

LEGAL REFERENCE:

Students Financial Assistance Act
Student Grant Regulations
Student Training Allowance Regulations

POLICY:

The *Act* and *Regulations* outline eligibility requirements for funding under the Yukon Grant and Student Training Allowance Programs. If a student is ineligible for funding, the *Regulations* state that the Student Financial Services Officer must inform students of the reasons.

This policy outlines the procedures to be used when an Officer determines that a student is ineligible to ensure consistent, fair and equitable treatment of all students.

GUIDELINES:

Upon a Student Financial Services Officer determining that a student may be ineligible for funding for either the Yukon Grant or Student Training Allowance, the Officer shall:

- Prepare an information note outlining the student's situation and the reason for the Officer's determination of ineligibility, including a specific reference to applicable sections of the *Act, Regulations or Policies* that apply;
- Prepare a draft letter to the student outlining the reason for the ineligibility, citing the applicable sections of the *Act, Regulations or Policies*; The letter will also indicate to the student that they may appeal this decision to the Student Financial Assistance Committee;
- Submit both the letter and information note to the Director of Labour Market Programs and Services and the Assistant Deputy Minister of Advanced Education.

Upon receipt of the information note and draft letter, the Director and Assistant Deputy Minister will review the information to ensure that the appropriate sections have been interpreted and applied correctly. If the Director and Assistant Deputy Minister agree with the Officer's decision, they will advise the Officer within two working days and the Officer will send the letter of rejection to the student. If the Director and Assistant Deputy Minister do not agree with the Officer's interpretation, a written explanation of why they do not agree will be given to the Officer within five working days. Once the written explanation for disagreeing with the Officer's decision has been provided to the Officer, he/she will approve the student's application for funding.

SECTION: GEN 4A	SUBJECT: REJECTING A STUDENT
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APPROVED:

EFFECTIVE DATE:

Brent Slobodin

December 17, 2007

A/Deputy Minister of Education
