

**NISGA'A TS'AMIKS
VANCOUVER SOCIETY**

2026 BACK-TO-SCHOOL EDUCATION GIFT PROGRAM GUIDELINES

2026-2027 School Year

Education Gift Amount	\$150 per eligible student
Application Launch Date	August 4, 2026
Application Deadline	August 21, 2026
Payment Date	First Week of September
Program Status	Subject to Board approval

1. Program Purpose

Nisga'a Ts'amiks Vancouver Society Back-to-School Education Gift Program provides financial assistance to eligible Nisga'a students entering Kindergarten through Grade 12 for the 2026-2027 school year.

Education Gift is intended to assist families with school-related expenses, including school supplies, clothing, footwear, backpacks, technology, transportation, activity fees, and other educational needs.

The program will be administered fairly, consistently, transparently, and within the approved program budget.

2. Program Authority

The program must be approved by the Nisga'a Ts'amiks Vancouver Society Board of Directors before applications are opened.

Board approval should confirm:

1. Education Gift amount of \$150 per eligible student
2. The eligibility requirements
3. The application opening and closing dates
4. The approved payment methods

Administration may implement and administer the program only within the authority and budget approved by the Board.

3. Education Gift Amount

Each approved student will receive a one-time Education Gift of \$150 for the 2026-2027 school year.

Only one Education Gift may be issued for each eligible student.

Education Gift is not automatically renewable and does not create an entitlement to funding in future years.

4. Eligibility Requirements

To qualify, all of the following requirements must be met:

1. The student must be a Nisga'a citizen.
2. The student must be entering or enrolled in Kindergarten through Grade 12 for the 2026-2027 school year.
3. The student must ordinarily reside within the Nisga'a Ts'amiks Vancouver Society service area, including recognized Vancouver Affiliated regions.
4. The applicant must be the student's parent, legal guardian, caregiver, or another person authorized to apply on the student's behalf.
5. The student must not have already received, or be approved to receive, the same back to school or education benefit from another Nisga'a district, urban local, or Nisga'a organization for the same school year.
6. The application must be complete and submitted by the application deadline.
7. All required supporting documents must be provided.
8. The information submitted must be accurate and capable of verification.

Approval is subject to verification of Nisga'a citizenship, school enrolment, residency, applicant authority, and available program funding.

5. Ineligible Applications

An application may be considered ineligible when:

1. The student is not a verified Nisga'a citizen.
2. The student is not enrolled in Kindergarten through Grade 12.
3. The student does not reside within the approved NTVS service area.
4. The applicant is not authorized to apply for the student.
5. The student has already received the same or a substantially similar education benefit from another Nisga'a district or organization.
6. A duplicate application has already been approved for the student.
7. Required information or documentation is not provided by the established deadline.
8. The application contains information that is false, misleading, altered, or cannot reasonably be verified.
9. The application is submitted after the deadline.

Administration should not deny an application solely because additional clarification is required. Where reasonable, the applicant should first be given an opportunity to provide missing information.

6. Eligible Applicant

An application may be submitted by:

- A parent;
- A legal guardian;
- A person with lawful custody;
- A caregiver with appropriate authorization; or
- A student who is legally permitted to apply on their own behalf.

Where the applicant's relationship to the student is unclear, administration may request proof of custody, guardianship, caregiving responsibility, or authority to apply.

The name of the payment recipient should normally match the name of the approved applicant.

7. Required Application Information

7.1 Applicant Information

- Full legal name;
- Preferred name, where applicable;
- Relationship to the student;
- Telephone number;
- Email address;
- Current residential address;
- Mailing address, if different;
- Nisga'a Village, district, or urban local affiliation, where applicable;
- Confirmation that the applicant is authorized to apply for the student.

7.2 Student Information

- Full legal name;
- Date of birth;
- Nisga'a citizenship number;
- Grade for the 2026-2027 school year;
- School name;
- School district;
- Current residential address, if different from the applicant's address;
- Whether the student is entering Kindergarten;
- Whether the student has changed schools;
- Whether the student has relocated from another district or service area;
- Whether the student has received or applied for education funding from another Nisga'a district or organization.

