

## **Vision Statement and Policy Objectives**

### **Vision Statement**

The Great Binding Law which represents all creation is a strong bond, among our people and is reflected by our perseverance for equality and justice.

Kinamatawinun, (education/teaching) a guidance principle, which had been expressed orally over generations, still continues to be guiding force emphasized by our elders. The importance of our relationship with our mother earth, is a strong affair, which can not be over emphasized by our elders, if we are to continue to co- exist with mother earth.

This principle has allowed us to reach an understanding, of the external environments, and its implications, on our people, in a positive manner. Thus, still maintain equilibrium with mother earth, through the teachings of our elders.

The Education Program recognizes that it is extremely important that moral support, advisory services, and financial assistance be provided to Band Members who want to further their education and training, and who are eligible for Post secondary funding. Based on the availability of funds, every effort and provision will be made, to assist Band members to successfully pursue, and complete their educational goals.

### **Policy Objectives**

1. To encourage and support pre-qualified, eligible Band Members to gain access to Post-secondary education and to graduate from their respective programs with the qualifications they require to pursue their chosen careers, and to realize their individual potentials for contribution to the community and to society at large.
2. To provide counselling to students in budgeting, career planning, and job market research, and to provide assistance in acquiring financial resources to successfully complete their post secondary studies.
3. To ensure that students are aware of all of the available sources of education funding and the process through which these funds are accessed.
4. To meet the ever-increasing demand by Band Members for Post-secondary assistance and to provide Post-secondary educational opportunities to as many Band Members as possible.

## **Section 1:**

### **Eligibility Requirements**

#### **1.1 All New Applicants Must:**

1. Be a status Iskatewizaagegan No. 39 Independent First Nation Member;
2. Meet University or College entrance requirements and be enrolled or accepted for enrolment in a program of studies at an accredited post-secondary institution
3. Submit a completed Post Secondary Application to the Post Secondary Counsellor.

## **Section 2:**

### **Application Procedures**

#### **2.1 Full Time Student Must:**

- Be enrolled in a Post-secondary program leading to a certificate, diploma, or degree
- Students must take a minimum of 4 courses per semester. Less than four courses per semester will be considered part-time status

#### **2.2 Part Time Student Applicants Must:**

- Be enrolled in Post secondary program leading to a certificate, diploma, or degree
- Receive a letter from the institution stating that you meet the required requirements
- Maintain or exceed a 2.5 grade point average to continue in the program.

#### **2.3 Distant Education Applicants Must:**

- Be enrolled in a Post-secondary program leading to a certificate, diploma, or degree
- Meet the admission requirements of the academic institution
- Apply for financial assistance to cover the costs of courses.
- Submit a letter of completion to the Post Secondary Counsellor for each course for which the student has registered. If the student registers for and fails to complete a course, the student is responsible for reimbursing the cost of the course to the First Nation before any subsequent course will be sponsored.

#### **2.4 Short Term Education Applicants Must:**

- Be enrolled in a Post-secondary program leading to a certificate or diploma
- Meet the admission requirements of the academic program
- Submit a letter of completion and copies of transcript

### **Section 3:**

#### **Application Process**

Sponsorship Application Forms are available from the Post Secondary Education Counsellor

#### **3.1 Deadlines for Application:**

School Start Date:

September	Deadline: June 2
January	Deadline: November 15*
Spring and Summer Semesters	Deadline: April 15*

#### **3.2 Provision for late Applications**

All applications are due on the due dates stated above. If not handed in by that time, they will not be considered unless authorized in writing by Post Secondary Counsellor

#### **3.3 New Students Application Process**

The following must be submitted to the Post Secondary Education Counsellor

- Photocopy of a recent status card
- A completed Post Secondary Sponsorship Application Form
- Letter of Offer of Admission or Letter of Acceptance from an Institution
- Transcripts and Diplomas all from previous studies
- A mandatory 500-word essay outlining the applicants personal career goals, along with their and long-term goals, in their chosen profession to support their application
- Supporting documents for applicants who are claiming dependants (birth certificate, proof of child tax benefits, income tax)

#### **3.4 Continuing Students Application Process**

All students who are currently enrolled in full-time Post-secondary studies are required to submit the following documents on or before the application deadlines:

- Copy of transcripts from previous year
- Letter of intent

#### **3.5 Student Bursary for Independent Funding**

Students who acquire a student loan through OSAP or a Bank are eligible to receive a bursary no more than \$1,000.00 depending on availability of funding. Students applying for this bursary must provide a proof of loan and confirmation from the program of studies that it leads to a diploma or degree from an accredited Post-secondary institution.

