living expenses (including food and housing)**
 - Were you required to extend rentals or leases due to the change to the end of the academic semester? (e.g. expected December graduation, or students leaving on placements in January)
 - Do you need to purchase additional food due to the semester extension?
- **Incremental childcare expenses**
 - Were you required to pay for someone to care for your child(ren) outside of the times you already made arrangements because of changes to your student timetable?

- **Other incremental expenses**
 - Do you have other essential expenses that occurred as a result of the strike that you would not have had otherwise? Please specify the expense and the reason.

Students must complete the application form and include supporting documentation as evidence of the extra costs. Examples include but are not limited to train ticket change fees, rental agreements, receipts for childcare expenses, a letter from a landlord, a copy of a post-dated cheque.

The financial assistance that students receive from this fund will not impact their OSAP or Second Career funding or eligibility.

In assessing Student Strike Relief Fund applications, the College may consider other forms of financial aid the student receives for living expenses (e.g., OSAP, Second Career).

Application Process

Applications for reimbursement must be submitted to the College no later than the end of the winter semester, which is **April 27, 2018**. The review of applications will begin after **December 5, 2017**.

Using the Application Form, please identify the unexpected incremental expenses that you have because of the strike. Please attach all supporting documents to this form. The College will only consider documents attached to this form in its assessment of your claim. Documents submitted after the fact may not be considered.

Application Form

The Application Form is in a PDF format that can be downloaded and filled out electronically or printed and filled out by hand. The directions for either method are shown below. To fill in this form electronically, you must have a copy of Adobe Reader or Adobe Acrobat software installed. If you do not have this software, you can download the free Adobe Reader at www.adobe.com.

To fill out the form electronically:

1. Download the form on the Student Strike Relief Fund page on the Northern College website and save it to your computer or device.
2. Complete all fields.
3. Save the form with a new file name using your name (or first initial and last name).
4. Attach the form with clear and readable photocopies of your documentation (e.g. receipts or letters). Please keep all original receipts in case you have to provide them by request for verification.
5. Submit the completed form with documentation by **EMAIL** to the Financial Aid Officer at your respective campus location (see contact information below). Please enter '**Student Strike Relief Fund Submission**' into the subject line of the email.

To fill out the form manually:

1. Click on the link on the Northern College Student Strike Relief Fund page on the Northern College website to download and print the form. NOTE: If you are unable to download the file, please visit Student Services at your campus location to pick up a copy of the form.
2. Complete all fields.

3. Attach clear and readable photocopies of your documentation (e.g. receipts or letters) to your application. Please keep all original receipts in case you have to provide them by request for verification.
4. Submit the completed form with documentation by **EMAIL, FAX, MAIL or IN PERSON** to the Financial Aid Officer at your respective campus location (see contact information below).

Financial Aid Officers Contact Information:

Haileybury Campus

Email: faohaileybury@northern.on.ca

Fax: 705-672-2014

Address: 640 Latchford Street, Box 2060,
Haileybury ON P0J 1K0

Moosonee Campus

Email: millsr@northern.on.ca

Fax: 705-336-2393

Address: First Ave Box 130, Moosonee ON P0L
1Y0

Kirkland Lake Campus

Email: faokirklandlake@northern.on.ca

Fax: 705-568-8186

Address: 140 Government Rd E, Kirkland Lake ON
P2N 3L8

Mailing Address: PO Box 250, Kirkland Lake ON
P2N 3H7

Timmins Campus

Email: faotimmins@northern.on.ca

Fax: 705-235-7279

Address: 4715 Highway 101 East, South
Porcupine ON P0N 1H0

Mailing Address: P.O. Box 3211, Timmins ON
P4N 8R6

If you need special assistance to complete this application form, please visit Student Services or Advising Services. If you have additional questions about the submission guidelines or application form, please email questions@northern.on.ca.

Processing and Payment

Applicants will be notified by email of the funding decision within 10 business days of submission. Students will have the option of applying the payment to their student account or receive payment by cheque.

Appeals

If your claim is denied, or if the amount of relief you receive is less than \$500 and you disagree with the amount of relief you were given, you can appeal the college's decision once. Details outlining the appeals must be clearly stated. You must appeal within fourteen (14) days after the College's decision is issued and submit your appeal in writing to Northern College, Registrar's Office at registrar@northern.on.ca or by mail at P.O. Box 3211, Timmins ON P4N 8R6.

Freedom of Information and Protection of Privacy Statement

Northern College is committed to respecting your privacy and protecting your personal information. In accordance with Section 39(2) of the Freedom of Information and protection of Privacy Act, R.S.O. 1990, c. F.31, this is to advise you that your personal information is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada. If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Registrar's Office, Northern College, by email at registrar@northern.on.ca.