7.3 Payment Information

The applicant must select one of the following payment methods:

- Electronic Funds Transfer; or
- Mailed cheque.

The applicant must provide all information required for the selected payment method.

7.4 Applicant Declaration

The applicant must declare that:

1. The information provided is complete and accurate.
2. The applicant is authorized to apply for the student.
3. The student is a Nisga'a citizen.
4. The student will be enrolled in Kindergarten through Grade 12 for the 2026-2027 school year.
5. The student has not received the same benefit from another Nisga'a district, urban local, or organization.
6. NTVS may verify the submitted information.
7. The applicant understands that incomplete or inaccurate information may delay or prevent approval.
8. The applicant agrees to repay any amount issued as a result of false, duplicate, or materially inaccurate information.

8. Verification of Nisga'a Citizenship

Education Gift approval is subject to verification of the student's Nisga'a citizenship in Ts'amiks area.

Applicants should provide the student's Nisga'a citizenship number or other information reasonably required to verify citizenship.

Where citizenship cannot be verified through the information provided, administration may request additional documentation.

A copy of a citizenship card should not be requested when citizenship can be verified through an authorized internal or official process.

Citizenship information must be used only for administering and verifying eligibility for the program.

9. Proof of School Enrolment

Proof of enrolment will normally be required when:

1. The student is entering Kindergarten.
2. The student has changed schools.
3. The student has relocated from another Nisga'a district or service area.
4. The student recently moved into the Vancouver or Vancouver Affiliated service region.
5. Administration cannot verify the student's enrolment using the information provided.
6. There is concern that the student may have accessed education funding through another district.
7. The application contains inconsistent or incomplete school information.
8. Further documentation is reasonably required to confirm eligibility.

Administration may also conduct random verification to ensure consistent program integrity.

9.1 Acceptable Proof of Enrolment

Acceptable documents may include:

- A current school registration confirmation;
- A school enrolment letter;
- A school portal screenshot showing the student's name and current school;
- A report card identifying the current school;
- A letter or email from the school;
- A school district registration document;
- A Kindergarten registration confirmation;
- Other reliable documentation accepted by administration.

Documents should show the student's name, school, and sufficient information to verify enrolment for the relevant school year.

Administration should avoid requesting more personal information than is reasonably necessary.

10. Proof of Custody or Guardianship

Proof of custody, guardianship, or caregiving authority is not required for every application.

It may be requested when:

1. The applicant's relationship to the student is unclear.
2. Further clarification is reasonably required.
3. More than one person applies for the same student.
4. A custody or payment dispute is brought to administration's attention.
5. The student is in the care of an extended family member, foster caregiver, or another person.
6. Administration has a reasonable concern about whether the applicant is authorized to receive the payment.

Acceptable documentation may include:

- A guardianship document;
- A custody order;
- A care agreement;

- A letter from a recognized agency;
- School records identifying the parent or guardian;
- A signed authorization from the parent or legal guardian;
- Other documentation reasonably accepted by administration.

Administration must handle custody information confidentially and should not attempt to resolve family or legal disputes.

Where competing applications are received, payment should be held until the applicant's authority is reasonably established.

11. Residency and Service Area

The student must ordinarily reside within the NTVS service area.

The approved service area should include Vancouver and the Vancouver Affiliated regions recognized by NTVS.

Before the application is launched, administration should publish or attach a clear list of the communities and regions included within the program.

Where residency is unclear, administration may request:

- A current residential address;
- A school or school district record;
- A utility bill;
- A tenancy document;
- Government correspondence;
- A letter from a recognized service provider;
- Other reasonable confirmation of residence.

The child's ordinary residence should be the primary factor. Temporary travel or short absences should not automatically make a student ineligible.

12. Students Relocating From Another District

Students who have recently relocated to the NTVS service area may apply.

The applicant may be required to provide:

1. Proof of current residence;
2. Proof of school enrolment;
3. The date of relocation;
4. The student's previous Nisga'a district or urban local;
5. Confirmation that the student did not receive the same benefit from the previous district.

Administration may contact the relevant Nisga'a district or organization to verify that a duplicate benefit has not been issued, where authorized and appropriate.

13. Prevention of Duplicate Funding

Only one Education Gift may be issued per eligible student.