## **Section 4:**

### **Priority**

#### **4.1 Due to limited funding, priorities for student application for sponsorship will be based on the following criteria:**

- Type of Student (returning post secondary student or new applicant)
- Record of Academic success
- History of responsible funding use

#### **4.2 Priority for Funding**

- 1) Continuing Students that have successfully completed the previous school year.  
\*NOTE: students are allowed to take off one semester due to documented medical leave
- 2) Highschool graduates who have demonstrated academic readiness through academic success and counsellor recommendation
- 3) Applicants who have demonstrated academic readiness through academic success

#### **4.3 Other Considerations for Funding Priority**

Your application for funding will be reviewed with the following being taken into consideration.

- If you owe the Band money for previous or present education sponsorship, you will be required to pay this debt before being considered for further funding.
- If you have been funded previously, you will be required to submit any transcripts pertaining to the period of time you were funded.
- If you are a continuing student or a student graduating from secondary school, you will be required to be in good academic standing, and the Post Secondary counsellor must receive your academic transcripts in order to have funding authorized. If you have failing marks, any courses are incomplete, or you did not write a final exam, you may not be considered for funding.
- If your academic records indicate that you have a history of not completing programs or courses, your application will not be considered until all other applications have been reviewed and only then if there are funds available in the current fiscal year. Approval of an application under these circumstances may involve a probationary period.
- Depending on availability of funding part time or short-term courses will be considered

## **Section 5:**

### **Selection Committee**

#### **5.1 Selection Committee to Evaluate New Applications**

Each year a Selection Committee is established, shortly after deadline dates. The Post Secondary Counsellor will post notices requesting **band members** to sit on the **Selection Committee**.

- The Selection Committee is responsible for reviewing completed post-secondary application packages using the criteria outlined in Section 4.
- Selection Committee members must not be immediate family members of Post-secondary applicants.
- The Selection Committee will meet in the middle of June to review applications for postsecondary funding. The Post Secondary Education Counsellor will arrange the dates and times.
- Letters of Approval, or non-approval, will be sent to applicants, no later than one week after the selection has been made.

#### **5.2 Waiting List**

Students whose names appear on the waiting list will be notified as spaces become available. This selection of students only occurs if a currently sponsored student withdraws from his/her studies. If students on the waiting list are not sponsored that academic year, they must re-apply for sponsorship, for the next academic year.

## **Section 6:**

### **Eligible Sponsorship Costs**

#### **6.1 Full Time Students are eligible for the following:**

- Paid Tuition
- Paid Books
- Living Allowance
- Moving Allowance or Travel Costs
- Orientation Travel
- Tutorial Costs if needed
- First and Last months rent

#### **6.2 Part Time students are eligible for the following:**

- Paid tuition
- Cost of mandatory books
- Travel Costs (subject to availability of funding)

#### **6.3 Distant Education and Short-Term students are eligible for the following:**

- Paid tuition (subject to availability of funding)
- Cost of mandatory books (subject to availability of funding)

## Section 7:

### Types of Allowances

#### 7.1 Tuition Assistance

The cost of tuition will be paid to the institution in which the student is enrolled.

#### 7.2 Book Allowance

Book Allowance will be provided for full time and part time Post Secondary students in the following amounts:

- |                        |                |                  |
|------------------------|----------------|------------------|
| • Full-time college    | Fall: \$600.00 | Winter: \$600.00 |
| • Full-time university | Fall: \$600.00 | Winter: \$600.00 |
| • Part-time college    | Actual amount  | Actual amount    |
| • Part-time university | Actual amount  | Actual amount    |
- Requests from students enrolled in programs that require more expensive books, will be considered on an individual need basis. If any student has legitimated book expenses over and above the amount provided, they are to submit all receipts for book purchases to the Post Secondary Education Counsellor.
  - Depending on funding availability, some of all of the additional expenses may be reimbursed.
  - Students are responsible for purchasing their own stationary supplies.

#### 7.3 Living Allowance

Living allowances are expected to cover normal daily living expenses such as food, lodging, and local travel. Please note that dependents must reside with student. The monthly living allowance may be applied directly to residence fees, if the student requests, the balance of residence fees/meal plans will be the responsibility of the student.

