

Education Grant Policy

Updates approved changes by Chief & Council: February 21, 2024



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1. Policy Purposes

The Education Grant Policy is intended to guide the allocation of education funds to eligible ACFN members in a fair and transparent process. It applies to students attending an approved accredited college, university, trade school, or other post-secondary educational institution.

2. Definitions

In this Policy:

"Academic Year" means two semesters that are eight months in duration.

"**Administration**" means the persons employed by the "First Nation" who are delegated responsibility for the implementation of laws and policies enacted by the "Chief and Council".

"**Chief and Council**" means the governing body of the "First Nation" duly elected in accordance with the "First Nation's" customary election laws then in force.

"**Compassionate Reasons**" means pertaining to the death, incapacitating illness or serious accident of an immediate family member and approved at the discretion of the education coordinator.

"**Course**" means in higher education, a course is a unit of teaching that typically lasts one academic term, is led by one or more instructors. A course usually covers an individual subject.

"**Dependent**" means a person who is 18 years of age or younger or a person who is 18 years of age or older and who, for diagnosed medical reasons, cannot live independently and is wholly dependent on the "Student" who is their parent or legal guardian.

"**Dependent Spouse**" means a person who is married to or living in a common law relationship with the "Student" and who, for diagnosed medical reasons, is unable to work in any gainful occupation.

"**Educational Institution**" means an eligible educational institution offering higher education beyond high school. It is any accredited college, university, trade school, or other post-secondary educational institution.

"**Education Coordinator**" means a person employed by ACFN who implements the Grants to students.

"**First Nation**" means the Athabasca Chipewyan First Nation.

“Fraud” means any act expression, omission or concealment calculated to deceive the Athabasca Chipewyan First Nation to its disadvantage and carried out for the purpose of achieving personal gain.

"Full-Time Student" means a student enrolled in a program at an accredited educational institution and takes a minimum of three (3) classes or nine (9) credits per semester in their area of study or Two (2) courses or minimum of six (6) credits, during spring/summer semester regardless of year of study.

"Grant" means an amount of funding provided to a "Student" subject to the terms and conditions outlined in this "Policy" for the purposes of defraying, in whole or in part, the costs associated with "Books", "Living Expenses" or "Tuition".

"Living Expenses" means the amounts required by the "Student" to cover the costs of housing, food, daycare, and other necessities of life for the "Student", any "Dependents" and/or a "Dependent Spouse". Amounts listed in Appendix A. Student must be full-time to receive Living Expenses.

“Medical Reasons” means a serious illness or injury in which the student will be absent from classes for more than one week. The student is required to provide the Education Coordinator with a note or certificate from the doctor or medical institution that provided details of the illness or reason for absence from classes.

"Member" means a person who has been recognized as a "Member" by the "First Nation" pursuant to the applicable Membership Code in force.

“Outside of Canada” studies will be considered on a case-by-case basis, if attending a Canadian approved Institution and is based on program of study and funding availability.

"Part-Time Student" means a student enrolled in an accredited educational program, who takes two (2) courses or six (6) credits (or less) in each semester, regardless of year of study. Part-Time students are not eligible for a Living Expense.

“Post-Secondary Education” means a program of studies, offered by a post-secondary institution, for which completion of high school studies or its equivalent is a pre-requisite.

"Policy" means this Education Grant Policy.

"Student" means a "Member" who is enrolled in or who has been accepted to enroll in a program of study at an accredited Educational Institution.

“Semester” means part of the academic year, as defined by the post-secondary institution. The duration is usually four months (Fall, Winter, Summer).

"**Tuition**" is the amount of the fees charged by an "Educational Institution" to enroll in a program of study leading to a certificate, trade, diploma, or degree.

"**University and College Entrance Preparation (UCEP)**" is a program that prepared students to enter a post-secondary institution.

