

<p style="text-align: center;">STUDENT ACCOMMODATION AND BOARDING ALLOWANCE PROCEDURES</p>

PREAMBLE

Yukon Education provides support to students who are Yukon residents and are required to live away from home to attend a Yukon school. Under the *Education Act* and the *Student Residences and Boarding Programs Regulations*, Yukon Education must provide the student with accommodation or a boarding allowance for the student's accommodation.

The **Student Accommodation and Boarding Allowance Policy** provides direction and guidelines for determining whether a student is entitled to a boarding allowance or for accommodation at the Gadzoosdaa Student Residence in Whitehorse. The policy is available on Yukon Education's website at <http://www.education.gov.yk.ca/school-policies.html>.

The following procedures replace the procedures set out in the former Student Living Allowance Policy and Gadzoosdaa Student Residence Admissions Policy.

PART ONE

PROCEDURES – STUDENT ACCOMMODATION FEES (GADZOOSDAA STUDENT RESIDENCE)

Yukon Education provides accommodation to Yukon students who are required to live away from home to attend school at the Gadzoosdaa Student Residence. Eligibility criteria for accommodation and priority for admission are set out in the "Student Accommodation and Boarding Allowance Policy".

Fees

When Yukon Education provides accommodation to a student at the Gadzoosdaa Student Residence the student or parent/guardian of the student is required to pay an accommodation fee. The fee cannot exceed \$150.00/month

Students residing at the Gadzoosdaa Student Residence are not eligible for a boarding allowance under the "Student Accommodation and Boarding Allowance Policy".

The accommodation fee is \$110.00 / month

Non-Yukon students attending the Gadzoosdaa Student Residence will be charged the full accommodation fee of \$380.00 / month.

Exceptions:

- A \$110 accommodation fee may be charged to non-Yukon residents attending school in Whitehorse under formal agreement with Yukon Education - Public Schools



The parent or guardian of the student residing at the Gadzoosdaa Student Residence is required to complete a **Financial Agreement Form** (available from the Headmaster, Gadzoosdaa Student Residence).

If the student is a member of a Yukon First Nation, the First Nation may pay the accommodation fee on behalf of the student. This process is managed by the Headmaster, Gadzoosdaa Student Residence and a representative of the First Nation. Sponsorship information is confirmed from First Nation's CELC or ESW and the First Nation's Education Director.

Financial Processing:

A monthly report will be prepared by the Headmaster, Gadzoosdaa Student Residence and submitted to the Area 1 Superintendent and the Accounting Clerk responsible for invoicing Gadzoosdaa after 5 working days at the beginning of each month.

The report shall contain:

- the name of each student residing at the Gadzoosdaa Student Residence
- the name, phone number and address of the parent/guardian of the student
- Sponsor – parent/guardian, First Nation or School District (e.g. BC – Stikine, Atlin)
- the number of days the student is in residence, 5 days or more

Yukon Education-Finance & Administration sends an invoice to the payee (parent /guardian or First Nation) with a payment due date.

Yukon Education reserves the right to deny admittance of a student to the Gadzoosdaa Student Residence when accommodation fees are not paid by the due dates. All fees must be paid in full by June 30th of each year.

PART TWO

PROCEDURES – STUDENT BOARDING ALLOWANCE (formerly called student living subsidy)

Yukon Education makes available a boarding allowance for Yukon students who are required to live away from home to attend school. Eligibility criteria for the allowance are set out in the "Student Accommodation and Boarding Allowance Policy" at <http://www.education.gov.yk.ca/school-policies.html>.

The boarding allowance is **not** available for students who are residing at the Gadzoosdaa Student Residence in Whitehorse.

Allowance Amount:

An eligible student is entitled to a boarding allowance in the amount of **\$270.00** for each month that the school is in session where the student is enrolled, provided that the student is regularly attending the school.

When an eligible student has unexcused absences from school, the boarding allowance may be reduced on a pro-rated basis. Unexcused absences do not include when a student is sick, on a school-activity (field trip) or participating in First Nations or religious cultural activities.

The parent or guardian of the student receives the boarding allowance for students under 18 years of age.

The parent or guardian of student is required to complete the **Student Boarding Allowance Application Form** (available on Yukon Education's website at <http://www.education.gov.yk.ca/school-policies.html>).

The parent or guardian applying for a boarding allowance may be required to verify the temporary status of their private residence with Yukon Education (e.g. via swearing an oath or other proof of temporary occupancy).

Financial Calculations and Processing

A student's attendance at school will be verified each month using attendance data from the YSIS system or other documentation.

The Area Superintendent may verify the student's status in school (full or part time) by reviewing the number of subjects being studied using the YSIS system.

The following formulas are used to determine the boarding allowance:

- $\$270.00 / \# \text{ school days} = \text{daily rate}$
- Determine attendance: add days absent -1 for full day absent, -0.5 for absent period/class
- $\# \text{ School days} - (\text{days absent} - 3 \text{ days grace}) = \text{actual attendance for month}$
- $\text{Actual attendance for month} \times \text{absent rate} = \text{allowance to be paid}$
- School examination days held in January and June are to be included in attendance calculations for those months

Yukon Education will process the boarding allowance payment at the beginning of the following month within the first five business days where practicable. In exceptional or urgent circumstances, the boarding allowance may be processed earlier than as set out in this procedure for the first payment only. Written requests shall be made to the Director, Finance and Administration outlining the specific circumstances.

EXCEPTIONAL CIRCUMSTANCES

In situations where the individual circumstances of a case are such that the provisions of this procedure cannot be applied or to do so would result in an unfair or an unintended result, the decision may be based on the individual merits and justice of the situation. Such a decision will be considered for that specific case only and will not be precedent setting.

EFFECTIVE DATE

These procedures are effective September 1, 2013



LEGISLATIVE AND POLICY REFERENCES

Education Act ss. 6 (1) (g); s.11; s.14; s.48.

Student Residences and Boarding Programs Regulations (O.I.C. 1991/073)

Student Accommodation and Boarding Allowance Policy