#### 7.4 Living Allowance Chart

Single Student living with employed parent	\$ 500.00
Single Student living with unemployed parent	\$ 1000.00
Single Student	\$ 1000.00
Single Student	\$ 1345.00
Single Student with one dependent	
\$87.00 for each additional dependent	\$1,230.00
Common Law/Married with unemployed spouse	\$1,357.00
With one dependent	
\$87.00 for each additional dependent	\$ 1000.00
Common Law/married student with employed spouse with one dependent	\$ 1050.00
\$87.00 for each additional dependent	

### **7.5 Moving Allowance**

Students who must move from one community to another in order to attend a Post-secondary institution shall be eligible to receive a moving allowance. This allowance is used to cover expenses to move household and personal belongings. In the event that the student decides that they will not be moving back at the end of the school year, and they happen to receive this allowance for returning home, the student must pay back the allowance which was issued to them.

### **7.6 Travel Allowance**

When a student must move from one community to another to attend a Post-secondary institution, the student shall be eligible for travel allowances. Each Student will be provided with travel allowances (coming home for Christmas holidays and returning to school in January) Additional travel allowance per year. one to go to school, and one to return at the end of the school year depending on funding.

### **7.7 Orientation Travel**

The Post-Secondary Education Counsellor will review and approve requests for travel (band rates) and meals for the student to attend an orientation with the Post-secondary institute, only if it is a requirement of the chosen institute.

### **7.8 Tutoring Expenses Assistance**

Students that require tutoring in any of the courses leading to the completion of their programs are required to get approval from the Post Secondary Education Counsellor. All tutoring forms must be submitted for payment.

### **7.9 First and last months Rent**

Where it is necessary for a student to rent accommodation in order to attend a Post-secondary institution and first and last months rent is required, the student will receive assistance, however deductions will be made from their monthly living allowance until the balance is paid off.

## Section 8:

### Sponsorship Limitations

#### 8.1 Colleges and Universities

##### Length of Program

##### Funding Limitation

2 years

3 years or 6 terms or semesters

4 years

5 years or 10 terms or semesters

5 years

6 years or 12 terms or semesters

Masters Degree

3 semesters beyond the recommended time

Doctoral Degree

4 semesters beyond the recommended time

#### 8.2 College/University Preparation Program

The band will sponsor students for one year. If a student chooses to attend another institution, it is the student's responsibility for any additional costs incurred

#### 8.3 Limits of Assistance by Level

Once students complete a level, they are no longer eligible for any funding in that same level. To continue with full time sponsorship, you must move upward on the educational ladder. (i.e., certificate-diploma-Bachelor Degree-Master's Degree-Doctorate and etc.)

- Level One      Community College (certificate program)
- Level two      Undergraduate Program: B.A, B.Sc.
- Level Three      Professional Program: M. D, M.B. A LL. B, B. ED
- Level Four      Graduate Programs: M.A, PhD.



## **Section 9:**

### **Graduation**

#### **9.1 Graduation Incentives**

All graduates from a Post-secondary program are **required** to submit their certificates, diplomas, and transcripts to the Post Secondary counsellor before a graduation incentive is to be released. Upon graduation, these students participate in the community graduation ceremonies and receive their incentives for obtaining:

- Certificate \$500.00
- Diploma \$600.00
- Undergraduate Degree Program \$700.00
- Professional Degree Program \$800.00
- Graduate Degree Program \$1000.00

#### **9.2 Graduation Photos/Gowns**

Graduates from the Post Secondary Education Program are entitled to receive \$300.00 for graduation fees. Fees will be paid directly to the suppliers. For any costs that are incurred over the limit, will be the responsibility of the graduating student to pay.

#### **9.3 Community Graduation Travel Expense**

Graduates who have not received any moving or travel expenses will be eligible to receive a one time return trip to attend the Community Graduation Ceremonies.

## **Section 10:**

### **Termination of Funding**

**10.1 Students, who have their sponsorship terminated, will not be eligible for sponsorship the following year. All monies must be paid back before the student can re-apply.**

#### **10.2 Conditions for Terminating Funding**

Sponsorship will automatically be terminated for:

- Withdrawal from the Post Secondary Institution
- Poor Class attendance
- Failure to submit required documents such as transcripts
- Dishonesty: In the event that a student drops out, and continues to receive sponsorship, the student is responsible for repaying the amount of funding back to the Post- secondary program
- Full time student who becomes part time without notification to the Post Secondary Counsellor
- For failing to maintain a "C" average, or better
- Failing to pay back any money owed to the Post- secondary program