Administration should maintain a secure master list containing:

- Student name;
- Date of birth;
- Citizenship number;
- Applicant name;
- School;
- Application status;
- Payment status;
- Payment method;
- Payment date;
- Cheque or transaction reference number.

Applications should be checked for duplicate names, dates of birth, citizenship numbers, addresses, and payment information.

Where duplicate applications are received:

1. Both applications should be placed on hold.
2. Administration should contact the applicants for clarification.
3. Payment should be issued only after the authorized recipient has been determined.
4. Administration should document the reason for the final decision.

Applicants must disclose whether they applied for or received similar funding elsewhere.

14. Application Period

The recommended application period is:

Milestone	Date
Applications open	August 4, 2026
Application deadline	August 21, 2026
Verification period	August 4-28, 2026
Payment date	First week of September

Applications must be received by the stated deadline.

An application is considered received when it is successfully submitted through the approved application method.

Applicants are responsible for confirming that their application was submitted successfully.

15. Application Methods

Applications may be accepted through one or more of the following approved methods:

- Secure online application form;
- Fillable electronic form submitted to a receptionist@tsamiks.com

Because the NTVS office is currently closed, applications should not require in-person attendance.

The public notice must clearly state:

- How to access the form;
- Where to submit it;
- The deadline;
- The required documents;
- The contact information for assistance;
- That incomplete applications may be delayed.

Applications and supporting documents should not be submitted through public Facebook comments or other public channels.

16. Accessibility and Application Assistance

Administration should make reasonable efforts to ensure the application process is accessible.

Applicants who cannot use the online application process may contact NTVS for assistance or request an alternative format.

Assistance may include:

- Providing a fillable PDF;
- Assisting an applicant to identify required documents.

Providing assistance does not guarantee approval.

17. Application Review Process

Applications should be reviewed in the order received, subject to operational requirements.

Each application should be assigned one of the following statuses:

- Received;
- Under review;
- Pending verification;
- Approved;
- Declined;
- Payment pending;
- Paid;
- Closed.

The review should include:

1. Confirming the application is complete.
2. Verifying Nisga'a citizenship.
3. Confirming school enrolment where required.
4. Confirming residency within the service area.
5. Confirming the applicant's authority where required.
6. Checking for duplicate applications.
7. Confirming that the student has not received the same benefit elsewhere.
8. Reviewing the requested payment information.
9. Recording the approval or decline decision.

10. Including the approved student on the payment list.

No staff member should approve their own application or an application where they have a direct conflict of interest.

18. Missing Information

Where information or documentation is missing, administration should contact the applicant using the contact information provided.

The request should identify:

- What information is missing;
- What document is required;
- How it can be submitted;
- The deadline for responding;
- That payment may be delayed or the application may be closed if the information is not received.

Applicants should generally be given at least three business days to respond, where program timelines allow.

Applications requiring additional verification may not be included in the primary payment run.

19. Approval of Applications

Approval should be documented by the designated program reviewer and, where required, a second authorized approver.

The approved payment list should contain only the information necessary to authorize and issue payment.

Before payments are released, the final list should be reviewed for:

- Duplicate students;
- Duplicate bank accounts or addresses requiring clarification;
- Missing approvals;
- Payment method errors;
- Ineligible grades;
- Unverified citizenship;
- Mathematical accuracy.

Submission of an application does not guarantee approval.

20. Payment Methods

Approved Education Gifts may be paid by:

1. Electronic Funds Transfer; or
2. Mailed cheque.

No cash payments will be issued.

No cheque pickup will be offered while the NTVS office remains closed.

Payments will not be issued through gift cards unless separately approved by the Board.

21. Electronic Funds Transfer

Electronic Funds Transfer should be the preferred payment method because it is faster, more secure, and reduces mailing delays.

Applicants requesting EFT must provide:

- A void cheque, or,
- An official direct deposit form from their financial institution

The document must clearly show:

- Account holder name;
- Financial institution number;
- Transit number;
- Account number.

The bank account should belong to the applicant or authorized guardian.

Administration may contact the applicant if the account holder name does not match the applicant's name.

