

# **STUDENT 'S EMERGENCY FUND POLICY**

## **1. AIM**

To provide financial assistance for transportation in an emergency to a family member such as : parent, brother, sister, or legal guardian of the child who is in critical conditions or to provide financial assistance for transportation in an emergency to the child whose parents, brother, sister or legal guardian is in critical condition.

## **2. RATES**

2.1 The suggested assessment rate is \$10.00 per child per school year. The annual participation for all students attending secondary, college or university on a full-time basis of 15 hours per week or more is \$10.00. This also includes post secondary students attending trade schools. All participants must submit their payment to their local parent representative on or before June 15<sup>th</sup> for the school year starting in September and on or before October 15<sup>th</sup> for the winter session, of the school year a student is expected to be studying away from home. This will ensure the student will be covered upon starting their new school year.

2.2 The suggested ceiling for financial assistance is the equivalent of a plane ticket fare from home to the place where the student is and should multiple claims be presented; the total of such claims shall not exceed \$10,000.00 which will be equally distributed to all beneficiaries. The ceiling for financial assistance will be the cost of a plane ticket to or from Montreal or monetary equivalent for students attending outside the region.

2.3 The rate shall be examined by the Parents' Committee at the spring meeting each year.

## **3. CONDITIONS**

3.1 All expense vouchers must be submitted to the Emergency Fund Administration Committee for examination in order for expenses to be paid.

3.2 The Committee shall be made up of the president, vice-president and one other member of the Parents' Committee, selected by the Parents' Committee at the fall meeting.

3.3 Accident or illness must be judged serious by a competent medical authority, said authority requesting the presence of the parent or guardian.

3.4 Such assistance shall be available to a family member such as : parent, brother, sister or legal guardian of the child covered by the emergency fund or to the child whose parent, brother, sister or legal guardian is in critical condition.

3.5 If any false information is given to the Administration Committee, the latter reserves the right to reclaim the amount paid.

- 3.6 In the event of the death of a grandparent, financial assistance will be granted in the amount of the cost of one ticket to be distributed to the grandchildren at the discretion of the Emergency Fund Administration. This assistance shall only cover travel between the student's place of study and the student's place of residence. In the event of a depletion of the Emergency Fund account this stipulation can be revoked.
- 3.7 When an Emergency Fund recipient receives a reimbursement from an airline carrier then this reimbursement should be forwarded to the Emergency Fund.

#### **4. PROCEDURE FOR CLAIM**

- 4.1 In the case of a serious illness or accident, requests for assistance must be made directly to the president or vice-president after the parent has been contacted. Such a request must be accompanied by complete details as to the seriousness of the accident or illness.
- 4.2 The deadline to claim reimbursement for the plane ticket is 3 weeks after the date of the grandparent's death.

#### **5. ELIGIBILITY**

- 5.1 Students who have set up permanent residence off the territory are no longer eligible to submit to the fund.
- 5.2 Students who return to school as adults are no longer eligible. Students having been out of school for three years or more would be classed as adults.

#### **6. FINANCING**

- 6.1 In the event of a surplus, such surplus shall be accumulated for the following year.
- 6.2 Claims in excess of funds available will be refused.
- 6.3 Students, for whom no premium is paid, will be excluded from the protection plan and will have none of the rights inherent to this plan.

#### **7. RELEASE OF FUNDS**

- 7.1 All parents/legal guardians requesting financial assistance from the Emergency Fund will have to sign a contract prior to the requested money being released.

## Emergency Fund Contract

1. I agree to submit expense vouchers to the Emergency Fund Committee for examination to validate my expenses.
2. If I receive a reimbursement from an airline carrier for transportation costs incurred, I agree to submit this reimbursement to the Emergency Fund.

I have read and understood my obligations to the Emergency Fund Committee and agree to comply.

Parents or Legal Guardian's signature: \*\*\* \_\_\_\_\_

School year \_\_\_\_\_

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\*\*\* This form is to be signed and submitted with your registration form to be kept on file by the Emergency Fund Administration in the unfortunate event that you have to make a claim

Dear Parents:

We wish to inform you of the existence of the Emergency Fund that is available to you.

This service has been in existence for several years and is offered from Kegaska to Blanc-Sablon, and also to Port-Menier, to all families having children attending secondary level, college or university away from home.

This fund provides financial assistance for an emergency trip made by a parent or legal guardian or brother or sister to a child judged in a serious condition or vice versa.

This fund consists of donation originating from families and only these families can benefit from it. For the families who wish to participate, the amount requested for each student attending secondary level, college or university is \$10.00. This amount is to be paid every year.

For more information, you can contact your Parent Representative sitting on your local Governing Board. Please read the attached information to further understand the Emergency Fund's purpose and to understand who qualifies to contribute to and benefit from this fund.

Please complete the form below and send it with your donation to the Parent Representative responsible for the Emergency Fund in your village before June 15<sup>th</sup> of each school year your student is expected to attend. This donation is to be collected by a Parent Representative and is not the responsibility of the school secretary.

Name of student: \_\_\_\_\_

(Check one) Secondary  College  University  Vocational Education

Name of student: \_\_\_\_\_

(Check one) Secondary  College  University  Vocational Education

Village: \_\_\_\_\_ Amount paid: \_\_\_\_\_

Parent's signature: \_\_\_\_\_ School year: \_\_\_\_\_