

Pic Mobert First Nation

Post Secondary Student Support Policy

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1. INTRODUCTION

- a) The objective of the Pic Moberg First Nation Student Support Program is to support First Nation members to gain access to post-secondary education and to graduate with the qualifications and skills needed to pursue individual careers and to contribute to the achievement of First Nation self-government and economic self-reliance.
- b) The Student Support Program provides financial support to eligible First Nation members toward the costs of their post-secondary education.
- c) This document outlines:
 - i) the criteria to be met by students in order to qualify for financial support;
 - ii) the types and levels of allowance and incentives available through the Student Support Program; and
 - ii) the maximum duration of support that may be provided with respect to various levels of post-secondary education.
- d) This policy effective October 30, 2009 and will apply to all currently enrolled students and new student applicants.
- e) A Procedures Manual pursuant to this policy is contained in Appendix I.
- f) Guidelines pursuant to this policy are contained in Appendix II.
- g) The administration of the University and College Entrance Preparation Program (UCEP) is covered under this policy.

2. DEFINITIONS

In this document,

- a) **“Academic Year”** is as defined by the post-secondary institution, but will not be less than eight months duration.
- b) **“Administering Organization”** and „PMFN` means the Pic Mobert First Nation.
- c) **“Appeals Committee”** means a committee which is established to hear appeals and resolve disputes to ensure fairness and equitable treatment under the policy for First Nation Members.
- d) **“Band”** means a body of Indians:
 - i) Whose use and benefit in common, lands, the legal title to which is vested in Her Majesty, have been set apart
 - ii) Whose use and benefit in common, moneys are held by Her Majesty, or
 - iii) Declared by the Governor in Council to be a band for the purposes of this Act.
- e) **“Canadian Public Institution”** is a post-secondary institution which receives the majority of its funding from federal and provincial governments.
- f) **“CEGEP”** is an abbreviation of College d’enseignement general et professional, CEGEPs operates in Quebec.
- g) **“Contingency Funding”** means financial support provided to students for costs related to emergency situations. Funding for Emergency situations applies as follows:
 - i) for illness or accident, contingency funding applies to dependent family members
 - ii) for bereavement, contingency funding applies to immediate family members.

- h) **“Continuing Student”** is a student who is continuing from one level of study to the next level without a break in studies by choice.
- i) **“Department”** means the Department of Indian Affairs and Northern Development.
- j) **“Dependent”** means a child`
 - i) Under the age of 21 who is in full time attendance at school and whose sole source of support is the sponsored student.
 - ii) Who is physically or mentally challenged and who is solely financially dependent on the sponsored student.
- k) **“Failure”** is any sponsored course that is not successfully completed.
- l) **“First Nation Member”** means a person whose name has been entered in the Membership Register for Pic Mobert.
- m) **“Full-time Student”** attending full-time as per program outline.
- n) **“Immediate Family”** means father, mother (or alternatively stepfather, stepmother or foster parent), brother, sister, spouse (including common-law spouse resident with the student), child (including child to the common-law spouse), stepchild or ward of the student, father-in-law, mother-in-law, grandfather and grandmother.
- o) **“Just Cause”** for taking leave from Post Secondary studies will be individual, dependent family illness, accident or bereavement. Special circumstances other than stated, must be justified upon review by the Selection Committee/Review Board.
- p) **“Maximum Years of Support”** means continuing students will be eligible to a maximum of six (6) years of Post Secondary funding support.
- q) **“Overpayment”** means any payment or expenditure for which a student is or was not eligible e.g.