NTVS is not responsible for delays caused by incorrect, incomplete, or outdated banking information supplied by the applicant.

Banking information must be stored securely and accessed only by authorized personnel.

22. Cheque Payments

Applicants who do not select EFT may receive payment by cheque.

All cheques will be mailed to the address provided in the application.

Applicants requesting a cheque must provide:

- A complete mailing address;
- Unit or apartment number, where applicable;
- City;
- Province;
- Postal code.

Cheque pickup will not be available unless administration later authorizes a secure pickup process.

Applicants are responsible for providing an accurate mailing address.

The date the cheque is mailed is not the date it will be delivered. Delivery times will depend on postal service.

23. Returned, Lost, or Uncashed Cheques

If a cheque is returned because the applicant provided an incorrect or incomplete address, the applicant must provide an updated address before the cheque is reissued or mailed again.

A replacement cheque may be issued only after:

1. The original cheque has been confirmed as uncashed.
2. A stop payment has been completed where required.

3. The applicant has completed any required declaration.
4. Updated payment information has been verified.
5. Finance has authorized the replacement.

NTVS may establish a reasonable waiting period before replacing a lost cheque.

Uncashed cheques will be handled according to NTVS financial procedures and applicable recordkeeping requirements.

24. Processing and Payment Timeline

Complete applications received by August 21, 2026, should be reviewed for inclusion in the August 31, 2026 payment run.

The following schedule is recommended:

Activity	Date
Public announcement	August 4, 2026
Applications open	August 4, 2026
Application deadline	August 21, 2026
Final missing information follow up	August 24-26, 2026
Verification and payment list preparation	August 24-28, 2026
Final financial approval	August 28, 2026
EFT payments issued	August 31, 2026
Cheques mailed	August 31, 2026

Applications requiring additional verification may take longer.

NTVS should not guarantee that mailed cheques will arrive by a particular date.

25. Application Decisions

Applicants should be informed when their application is:

- Approved;
- Missing information;
- Declined;
- Held for verification; or
- Identified as a possible duplicate.

Approval notices should state:

- The approved student's name;
- The approved amount;
- The payment method;
- The expected payment date;
- That mailed cheque delivery times may vary.

Decline notices should provide a brief reason without disclosing confidential third-party information.

26. Reconsideration of a Decision

An applicant may request reconsideration if they believe:

- Relevant information was overlooked;
- The eligibility requirements were incorrectly applied;
- A factual error affected the decision;
- Requested documents were submitted but not considered.

A reconsideration request should:

1. Be submitted in writing.
2. Identify the student and application.
3. Explain the reason for the request.
4. Include any supporting documentation.
5. Be submitted within ten business days of the decision.

Reconsideration does not guarantee approval.

The review should be completed by someone who did not make the original decision, where operationally possible.

Decisions based on exhausted program funding may not be reconsidered unless additional funds become available.

27. False, Misleading, or Duplicate Information

Applicants must provide truthful and accurate information.

Where administration reasonably believes that an application contains false, altered, misleading, or duplicate information, it may:

- Place the application on hold;
- Request clarification;
- Decline the application;
- Cancel an approved but unpaid Education Gift;
- Seek repayment of an improperly issued amount;
- Restrict future applications where authorized;
- Refer the matter for further administrative, financial, or legal review.

No conclusion of misconduct should be made without providing the applicant a reasonable opportunity to respond.

28. Privacy and Confidentiality

NTVS will collect only the personal information reasonably necessary to administer the program.

Personal information may include:

- Names;
- Contact information;
- Addresses;

- Dates of birth;
- Nisga'a citizenship information;
- School information;
- Custody or guardianship information;
- Banking information;
- Payment records.

Information will be used for:

- Determining eligibility;
- Verifying citizenship, enrolment, residency, and applicant authority;
- Preventing duplicate payments;
- Issuing payments;
- Maintaining financial and program records;
- Preparing non-identifying program reports.

Personal information must be stored securely and accessed only by authorized personnel.

Applicants' personal information must not be posted publicly or disclosed to unauthorized individuals.

Program reporting to the Board should use totals and non-identifying information unless individual details are required for a legitimate decision or financial control.