3. Eligibility Criteria

Funding is not always guaranteed. Eligibility to be considered for funding does not guarantee that an individual will be approved to receive support. To be eligible for funding the following must be met:

1. Be a member of the Athabasca Chipewyan First Nation.
2. Be a student accepted into or enrolled into an approved academic institution.
3. Attending an Accredited Educational Institution. Approved institutions can be found at the following website: [List of designated educational institutions - Canada.ca](#)
4. The Student must provide all documents, records, and releases required and requested by the Education Coordinator including providing copies of transcripts at the end of each semester.
5. Only fully completed application packages received before the application deadlines will be considered.
6. The Student must apply to Athabasca Tribal Council's Post-secondary Education Program before applying to Athabasca Chipewyan First Nation for an education grant.
7. Funding is not always guaranteed. Funding approval is based on the following criteria:
 - (a) 1st Priority: Currently Funded Students
 - (b) 2nd Priority: Students who just completed their High School Diploma and/or requirements to receive acceptance into an educational institution.
 - (c) 3rd Priority: UCEP (Pre-Tech.)
 - (d) 4th Priority: New Post-Secondary Students
 - (e) 5th Priority: Top-Up Students
 - (f) 6th Priority: Reimbursement
 - (g) 7th Priority: Probation

4. Grant Limits, Considerations and Funding Priorities

Limits and Restrictions

Education Grants are subject to the following limits and restrictions:

- (a) The amount of the living expenses is set out in Appendix A.
- (b) Funding from year to year is not guaranteed to any student.
- (c) The number of grants available in any given year is contingent on the program budget approved by the Chief and Council for that year.
- (d) Grants will not be awarded for schooling provided by Provincial education authorities or for attendance at a private school.
- (e) Grants are only provided for program of studies, offered by a post-secondary institution, for which completion of high school studies or its equivalent is a pre-requisite.
- (f) Travel allowance is not provided.
- (g) Students will be provided “supplies” if deemed necessary by the Educational Institution.
- (h) Fees for applying to academic institutions are not provided; however, the fees may be reimbursed if the Student receives a grant.
- (i) Fees for transcripts required to apply to academic institutions are not provided; however, the fees may be reimbursed if the student receives a grant.
- (j) Tuition & fee support will not be provided for health and dental plans offered by the Educational Institute. Students must opt out of this.
- (k) Financial support will not be provided for a dependent(s)’ school supplies, computers, or related hardware and software.
- (l) Financial support is not provided for professional fees, protective equipment, union fees, safety tickets.
- (m) Financial support is not provided for professional workshops, seminars and retreats.

- (n) Athabasca Chipewyan First Nation is not responsible for the reimbursement of student loans, books, tuition, or any expenses incurred by students prior to being sponsored by ACFN. Reimbursements may be considered, if the student completes a funding application within the deadlines and if funding is available.
- (o) Laptops and computer repairs are not provided to the Student. The expectation is that students are fully ready to pursue their academics.
- (p) Students may be supported for completing a maximum of **one** certificate, diploma, or degree at each level of post-secondary study.
 - a. A student cannot be sponsored by though the Athabasca Tribal Council's Post-Secondary Education program and then apply to ACFN for the same level of program, for example ATC sponsored a certificate program, so the student would not be eligible for a certificate program through ACFN.

Funding Considerations

The following is a list of the priorities and criteria used to determine successful grant applications:

- (a) Grants are provided for post-secondary education related to advancement in current employment or to increase the Student's employability.
- (b) Preference will be given to students who are pursuing an educational path and have the desire to work, provided services that will benefits the First Nation (for example, engaging in studies to complete a degree in medicine with the goal of providing physician services to the community of Fort Chipewyan).
- (c) Preference may be given to students who have demonstrated outstanding academic performance in prior courses of study.
- (d) Preference will be given to students that not currently hold a post-secondary degree.
- (e) Preference may be given to students who show initiative in funding their own educational goals by saving money for school, obtaining student loans, or obtaining academic awards or bursaries.

- (f) Grants are provided to assist a student in successfully graduating from a program of study. A student who has not completed courses of study in the past, has failed to maintain academic standing at an Educational Institution, or who has not demonstrated the degree of maturity or commitment to successfully graduate will not generally qualify for a grant.
- (g) Grant allocation preference will be provided to students with full-time status.
- (h) Grants will be provided primarily for tuition and books. Only in exceptional circumstances will funding be provided for living expenses.
- (i) The program of studies must be eight months in length and lead to a certificate, diploma or degree.

