



Cree School Board
Commission scolaire crie



Sabtuan Adult Education Services
Service de l'éducation des adultes Sabtuan

Frequently Asked Questions: Adult Education Applications and Student Allowances

Last Updated: November 26, 2020

Online Applications for Adult Education

How do I apply for an adult education program?

Students can apply for both Vocational Training and General Education (Upgrading) through our online application portal. The application portal can be found on the Adult Education "[Apply Now](#)" webpage. Application deadlines will also be listed on this webpage.

What funding options are available to me when I return to school?

New this year! Sabtuan Adult Education Services students may be eligible for financial assistance directly from the Cree School Board. More information can be found on page 2 of this FAQ.

What documents do I need to apply for an adult education program and funding?

Please be prepared with your JBNQA beneficiary number, your birth certificate, the birth certificates and beneficiary number of your dependents, and your student report cards/transcripts when you apply. You will also be asked for your [Permanent Code](#), which can be found on your report cards/transcripts. These documents are required to confirm your admission and funding. If you are approved for a student allowance, you will also be asked to provide your banking information and SIN as payments are sent through direct deposit.

Here is some information on how to request these documents if you do not have them readily available:

Birth certificate(s) – If you do not have a birth certificate, please contact the issuing agency of the province you were born in. In Quebec, this is the [Directeur de l'état civil](#).

Beneficiary number - To obtain your beneficiary number, contact your local Band Registry Clerk (*note: your JBNQA number is different than your Indian Status Registry Number*). If you are not a beneficiary of the James Bay & Northern Quebec Agreement, please contact Sabtuan Adult Education Services for information on how to bypass this part of the application.

Report cards/transcripts – For your most recent report card(s), contact the school board you last attended. If you need support requesting your transcript, please contact SAES Administrative Services at sabtuanadulted@cscree.qc.ca.

I do not have internet or a computer at home. How can I complete my application?

To complete an online application, you will need a computer, tablet, or phone as well as an internet or data connection. You will also need a way to upload documents (either by scanning them or taking a photo with your mobile device). If you do not have access to this technology, please make an appointment with your local adult education office.



Adult Education Financial Assistance Program

Am I eligible for a student allowance from Sabtuan Adult Education Services?

To be considered for an allowance, students must:

- Be a JBNQA beneficiary;
- Have a Secondary School Diploma or be at least 18 years of age and not have been registered in the youth sector for at least 12 months prior to their application;
- Not be receiving amounts under any student assistance program;
- Intend to return to school on a full-time basis (20 hours or more per week).

Individuals who are eligible for other funding, such as EI, may wish to review their options before accepting a student allowance from the Cree School Board. Your Local Employment Counsellor at Apatisiwin Skills Development will be happy to meet with you to review your funding options.

How do I apply for financial assistance?

When you apply for a program using our application portal, you will automatically be considered for both admission to adult education and a student allowance.

What amount will I receive?

Allowances are calculated to cover the basic cost of living for a student and their dependents. Amounts will vary depending on a student's marital status and number of dependent children. Students can inquire on the exact amount upon approval of their application.

Are childcare expenses covered?

In addition to receiving bi-weekly payments, students may also receive reimbursement for childcare expenses for child(ren) six years of age and under. Please note that only expenses from public daycare or after school programs can be reimbursed. To request reimbursement, students must submit a form along with the receipts from their public child care provider. Forms can be requested at your local adult education office or by emailing saes.applications@cscree.qc.ca.

What if I am receiving funding from another source (Employment Insurance, government grant, ASD allowance, etc)?

Students who are receiving an allowance, grant, or funding from another source are not eligible to receive a student allowance from the Cree School Board. If you previously received an allowance from Apatisiwin Skills Development for attending a Sabtuan Adult Education Services program, do not reapply for an ASD allowance this year. Your funding, if eligible, will be provided directly by the Cree School Board.

Am I allowed to have a part-time job if I have a student allowance?

Yes, as long as it does not interfere or disrupt your studies and no school is missed. Students must commit fully to their studies to receive an allowance. Any missed days may result in a decreased allowance, and repeated absenteeism may result in the removal of a student's funding.

Will I receive funding during the holidays?

Yes, so long as it falls within the school calendar year. Students will continue receiving their allowances through all school holidays (including Goose Break), with the exception of summer holidays. Consistent attendance before and after holidays is required to continue receiving funding.



A situation outside of my control (such as a medical appointment, illness, or bereavement) impacted my attendance. Will I continue to receive an allowance?

Please let us know as soon as possible, ideally in advance, if you will miss school for any reason. The Cree School Board has policies in place to respond to these circumstances.

I was approved for a student allowance, but I qualify for other funding options (Employment Insurance, education grant, etc). How do I know which option is best for me?

Your local Apatisiwin Skills Development (ASD, formally CHRD) office is a great resource for reviewing programs and exploring options, including EI and adult education student allowances. We recommend contacting your Local Employment Counsellor to discuss which funding is best for you.

I was not approved for a student allowance, what should I do?

Students who are not approved for an allowance may contact Apatisiwin Skills Development to explore alternative funding options.

What is defined as a dependent?

A dependent child is defined as:

- i. a child of the student
- ii. a child of the student's spouse or of both
- iii. a child for whom legal adoption procedures have been undertaken
- iv. a child who has been adopted in accordance with Cree tradition

and who

- v. is not married or living in a marital state with another person
- vi. is 18 years of age or under
- vii. is living with the student
- viii. is not himself receiving assistance under this Policy

A dependent spouse is a person who:

- i. is married to the student
- ii. has been living with the student in a common-law relationship for at least 12 consecutive months (an affidavit must be provided), or
- iii. is the father or mother of the student's child and is living with the student and is not himself receiving assistance under this Policy.

What is a JBNQA beneficiary?

JBNQA stands for "James Bay and Northern Quebec Agreement." Beneficiaries are those identified as benefiting from the provisions under this agreement.

Students applying for allowances will need to prove their beneficiary status by providing a beneficiary number. Note that this is not the same as an Indian Status Registry Number.

To obtain your beneficiary number including those of your dependents, contact your local Band Registry Clerk.