### **10.3 The student must provide all of the following:**

- A letter stating reasons for low success rate must be presented for review by the Post Secondary Counsellor
- A letter from each course professor/teacher, stating that the student had been in full attendance throughout the course and has submitted all assignments on due dates; and
- A letter from the Program Director indicating the student's potential to succeed in the subsequent semester. Failure due to reasons of ill health will also be considered. All requests will be reviewed and evaluated based on individual merit;
- The Post Secondary Education Counsellor will determine if the reasons given by the student are adequate for a second chance. An agreement between the student and the Post Secondary Education Counsellor will be signed, to ensure that the student attends regularly and submits all course requirements. If no improvements are demonstrated by the end of the next semester, the student will be asked to withdraw;
- Students who register at a Post secondary institution and who receive the student allowance, but do not attend classes at the institution, must return to the Post Secondary Program all allowances which were received and/or paid on their behalf. This includes tuition fees, books and supplies allowances, and any other monies which may have been forwarded to the student or to the institution on their behalf;
- Full time students who leave their program of studies prior to the completion of their semester and who wish to receive funding for future semesters, must provide written proof from the institution that they were full time attendance during the period of the semester for which they were funded. Failure to provide such proof will result in the student being denied future funding as well as owing to the Post Secondary Education Program all funds received and/or paid on their behalf, for the semester they did not complete; and/or
- Students who owe money to the Post Secondary Education Program and who wish to return to Post secondary studies and furthermore who wish to receive financial support from the Post Secondary Education Program must make arrangements to pay back the amount owed before any future funding is provided.

## **Section 11:**

### **Academic Probation**

- 11.1** First year students, whose academic grades are below a "C" average, will be put on an academic probation for the fall semester. Failure to show an improvement in academic grades during this semester will result in the student's sponsorship to be terminated.
- 11.2** Students placed on academic probation by their educational institution will normally not be sponsored for one academic year or until they are accepted by an educational institution back into an academic program as a full-time student. Such students will not be guaranteed sponsorship by virtue of changing their program of studies or institution.
- 11.3** Students who receive failing or incomplete marks on 50% or more of their courses will be placed on academic probation by the Education Manager. Students placed on Band imposed academic probation will be required to sign a letter stating that unless they achieve a passing grade on all courses in the following semester they may be removed from full sponsorship until they successfully complete the courses (or their equivalents) which they failed or failed to complete.

## **Section 12:**

### **Student Appeals Process**

#### **12.1 Student Appeals Process**

A student who believes that he/she has been unjustly treated with regard to the application of the Post Secondary Policy has the right to appeal within (30) consecutive days. Students who would normally have their assistance terminated under the termination clause may request to have their assistance termination reviewed. The student must appeal on his or her own behalf. Appeals by a family member will not be considered.

#### **12.2 Procedure:**

1. The student discusses the issue with the Post-Secondary Counsellor in an attempt to resolve any dispute with regard to the Post Secondary Policy.
2. If a satisfactory resolution is not achieved and the student wishes to pursue the matter, he/she should discuss it with the Director of Education.
3. If a satisfactory resolution is still not achieved and the student wishes to pursue the matter further, he/she must submit a formal report appeal to the Appeals Committee.
4. The Committee will submit a report on the appeal hearing to the student and the Department, who will keep a copy in the student's file.
5. Decisions made by the Committee will be final.

#### **12.3 Additional Provisions Regarding Appeals**

- Appeals that are in direct conflict with standard policies cannot be accepted. The Committee cannot revise or make new policies.
- Every student has a right to appeal a Committee decision regarding funding. However, in cases where a student application has been refused because there are no funds the appeal will not be considered.

## **Section 13:**

### **Student Responsibilities**

#### **13.1 Student Responsibilities are outlined as follows:**

- To pay for their own application fees
- To pay for their own supplies, bus and parking passes
- To do everything possible to ensure that their education needs are being met in a positive and effective manner
- To notify the Post-secondary Education Counsellor of tuition payment requirements at least one month before the deadline. Students, who do not, will be responsible to pay for the late fee charges, before the tuition payment is issued.
- To provide up to date mailing addresses, e-mail address, phone numbers and bank account information
- To provide written notification to the post secondary education counsellor prior to program changes (i.e., changing area of study) and provide an updated academic plan
- To be familiar with the rules, regulations and policies of their Post secondary institution
- To provide written notice of course or program withdrawal. Withdrawal must be made prior to fee reimbursement deadline and if withdrawal occurs after the fee reimbursement deadline students will be responsible to pay back tuition costs
- To plan their finances and prepare a detailed budget
- To plan their career path at least one year in advance before applying for Post secondary assistance

#### **13.2 All students who qualify for Post secondary funding must sign;**

- A student funding agreement: this document outlines the student's responsibilities
- A student release of information form: this document allows the Post secondary Education Counsellor access to student records and attendance.
- Attend information session with Post Secondary Counsellor.