- i) Tuition and books assistance for any sponsored course is an overpayment if the course is not successfully completed. This includes incomplete courses or courses students withdraw from.
 - ii) Education allowance payments if you become ineligible.
- r) **“Part-time Student”** is defined by the post-secondary institution
- s) **“Post-Secondary Education”** means a program of studies, offered by a post-secondary institution, for which completion of secondary school studies or its equivalent is a prerequisite.
- t) **“Post-secondary Institutions”** are degree, diploma, and certificate granting institutions which are recognized by a province and include educational institutions affiliated with, or delivering accredited post-secondary programs by arrangement with a post-secondary institution
- u) **“Private Post-Secondary Institution”** is a post-secondary institution which receives the majority of its funding from sources other than governments.
- v) **“Program of Studies”** includes all post-secondary programs, at least one academic year in duration, leading to a certificate, diploma or degree. Programs e.g. pre-law, less than one academic year which are prerequisites to post-secondary programs of at least one academic year in duration are included.
- w) **“Semester”** refers to a part of the academic year, as defined by the post-secondary institution. Semesters usually cover the periods from September to December, January to April, and May to August.
- x) **“Selection Committee/Review Board”** means a committee which is established to review and recommend applications for approval.
- y) **“Spouse”** means as defined by section 29 of the *Family Law Act 1986* includes either man or a woman:
 - i) Who are legally married to one another;
 - ii) Who have cohabitated continuously for a period of not less than three years; or

- iii) Who have cohabited in a relationship of some permanence and are together the natural or adoptive parents of a child.

- z) **“UCEP`** means University and College Entrance Program and refers to all preparation programs (i.e. General Vocational Prep., General Arts and Science, Access Program)

3. ELIGIBILITY

- a) To be eligible to apply for support under the Student Support Program an applicant must:
- i) must be a member of the Pic Mobert First Nation
 - ii) must be of Aboriginal ancestry
 - iii) must have met the Post-secondary Institute's program requirements and have been enrolled or accepted for enrolment in a post-secondary institution for a program of studies.
 - iv) Reimburse all monies paid in trust back to the First Nation if an overpayment is assigned to the student's file.
 - v) Successfully complete sponsored courses. Students who fail to complete their course – without just cause – will not be eligible for funding for one (1) full academic year and in addition to an overpayment assigned to their file, the following actions will be taken:
 - i. LEVEL I and II (college/university): 2 failures – assigned a priority 5 (previously unsuccessful student); 1 failure – academic probation and mandatory counseling interview;
 - ii. LEVEL III (masters/doctoral): 1 failure – assigned a priority 5. If you are on Academic Probation you must pass all courses in the next semester or a Priority 5 will be assigned.
- b) Support will be provided within the limits of funds allocated to the PMFN from the Department of Indian Affairs and Northern Development. If support for the number of eligible applicants exceeds the budget, applications will be deferred according to the rules set out in the operating guidelines.

4. TYPES OF SUPPORT – FULL-TIME STUDENTS

a) *Tuition Support*

Includes students' fees for registration, tuition and the cost of books and supplies which are listed as required by the post-secondary institution.

- i) Students attending Canadian public institutions at the normal rate charged by the institution for a Canadian student.
- ii) Students attending private or foreign post-secondary institutions at the same rate charged by the Canadian institution nearest to the student's place of residence at the time of application which offers a comparable program.
- iii) Students enrolled in a foreign institution where no comparable program is available at an institution in Canada.
- iv) Book and supply allowance will cover the cost of all required texts, and clothing if required for placement, such as nursing etc. (Allowance for 'work placement' clothing will be given only once per program) Receipts will be required.

b) *Support for Living Expenses:*

- i) The support for living expenses is expected to cover the cost of food, shelter, daily transportation, rental costs and contingency funding, to the maximum as set out in the Allowance Schedule in Appendix i.

- ii) Students who have graduated from a G.E.D. Program and who have been accepted into a Post Secondary Program will be eligible for the living allowance.
- iii) Students who work full-time and attend school full-time will not be eligible for the living allowance.
- iv) Students who attend school part-time will not be eligible for the living allowance.

5. TYPES OF SUPPORT – PART-TIME STUDENTS

- a. Part-time students may receive support for tuition and the cost of books and supplies as detailed in 4 (a) which are listed as required by the post-secondary institution.