Program Priorities

Priorities for approval of applications are based on the following categories:

a) **1st Priority: Currently Funded Students**

Continuing from the past to current academic year without a break in studies.

b) **2nd Priority**

Students who just completed their High School Diploma and/or requirements to receive acceptance into an educational institution.

c) **3rd Priority: UCEP (Pre-Tech.)**

Upgrading and/or trade students who can complete their diploma or acquire the necessary prerequisites to enter an approved post-secondary program within two semesters.

d) **4th Priority: New Post-Secondary Students**

Students who have met college or university academic requirements and are accepted into a program of studies by an approved post-secondary institution. This also includes deferred students whose last application was not granted due to lack of funds.

e) **5th Priority: Top-Up Students**

Students that are being funded by another source may be eligible depending on funding availability.

f) **6th Priority: Reimbursement**

Students who are requesting reimbursement of books and tuition upon successful completion of course(s).

g) **7th Priority: Probation**

Students who are returning after completion of a suspension period due to unapproved withdrawal or termination by institute and/or Post-Secondary Education Counselor.

5. Application Process

Complete the application and return to the Education Coordinator before the deadline. Incomplete or late applications without required supporting documents will be not be considered for the semester. All students, including continuing students, must complete a new application for each academic term and/or year.

Required Documentation

- 1) Completed Application Form (8 pages total)
- 2) Authorization to Release: Enrollment, Academic, & Residential Information
- 3) Student Funding Contract
- 4) Statement of Intent
- 5) Direct Deposit Information

Other Supporting Documentation Required

- 6) Letter of Acceptance from an Approved Educational Institution
- 7) Proof that the student has opt from health and dental plans
- 8) Tuition & Fee Assessment, estimate is needed.
- 9) Recent Transcripts
- 10) Clear Copy of Treaty/Status Card
- 11) Clear Copy of Dependent(s) Alberta Healthcare Card(s)
- 12) Funding Denial Letter from Athabasca Tribal Council's Post-Secondary Program (not required for continuing students).

If Available

- 13) Courses
- 14) Timetables

The Education Coordinator may require the Student to provide additional information or documentation, such as transcripts, confirmation of enrolment or acceptance, among others, for consideration in the application process.

Applications are only valid in the fiscal year in which the application has been submitted. Any student who applies for but does not receive a grant may re-apply the next fiscal year.

A Student who has applied for a grant shall be notified in writing by the Education Coordinator regarding the outcome of their application as soon as practicable.

Deadlines

Semester Start Date	Intake Deadline
September	July 31st
January	November 30th
May-August	March 31st

6. Grant Terms

- (a) The Student is responsible to keep current mailing address, telephone number(s), email address, and bank account information for any year in which a grant has been provided to the student with the ACFN Education Coordinator.
- (b) The Student must promptly advise the Education Coordinator if they withdraw from a program or of any change in full time status.
- (c) Students are not permitted to change their programs without consulting with ACFN's Education Coordinator.
- (d) The Student are required to maintain the overall minimum grade point average required in their program according to the rules and regulations of the Educational Institution.
- (e) The Student is required to provide the Education Coordinator with a copy of their transcript at the end of each semester that the education grant was provided.
- (f) Gain credits for at least 75% of their course load in each semester.
- (g) Two weeks prior to first day of class, the Student shall provide to the Education Coordinator the following documents:
 - Courses
 - Timetables

Funding Suspension

The Athabasca Chipewyan First Nation will suspend payments when:

- (a) The Student and/or institution has provided a notice of withdrawal or suspension from the program.
- (b) Changes in the Student's academic status from full-time to part-time.
- (c) The Student fails to gain credits for at least 75% of their course load in each semester. Students who find themselves in any of the above situations must notify the Education Coordinator immediately.
 - a. If a Student fails a course, but has a valid reason, the Student is required to retake this course in the next semester, plus three additional courses to be full-time.
 - b. If the Student fails the course a third time then the student will be required to pay for the course themselves.
- (d) The Student fails to provide their grades from the previous sponsored semester, unofficial transcripts may be provided until official transcripts are available. Once the official transcripts are received, the Student shall send it to the Education Coordinator, then the Living Allowance payment will commence.

