



OFNLP – COMPUTERS FOR STUDENTS POLICY

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| Policy Sponsor: | Education | Last Revised: | 02/25/2025 |
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| Approver: | Chief and Council BCM WFN 24/25-02-280 | | |

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1. INTRODUCTION & PURPOSE

1.1 Introduction

Wahnapitae First Nation's Education Department has created the Computers for Students policy that utilizes OFNLP funds to be used in regards to the purchase of new hardware and software for students.

1.2 Purpose

Wahnapitae First Nation's Computers for Students Policy has been created with the purpose of increasing the academic success through the use of new technologies. This reflects the goal of strengthening of Wahnapitae First Nation's youth in their educational journey.

The Computers for Students Policy is solely for the use of purchasing hardware and software for students currently enrolled in elementary, secondary, and post-secondary. Secondary and post-secondary students often require new and expensive hardware and software as a part of their education, this policy aims to support these students in removing that financial strain.

2. FUNDING SOURCE & PRIORITY RANKING SCALE

2.1 OFNLP

Funding for the Computers for Students Policy originates from the Ontario First Nation Limited Partnership Gaming Revenues (OFNLP) fund. The amount allocated from this fund is at the discretion of Chief and Council.

As of the current iteration of this policy, applicants may receive up to **\$1000.00** per fiscal year. The applicant is not automatically entitled to the entirety of this allocation.

Applicants are limited to one funding application per three fiscal years.

2.2 Priority Ranking Scale

Applicants to this fund are selected based on a Priority Ranking System as defined below:

Priority One: **Post-Secondary** students who apply for hardware or software that is required by their program after depleting other policy funds.

Priority Two: **Secondary Students** who apply for hardware or software that is not already supplied by their secondary schools.

Priority Three: **Elementary Students** who apply for hardware and software that has been required to be provided to the student, with a written letter from a professional or school administrator.

3. ELIGIBILITY

3.1 Requirements

To be eligible for funding through the Computers for Students Policy, applicants must be a registered member of Wahnapiatae First Nation. Applicants must be in registered in school.

Applicants must complete the attached Application Form and Release of Information Form in the appendix section of this policy within the schedule set out below. Failure to do so will result in automatic denial of funding for this policy.

Costs that exceed the amount allocated to the applicant through this policy are the responsibility of the applicant.

The application must be submitted within the same fiscal year that the purchase was made. A fiscal year runs from April 1st to March 31st.

3.2 Rights

Each applicant has the right:

- To the privacy of confidential information
- To be informed on the Computers for Students Policy and procedures
- To be treated with respect by all Wahnapiatae Staff
- To discuss circumstances surrounding the application without fear of reprisal
- To have matters related to this policy resolved in a fair, equitable, and timely manner
- To file a complaint or appeal without the fear of reprisal

3.3 Responsibilities

It is the applicant's responsibility:

- To be informed on this policy, its changes, procedures and limitations
- To comply with this policy and procedures
- To treat Wahnapiatae staff with respect
- To provide all information required by this policy within the schedule set out by this policy
- To submit proof of purchase relating to the materials acquired through this policy to the proper Departmental staff

4. APPEALS PROCESS

4.1 Appeals Process

In the event, an applicant does not accept the denial of funding. They may submit an application to appeal the decision within 10 business days. Upon the Education Department receiving the appeal, the appeal process will begin.

To begin an appeal, the applicant must resubmit all forms originally submitted along with the denial response, and in addition they will attach a written explanation on why they disagree with the decision to deny.

The appeal application will be sent directly to the Education Director. The appeal will be limited to matters directly relating to the Computers for Students Policy. Within 10 business days of receiving an application to appeal, the education director will meet with Education Department staff to discuss the appeal. Education staff will create a review, which will be submitted to the Executive Director, who will make the final decision based on the review.

If a conflict of interest arises or is identified within the Education Department, the Conflict of Interest Policy comes into effect; as per the policy, the person identified will remove themselves from the appeal discussion. This includes but is not limited to, persons related to the Appellant, such as their spouse, common-law partner, father, mother, brother, sister, uncle, aunt, nephew, niece, stepson, stepdaughter, grandparents, grandchildren, or persons who reside within the household or have resided in the household in the last 5 years.

The Education Department will meet to discuss the Appeal within 10 business days of the application of the appeal being rendered. Within reason, a decision will be reached and communicated to the Appellant within 30 business days after the first meeting takes place.

The decision arrived at by the Education Department can be brought to Chief and Council; this decision will be considered Final and Binding.

5. REVISION HISTORY

| Date (mm/dd/yyyy) | Band Council Motion |
|-------------------|----------------------|
| | BCM WFN 11/12 #17 |
| 11/22/2011 | BCM WFN 11/12-11-177 |
| 04/27/2020 | BCM WFN 20/21-04-24 |
| 02/25/2025 | BCM WFN 24/25-02-280 |

APPLICATION FORM FOR OFNLP COMPUTERS FOR STUDENTS

Applicant Information: Please put the mailing address where you are currently living, this is where the cheque will be sent

Name: _____ Status #: _____

Address: _____ Birth Date: _____

City: _____ Phone #: (_____) _____

Postal Code: _____

Email: _____

Educational Institute Information

School: _____ Grade or Year #: _____

Post-Secondary Program: _____ Course Length: _____

City, Prov., Postal Code: _____ Phone #: _____

Address of School: _____

Purchase Options

I will do the following to purchase the hardware or software:

- ☐ I will purchase the hardware or software and submit original receipts to the Education Department for reimbursement.
- ☐ I am not able to pay for the hardware or software and will work with the Education Department to purchase materials

I have read and acknowledge the policy and application.

Applicant or Guardian Signature

Date

CONSENT TO RELEASE OF INFORMATION

I, _____, hereby give permission to Wahnapiatae First Nation to utilize my information for the purposes of improving Education planning and support, and improving unemployment opportunities, policies, and procedures.

I consent to my information being shared only with parties who are required to know this information in regards to fulfilling my application and to deliberate on eligibility requirements.

Applicant or Guardian Signature

Date