29. Conflict of Interest

Employees, directors, contractors, and program reviewers must disclose any actual, potential, or perceived conflict of interest.

A person should not make the final eligibility decision for:

- Their own child;
- A member of their immediate household;
- A close relative where impartiality may reasonably be questioned;
- An application in which they have a personal or financial interest.

The application should be reassigned to another authorized reviewer.

A relationship with an applicant does not make the applicant ineligible.

Administration should not change the Education Gift amount or eligibility criteria without approval.

30. Roles and Responsibilities

30.1 Board of Directors

The Board is responsible for:

- Approving the program;
- Approving the budget;
- Approving the eligibility rules;
- Approving the payment methods and timeline;
- Authorizing any major exceptions or amendments;
- Receiving the final program report.

The Board should not participate in routine review of individual applications unless a specific decision requires Board direction.

30.2 Program Administration

Program administration is responsible for:

- Preparing and distributing the application;
- Answering applicant questions;
- Reviewing applications;
- Requesting missing information;
- Verifying eligibility;
- Maintaining the application tracker;
- Protecting personal information;
- Preparing the approved payment list;
- Communicating decisions;
- Preparing the final program report.

30.3 Finance

Finance is responsible for:

- Confirming available funds;
- Reviewing payment authorization;
- Issuing EFT payments and cheques;
- Recording payments in the accounting system;
- Tracking returned or cancelled payments;
- Reconciling the final payment list;
- Reporting the total expenditure.

30.4 Authorized Approver

The authorized approver is responsible for:

- Reviewing the final payment list;
- Confirming required controls were followed;
- Authorizing payment release.

31. Public Communications

Public communications should clearly state:

- Education Gift amount;
- Who is eligible;
- The service area;
- The application opening date;
- The application deadline;
- Required supporting documents;
- Available payment methods;
- The expected payment date;
- That cheques will be mailed only;
- That incomplete applications may be delayed;

- That submission does not guarantee approval;
- How to request assistance;
- How personal information will be used.

Public notices should avoid guaranteeing that all applicants will receive payment by a particular date.

32. Program Reporting

After the payment process is completed, administration should prepare a report containing:

- Total applications received;
- Total students included;
- Number of applications approved;
- Number of applications declined;
- Number of duplicate applications;
- Number of incomplete applications;
- Number of applications pending verification;
- Number paid by EFT;
- Number paid by cheque;
- Number of returned payments;
- Total amount paid;
- Number of Kindergarten students;
- Number of students by grade range;
- Number of students relocating from another district;
- Administrative issues or recommendations for the next program year.

Public reporting should use aggregate information and must not identify individual applicants or students.

33. Final Reconciliation

At the end of the program, administration and finance should reconcile:

1. The approved application list;
2. The EFT payment report;
3. The cheque register;
4. Returned or cancelled payments;
5. Replacement payments;
6. Total expenses recorded in the accounting system;

Any discrepancy should be investigated and documented.

The final reconciliation should be retained with the program records and reported to the Board.

34. Contact Information

Questions and supporting documents should be directed to:

Nisga'a Ts'amiks Vancouver Society

Email: receptionist@tsamiks.com

Telephone: 604-646-4944

Applicants should not submit personal documents through Facebook comments, public social media messages, or other unsecured public channels.

APPENDIX A - APPLICATION REVIEW CHECKLIST

Student Eligibility

- ☐ Student's full name recorded;
- ☐ Date of birth recorded;
- ☐ Nisga'a citizenship verified;
- ☐ Student entering Kindergarten through Grade 12;
- ☐ School name provided;
- ☐ Grade provided;
- ☐ Residence within approved service area confirmed;
- ☐ Duplicate search completed;
- ☐ Other-district funding declaration completed.

Supporting Documents

- ☐ Proof of enrolment received where required;
- ☐ Proof of residence received where required;
- ☐ Proof of custody or authority received where required;
- ☐ Relocation information verified where required.

Payment

- ☐ Payment method selected;
- ☐ EFT information verified; or
- ☐ Complete mailing address verified;
- ☐ Payment recipient matches authorized applicant;
- ☐ Amount confirmed as \$150;
- ☐ Application approved by authorized reviewer;
- ☐ Included on payment list.