Fraud

If a Student is suspected of committing fraud, all funding will be suspended until the Student can provide evidence to the contrary. If the Student is found to have committed a fraudulent act all assistance provided to the Student will be terminated. The Student will be then be ineligible to reapply for a grant for two academic years following the year in which the fraudulent activity occurred. Fraudulent acts include, but are not limited to, the following:

- (a) Claiming dependent(s) who do not reside with the Student.
- (b) Continue to collect living allowances after the student has withdrawn from school.
- (c) Claiming children in the care of Social Services as dependents for the purpose of acquiring additional funding.

- (d) Failure to notify the Education Coordinator of a change in academic status from full-time to part-time while continuing to collect monthly living allowances as a full-time student.

Consequences of Withdrawal

- (a) It is the Student's responsibility to give notice to the post-secondary institution and the Education Coordinator in the event that the Student withdraws from the education institution.
- (b) If the withdrawal is deemed to be for medical or compassionate reasons, the Student may reapply the following semester.
- (c) If the Student withdraws from a program and there is no medical or compassionate reason, the Student will not be able to apply for two years.
- (d) If the Student withdraws for a second time, and there is no medical or compassionate reason, the Student may be suspended indefinitely from future educational support.

Support for Living Expenses

- (a) The support for Student's living expenses is expected to cover such costs as food, accommodation, and transportation. Please refer to Appendix A for a schedule of living allowance subsidies.
- (b) Living allowance subsidies will be paid in Canadian dollars regardless of the location of the institution.
- (c) Living allowance subsidies are direct deposited to the Student's bank accounts normally two banking days prior to month end for the following month.
- (d) The Student must provide a personal void cheque or bank account information to the Education Coordinator prior to the program start date for the direct deposit of living allowance subsidies. Students without an active bank account will have a cheque mailed on the target deposit dates, but ACFN will not be responsible for any delays by Canada Post.
- (e) No cheques will be couriered to the Student or deposited on their behalf by employees of the Athabasca Chipewyan First Nation.

- (f) ACFN will not provide advances on Student living expenses.

Books and Supplies

- (a) Assistance for books and supplies will normally cover textbooks and supplies officially listed by the Academic Institution for the Student's program of studies.
- (b) The amount for books and supplies is identified in the fee assessment.
- (c) All invoices for books and supplies will be paid out in Canadian funds, and the Student is responsible for covering any differences that may arise due to foreign exchange rates.

Tutoring

Tutoring may be provided to Students having difficulty in a specific course of study, pending availability of funds. To access support for tutoring, the Student must provide the following information to the Education Coordinator:

- (a) A letter from the instructor of the course explaining why a tutor is required for the Student for the particular course, and the number of tutoring hours recommended.
- (b) A quote from the tutor indicating the start and completion date of tutoring, and hourly rate.
- (c) Tutors will be paid directly by ACFN.
- (d) The Student will only be provided tutoring one time for the course(s) recommended by the instructor.

Examination Fees

Examination fees that may be required for the Student's entrance into professional and accredited programs may be reimbursed for currently funded students. These include the LSAT, MCAT, DATS and CA examinations. Any exam not listed above may be discussed with the Education Coordinator on a case-by-case basis.

7. Appeal Process

To ensure fairness and equitable treatment, the following appeal process may be used if a Student is unsatisfied with a decision made by the Education Coordinator.

- (a) The Student must file the appeal in writing within two weeks (post marked) of the situation that the student feels justified to appeal. This letter must be sent to the ACFN Chief Executive Officer (CEO).
- (b) The appeal letter should be detailed in explaining the issue/problem with specific reference to the section of the Education Grant Policy that is disputed.
- (c) The ACFN CEO will provide the Student with written decision regarding the Student's appeal within seven (7) business days from the date of receipt of the Student's appeal. The ACFN's CEO's decision will be final.

8. Review and Amendment

The ACFN Education Grant Policy may be reviewed, amended, or discontinued by the Chief and Council at any time without notice to Members.