**Section 14:****Post Secondary Education Counsellor Responsibilities**

- To ensure that the education program is administered according to existing policies
- To assist students in gaining access to Post-secondary education
- To encourage and support students through out their educational journey
- To implement and review Post secondary policies

**Section 15:****Amendments to the Policies****15.1 Amendment Process**

Recommendations for amendments to this policy can be submitted by any Band Member or Band staff and are to be submitted to the Post Secondary Education Counsellor and/or Education Director. Any policy amendments must be approved by the band council. Policy review will be conducted annually.

**Contact:**

Post Secondary Education Counsellor  
Iskatewizaagegan No.39 Independent First Nation  
Box 9 Kejick P.O.  
Shoal Lake, Ontario  
POX 1E0

Phone: (807)733-3340 or (807)733-3621

Fax: (807)733-3635

## Section 16:

### Definitions

**Academic Plan:** the program credit requirements. Each semester, students are to comply with course requirements/prerequisites to complete their certificate, diploma or degree in a timely manner. All registered courses must coincide with the program requirements.

**Academic Probation:** a period of time during which a student is under strict academic guidelines, usually because of low or failing grades

**Academic Year:** the academic year normally refers to two semesters with an approximate duration of eight months

**Band Member:** a person whose name had been entered on the Band list

**Canadian Public Institution:** is a post-secondary institution that receives the majority of its funding from federal and provincial governments

**Certificate:** certification for completion of a college or university program

**Continuing Student:** student who has previously been accepted for sponsorship and is continuing the program within the required time limit

**Dependant Spouse:** a person who is married to the student or a person who has lived with the student as a partner for a period of at least one year prior to application for educational support. This person is dependant upon the student and does not receive an annual income of \$6500.

**Dependants:** any person who relies on a student for support and is living full-time with that student

**Diploma -** refers to diploma received for completion of a college or university program

**Full Time Students/Studies:** is defined as student must be enrolled for 4 full-time courses per semester

**Full Program Load:** the total number of courses required in any given year to complete a program in the normal length of time prescribed by the post-secondary institution

**G.P.A.:** Grade Point Average

**Harassment:** unwelcome conduct which is physical or verbal in nature and which detrimentally affects the work or study environment or leads to adverse job- or work-related consequences for the victims of the harassment

**Medical Release:** a student who is required, for medical reasons to be absent from classes for more than one week, is required to provide the Post Secondary Counsellor, within 10 days of the onset of the illness or medical condition, with a note or certificate from their doctor or medical institution that provides details of their illness or reason for absence from classes. Failure to do this may result in the student being required to reimburse the program for all educational funds that have been provided to the student in the semester during which the absence took place.

**Normal Program Length:** the number of years normally required to complete a program as outlined in the course of studies

**Part Time Student:** A student who takes less than four three-credit courses per semester; or less than six credits during spring/summer session

**Post Secondary Education:** is program of studies offered by an accredited post-secondary institute that has the completion of secondary school or its equivalent as a prerequisite **Post-Secondary Institution** - degree, diploma, and certificate granting institutions which are recognized by a province and include educational institutions affiliated with or delivering accredited post-secondary programs with transferable credits by arrangement with a post-secondary institution

**Private Post-Secondary Institution:** a Canadian or foreign post-secondary institution that receives the majority funding from sources other than governments

**Program of Studies:** includes all post-secondary programs at least one academic year in duration, leading to a certificate) diploma or degree offered by an accredited post-secondary institute (programs such as pre-law, which are less than one academic year and are prerequisites into a post-secondary program of at least one academic year in duration are included)

**Private Institution:** A private institution that offers diploma or degree programs

**Selection Committee:** consists of community members who volunteer to review all applications for postsecondary sponsorship for the upcoming academic year. All applicants are chosen according to policy guidelines

**Semester:** refers to a part of the academic year, as defined by the post-secondary institution. Semesters usually run from September to December (fall), January to April (winter) and then a variety of spring and summer semester schedules.

**Sponsorship:** provision of financial support to an individual for attending a post-secondary institution. This support may include tuition, books, living allowance, tutoring, and travel allowance, as applicable

**Spouse:** is a person who has lived with the student as a husband or wife for a period of not less than year prior to application for educational aid. If the "spouse" is legally married to the student, no time factors are relevant or applicable.

**Waiting List:** the selection committee will create a wait list of students each year. Students whose names appear on the wait list will be notified as spaces become available. This selection of students only occurs if a currently sponsored student withdraws from his/her studies. If students on the wait list are not sponsored, they must reapply.