



# FANS TRAVEL POLICY

## SCOPE OF TRAVEL BENEFITS

1. FANS travel benefits are benefits only available to students who receive a Basic Grant. They are not separate benefits from the grants.
2. For the purposes of this policy, "school location" means the actual location of the approved school.
3. FANS travel benefits are intended only for the transportation of a student and, where applicable, their dependants from their home community to the school location and back again.
4. FANS travel benefits are time limited. Students may not travel to the school location more than two weeks before the start of classes and must return to their home community no later than two weeks after the end of classes, unless otherwise explicitly authorized by the FANS Manager.
5. Students who do not have dependants traveling to the school location, are entitled to return travel from the school location to their home community to visit their family during their Christmas break. This benefit is only available during the Christmas break and if not used is forfeited.
6. Any travel benefit not used by a student within the academic year is forfeited.

## TRAVEL BENEFIT PROCEDURES

### GENERAL

7. Students approved for FANS travel benefits will receive written notification in their Approval of FANS Benefits Letter. The letter will confirm their 1) home community, 2) travel destination, 3) whether they are eligible for Christmas travel, and 4) the names of any dependants eligible for travel. The FANS office will not arrange travel for, or reimburse the travel costs of, any person not named on the Approval of FANS Benefit Letter.
8. After receiving a written notice of approval for travel benefits, students must complete and submit the [FANS Travel Form](#) to the FANS office. Once the form is received, the FANS office will book students' travel.
9. Changes to travel itineraries are not permitted, unless otherwise explicitly authorized by the FANS Manager.
10. FANS will not pay for or reimburse any other travel costs, such as upgrade fees, excess luggage fees, cargo fees, taxi fares, or meal costs.
11. FANS will not pay for layovers longer than those necessary for the most direct route between the student's home community and the school location. If a student wishes to stay longer at a layover location, the student must pay for the travel and accommodation costs themselves and apply to the FANS office for reimbursement after the travel is completed.



12. If a student misses a flight due to an illness or injury requiring a visit to a doctor, clinic, hospital or health centre, FANS will reimburse the student the costs of rebooking or booking a new flight, and any necessary accommodation, upon presentation of receipts and a certificate from a doctor or nurse confirming the visit and diagnosis or treatment.
13. If a student misses a flight for any reason other than a documented illness or injury, FANS will not pay for or reimburse the costs of rebooking a flight, booking a new flight, or accommodation.
14. If a student misses a flight, for any reason other than a documented illness or injury, and is unable to pay for rebooking a flight, booking a new flight, or necessary accommodation, FANS will pay the costs for the student and will invoice the student for the full cost.
15. Where a student applies for reimbursement for their travel:
  1. FANS will only reimburse travel expenses incurred directly with an airline, hotel, registered travel agent, or reward travel program;
  2. the amount of reimbursement shall not exceed the amount FANS would have paid had FANS booked the student's travel for the most direct route from their home community to the school location;
  3. if the student's cost of travel is less than the amount FANS would have paid had FANS booked the travel, FANS shall reimburse the student the actual cost of their travel; and
  4. if the student uses a reward travel program to book their travel, FANS will reimburse the student for any fees associated with booking the travel subject to subsection 15.2, but will not reimburse the student for the equivalent cost of the reward travel ticket.
  5. In addition, a student can apply for reimbursement for eligible travel expenses for their spouse and dependant(s), with sections 15.1-15.4 remaining applicable.

## ACCOMMODATION

16. If a student's travel itinerary requires the student to stay overnight in a community other than their home community or location of their school, the FANS office will pay for one night's accommodation plus any applicable taxes.
17. If a student's travel is delayed due to weather or flight cancellations, the FANS office will pay for the necessary additional accommodation.
18. If FANS is charged for any hotel costs incurred by a student, such as room service, cancellation fees, or damage or theft of hotel property, the full amount charged to FANS will be invoiced to the student.



## TRAVELLING EARLY TO THE SCHOOL LOCATION

19. There may be exceptional circumstances that require a student to travel to the school location more than two weeks before the start of classes. If a student requires early travel, they must request approval from the FANS Manager.

1. A request for early travel is made by completing the [FANS Early or Late Travel Request Form](#). This form must be submitted to the FANS Manager as soon as possible.
2. If a student's request for early travel is approved, the FANS Manager will provide a letter of confirmation of the student's amended travel date.

## POSTPONING RETURN TRAVEL TO HOME COMMUNITY

20. There may be exceptional circumstances that require a student to postpone return travel to their home community later than two weeks after the student completes classes. If a student requires late travel, they must request approval from the FANS Manager.

1. A request for late travel is made by completing the [FANS Early or Late Travel Request Form](#). This form must be submitted to the FANS Manager as soon as possible or no later than two weeks after the student completes classes.
2. If a student's request for late travel is employment related, the student must provide the FANS Manager with a copy of the signed letter of employment, which includes start and end dates, and contact information for the employer. The FANS Manager may also request additional information from the student to substantiate their request in other circumstances.
3. If a student's request for late travel is approved, the FANS Manager will provide a letter of confirmation of the student's amended travel deadline.
4. If a student's circumstances change and they no longer require late travel, the student must notify the FANS office to discuss the situation and have their travel amended. Typically, the student would be required to use the return portion of the travel benefit one week from the date of the changed circumstance.
5. If a student's request for late travel is not approved, the student must return to their home community no later than two weeks after a student completes classes.
6. A student who does not return to their home community by the set deadline forfeits their return trip.