9. Coming into Force


This ACFN Education Grant Policy is approved by the Chief and Council and effective as of the signing date set out below:

Herby Enacted by Council at a duly convened meeting held on the 21st day of February 2024



Chief Allan Adam

Councillor Flossie Cyprean

Councillor Mike Mercredi

Councillor Hazel Mercredi

Councillor Teri Villebrun

Appendix A: Schedule of Monthly Living Allowance

Category	Monthly Allowance
Single Student	\$1,775
Student + one dependents	\$2,250
Student + two dependents	\$2,440
Student + three dependents <i>\$75.00 per month for each additional dependent</i>	\$2,600
Sponsored student through Athabasca Tribal Council	Rates will be used to top up student living allowances provided by ATC. Proof must be provided.

"Dependent" means a person who is 18 years of age or younger or a person who is 18 years of age or older and who, for diagnosed medical reasons, cannot live independently and is wholly dependent on the "Student" who is their parent or legal guardian.

Education Grant Application Forms

- 1) Completed Application Form (8 pages total)
- 2) Authorization to Release: Enrollment, Academic, & Residential Information
- 3) Student Funding Contract
- 4) Statement of Intent
- 5) Direct Deposit Information

Other Supporting Documentation Required

- 6) Letter of Acceptance from an Approved Educational Institution
- 7) Tuition & Fee Assessment, estimate is needed.
- 8) Recent Transcripts
- 9) Clear Copy of Treaty/Status Card
- 10) Clear Copy of Dependent(s) Alberta Healthcare Card(s)
- 11) Funding Denial Letter from Athabasca Tribal Council's Post-Secondary Program (not required for continuing students)

If Available at the time of application. These documents must be submitted to ACFN's Education Coordinator once they are received and before starting the semester.

- 12) Courses enrolled in
- 13) Timetable

*** Students are responsible for contacting the institution to see if ACFN's AUTHORIZATION TO RELEASE ENROLLMENT, ACADEMIC, & RESIDENTIAL INFORMATION (page 5) will allow ACFN's Education Coordinator to access your marks, invoices etc., as some institutions have their own forms, and update the coordinator.



**APPLICATION FOR EDUCATION GRANT
ATHABASCA CHIPEWYAN FIRST NATION EDUCATION GRANT POLICY**

Name of Member/Student		
Address		
Email Address		
Telephone Numbers	Home:	
	Work:	
	Cell:	
Treaty Number		
What is your age?		
Have you received an education grant from ACFN in the past?	Year:	
	Program:	
	Institution:	
	Completed: Yes <input type="checkbox"/> No <input type="checkbox"/>	
What is the year in which you graduated from high school?		
What is the total amount of the Grant applied for?	\$	
What is the Grant For? Fill in the amount for each category	Tuition \$	
	Books \$	
	Living Expenses \$	
Describe any other sources of funds you will be using to pay for your education including personal savings, grants from other organizations, awards, or bursaries.	Source	Amount
		\$
		\$
		\$
		\$
What is the name of the Educational Institution you will be attending?		
Where is the Educational Institution located?		
What is the course of study or program you are enrolled in?		

<p>What is the normal time required to complete the program of study (for example a typical university degree is normally completed in 4 years)</p>	
<p>Indicate what year of study you enrolled in. Example : 2nd year out of 4 / 1 out of 2 years.</p>	
<p>Indicate whether you are studying full-time or part-time?</p>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
<p>What is the start date?</p>	
<p>What is the end date?</p>	
<p>Have you ever withdrawn from or failed to maintain academic standing in a course of study?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If you answered yes to the question above, then provide the particulars</p>	
<p>Describe your long-term career plan and how the course of study you are undertaking will help you attain your goals.</p>	

<p>In what way would your education enable you to contribute back to ACFN?</p> <p>Ex: Resources for other students? Doctor for our community? Work for an ACFN company? Become a vet?</p>		
<p>Have you been sponsored by ATC in the past? If so what year (s) and what program did you take? Were you successful in completing it?</p>		
<p>If you have dependents, then provide their names and dates of birth.</p>	<p>Name</p>	<p>Date of Birth</p>
<p>Do you have a dependent spouse as defined in the Education Grant Policy?</p>		
<p>What is your dependent spouses name?</p>		

If you have a dependent spouse, then provide the particulars of the diagnosed medical reason why your spouse is unable to work in any gainful occupation.	
Have you read the Education Grant Policy and accept the terms and conditions upon which grants are made?	<input type="checkbox"/> Yes <input type="checkbox"/> No
NOTICE: The Education Coordinator may require additional information to process your request for a Grant. If so, then you will be contacted and must provide the information or documentation to maintain your application.	
Date of Application:	
Declaration:	I, the undersigned Member/Student declare the statements made in this Application to be true.
Signature of Member/Student:	

Fax, email or mail your completed application to:

Athabasca Chipewyan First Nation
Education Coordinator
P.O. Box 366
Fort Chipewyan, AB T0P 1B0
Fax: 780-697-3500
Email: education@acfn.com

FOR OFFICE USE ONLY	
Approved by Education Coordinator?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Amount of Grant	\$
Signature of Band Administrator: (approval for fund disbursement)	



**AUTHORIZATION TO RELEASE
ENROLLMENT, ACADEMIC, & RESIDENTIAL INFORMATION**

To the Office of the Registrar:

As a student assisted by the Athabasca Chipewyan First Nation, I hereby authorize the release of all transcripts, attendance records, residential information (e.g., living arrangements) and all other documents indicative of my progress to the sponsoring agency throughout the duration of this 20____/ 20____ academic year.

Program: _____

Student Name: _____ Date: _____

Student Signature: _____

Education Coordinator: _____ Date: _____

Contact Information:

Athabasca Chipewyan First Nation
Education Coordinator
P.O. Box 366
Fort Chipewyan, AB T0P 1B0
Fax: 780-697-3500
Email: education@acfn.com



**ATHABASCA CHIPEWYAN FIRST NATION
POST-SECONDARY STUDENT SUPPORT PROGRAM**

STUDENT FUNDING CONTRACT

This contract is between the Athabasca Chipewyan First Nation and the undersigned student for the purpose of acquiring education sponsorship to pursue an upgrading, trade, or a post-secondary program of study.

I have read the Athabasca Chipewyan First Nation's Education Grant Policy. I understand its content and intent and, therefore, I agree that:

1. I will complete and sign the application form and return it to the Athabasca Chipewyan First Nation Education Department along with all necessary supporting documents. I understand that any incomplete documents will be declined for funding and returned to me for clarification.
2. I understand that my application will be assessed according to the criteria set out in the funding policy.
3. Should I fail to earn credits or not complete the course(s) that I have enrolled in, for reasons other than a medical release or other emergency reasons, my funding will be terminated, and I will not be eligible for funding for two years.
4. If funded, I will provide unofficial transcripts to show that I completed the previous funded semester, I understand that my Living Allowance will be placed on hold until this information is provided.
5. I will immediately inform the Athabasca Chipewyan First Nation of any changes to my contact information, course or program of studies, student status (full-time or part-time), claimed number of dependents, and absences of over three days per month.
6. I will opt out of the Health and Dental plans offered by the Educational Institution I am attending.
7. I will be respectful when dealing with ACFN Education personnel.

I have read and understand the policies and procedures for educational funding of the Athabasca Chipewyan First Nation, and I agree to all the above conditions.

Signature

Date



**ATHABASCA CHIPEWYAN FIRST NATION
POST-SECONDARY STUDENT SUPPORT PROGRAM**

STATEMENT OF INTENT

Student Name: _____ Institution: _____

Program: _____ Program Length: _____

Why have you selected this program?

What are your future goals and job prospects?

I acknowledge that I have read and understood the conditions contained in the Athabasca Chipewyan First Nation's EDUCATION GRANT POLICY and will abide by it.

Student Signature

Date



**ATHABASCA CHIPEWYAN FIRST NATION
POST-SECONDARY STUDENT SUPPORT PROGRAM**

DIRECT DEPOSIT INFORMATION

Students who are required to submit their banking information for the purpose of having their living allowance direct deposited, if applicable.

Please submit a **“VOID” cheque** for the bank account you would like to receive your monthly living allowance.

Please forward this information to the following address:

Athabasca Chipewyan First Nation
ATTN: Education Coordinator
PO Box 366
Fort Chipewyan, AB
TOP1B0
Fax: (780) 697-3500
Email: education@acfn.com