## PRACTICUM TRAVEL

23. A student with a practicum placement in their home community or in a Nunavut community on the regular route from the school location to the student's home community may apply to use their return travel benefit to travel from the school location to the location of the practicum placement.
1. The student must notify the FANS Manager as soon as possible or no later than two weeks before the start of the practicum, of the need to travel for a practicum placement. The student must provide the FANS Manager with a letter from the practicum sponsor providing the location and start and end dates of the practicum placement as well as contact information for the sponsor.
  2. If the student's request is approved, the FANS Manager will provide a letter of confirmation of the student's amended travel dates and/or destination. The student will receive no additional travel benefit for that term.
  3. If a student's practicum is on route to their home community, the student must return to their home community no later than two weeks after the practicum has ended.
  4. If the student's request is not approved, the student must return to their original home community no later than two weeks after the student completes classes.

## SPECIAL SPOUSAL AND DEPENDANT TRAVEL

24. Students' spouses and dependants are normally expected to travel with the student. A student may choose to have their spouse and one or more dependants travel at a different time, either on the way to the school location or back to their home community. If this is the student's preference, they must indicate this on the [FANS Travel Form](#). In such cases, travel must occur within the student's eligible travel period.
25. A student may choose to have one or more of their dependants remain in the school location and not return to their home community after the student completes their classes. There is no limitation on doing this, but the travel benefit for any dependant who does not return to the student's home community by the set deadline is forfeited.





#### **Question 4: I have to stay overnight while traveling, what does FANS cover?**

If the portion of your travel paid for by FANS includes an overnight stay because of flight schedules, FANS will make arrangements and pay for your hotel at an approved rate. Any other stay-over costs, including food, are your responsibility.

**FANS will not cover hotel costs during travel at or beyond your school location, nor will FANS cover any expenses beyond what is approved such as other stay-over costs, meals, damage and/or stolen items, change fees, excess baggage or cargo fees. Any hotel charges due to damage or stolen items from the hotel that are charged to the FANS account will be invoiced to the student.**

#### **Question 5: I paid my own way to school, will FANS reimburse me?**

All eligible FANS travel is booked by FANS staff. However, if you booked your own travel, you can be reimbursed, but there are some things you should be aware of.

First, FANS has negotiated special travel rates. If the ticket you purchased costs more than the FANS special rate, FANS will only reimburse you for the amount they would have paid for the ticket.

Second, the ticket must be for travel between a student's Nunavut home community and the school location. FANS will only provide reimbursement based on this.

Lastly, you must submit your request for reimbursement by completing the [FANS Travel Reimbursement Form](#) within three months of the date of travel. With your form, you must include the original receipt for the ticket you purchased.

#### **Question 6: Can my dependents join me after I start school?**

Yes they can. If you travel to school by yourself, any eligible dependents indicated on Your Approval of FANS Benefits Letter may join you after you start school.

#### **Question 7: Can my boyfriend/girlfriend travel with me to school?**

FANS only covers travel costs for a married or common-law spouse. A person is considered a common-law spouse if you have lived as a family for at least one year before your application to FANS was received.

#### **Question 8: Will FANS pay my way home because of a family medical emergency or death in the family?**

Unfortunately, FANS cannot pay for travel related to a family medical emergency or the death of a family member. Many airlines have special fares for this type of travel. If you find yourself in this type of situation while at school, we encourage you to call the airline and explain your situation.



### **Question 9: Will FANS pay for spring break travel?**

No, the FANS Travel Benefit does not provide travel for spring break or reading weeks.

### **Question 10: Will FANS cover practicum travel?**

FANS will only cover practicum travel if the student's practicum placement is in their home community or in a Nunavut community on the regular route from the school location to the student's home community. In this situation only, a student may apply to use their return travel benefit to travel from the school location to the location of the practicum placement. The FANS Travel Policy provides more information related to this.

If this situation does not apply to you, we encourage you to complete an application for a [Needs Assessed Loan](#) to help cover this cost. It is important to know that Needs Assessed Loans must be repaid.

### **Question 11: Can I travel earlier than two weeks before school starts?**

You can apply to travel to your school location earlier than two weeks before school starts by completing the [FANS Early or Late Travel Request Form](#). The FANS office reviews each request on a case-by-case basis. This must be done in advance and you must receive approval from the FANS office for early travel. Without this approval, FANS will not cover this cost.

### **Question 12: Can I stay later than two weeks after school ends?**

You can apply to travel later than two weeks after school ends by completing the [FANS Early or Late Travel Request Form](#). The FANS office reviews each request on a case-by-case basis. This must be done in advance and you must receive approval from the FANS office for late travel. Without this approval, FANS will not cover this cost.

### **Question 13: Can I travel to school from someplace other than my home community and have FANS pay for it?**

No, all students are required to travel from their home community to school. If there are unique circumstances that you would like considered, you can contact the FANS Manager to discuss your situation.

### **Question 14: Will FANS pay for extra boxes or extra baggage while traveling between home and school?**

No, you must pay for anything extra other than what your purchased ticket entitles you to.

### **Question 15: Can I use my Christmas trip at some other time?**

No, this benefit is for Christmas holiday travel only.