6. LIMITS OF SUPPORT

- a) Support will be provided for four levels of post-secondary education up to a *maximum of six (6) years of support for continuing students*:
UCEP: University and College Entrance Programs
Level I: Community College diploma or certificate programs
Level II: Undergraduate programs
Level III: i) professional degree programs e.g. MD or
ii) Master's and Doctoral programs
- b) Tuition support as outlined in 4 (a) will be provided to students enrolled in all four levels without limits.
- c) Support for living expenses as outlined in 4(b) will be provided to students to complete one program at each level, to a maximum of 6 years for continuing students.
- d) The duration of support in 6 (c) will accord with the official length of the program as defined by the post-secondary institution in which the student is enrolled.
- e) Students enrolled in level I and II will be supported for up to one additional academic year per level for special needs if :
- i.) such an extension is approved in writing by the institution's dean or the head of the department;*
 - ii.) documentation is provided stating the student has been previously identified as having special needs;*
 - ii.) the extension is approved in writing by the Education Director of Pic Mobert.*
- f) Students may be supported for up to one additional academic year in Level III for medical or personal reasons if approved by the Dean of studies and the Director of Education for Pic Mobert.
- g) Students must work through the 4 education levels in order to continue to be eligible for support. (i.e. the student must complete a Level I program and then complete a Level II program).

- h) If a student resumes studies at a level, the previous time spent at that level will be counted for support purposes.
- i) Where students change programs within one of the levels, the academic years used for each program within this level will be counted for support purposes.
- j) Students who have become eligible for support and who have previously completed a portion of post-secondary studies without support from this program will receive support for the balance of their program of studies in accordance with 6(d), 6(e), and 6(f).
- k) At the end of each semester, students will present or mail their transcripts to the Education Director. Students, who do not present their transcripts, will not be funded for the following semester. Furthermore, the transcripts must reflect the required degree of success to continue on in the program of studies.
- l) If a student continues in studies beyond the allowable maximum period of 6 years, the student is responsible for tuition, books and living expenses. Support for tuition and books for studies beyond 6 years may only be provided in cases where there is sufficient funding left over after processing all other continuing students and new post secondary applications ; however living expenses will not be provided for.
- m) All time spent in post secondary studies, regardless of breaks in studies, is counted for purposes of reaching the allowable maximum period of 6 years support.

7. INCENTIVES

The Pic Mobert First Nation may provide the types of incentives listed in this section, *if there is sufficient funding left over after processing all other continuing students and new post secondary applications.*

- a) **Incentives for Students Enrolled in Level III Programs:**
Students enrolled as full-time students in a Level III degree program may receive an incentive from the administering organization, subject to a maximum of \$1,000. This incentive will only be provided once. Students will be eligible for this incentive upon commencement of the second year of the degree, or upon successful completion of the degree.

- b) **Strategic Studies Scholarships in Level II:** In order to encourage students to engage in studies that directly contribute to achieving self-government and self-reliance, the administering organization may award incentive scholarships.
 - i) Students who are currently receiving financial support under the Student Support Program and who are enrolled as full-time students in a program of studies in the areas of commerce, public or business administration, economics, applied and physical science, mathematics and computer science, forestry and engineering are eligible for the Strategic Studies Scholarship.
 - ii) The amount of a scholarship awarded by the administering organization will be up to a maximum of \$1,000 annually.
 - iii) Eligibility for the scholarship will be conditional upon successful completion of one year of the program of study and continuation in it. The scholarship will be awarded annually at the beginning of the second year of the program and the beginning of each year

thereafter in accordance with the length of the program as defined in 6(d).

- iv) The Strategic Studies Scholarship will be available to a maximum of five percent of the Indian/Inuit post-secondary student population. Recipients of the scholarship will be determined by the administering organization. One scholarship will be available where the five percent maximum is less than one student.
- c) **Pic Mobert Academic Achievement and Aboriginal Community Involvement Scholarship:** In recognition of academic achievement and Aboriginal community involvement, the administering organization may award scholarships to students in Level I and II who are enrolled as fulltime students, have achieved a grade point average of B or higher in their program of studies, and can demonstrate Aboriginal community involvement.
- i) Students currently receiving support under the Student Support Program are eligible for scholarships in recognition of Academic achievement and Aboriginal community involvement.
 - ii) The amount of the scholarship awarded by the administering organization will be up to a maximum of \$1,000 annually.
 - iii) Students may be eligible for the scholarships upon successful completion of each year of their program of studies.
 - iv) Students must submit their transcripts, a 1200 word essay outlining Aboriginal community involvement and 2 academic references, to be eligible for this scholarship.
- d) Eligible students may be awarded either one Strategic Studies Scholarship or one Academic Achievement Scholarship in one academic year.

- e) If the number of eligible applicants exceeds the maximum allowable scholarships, the selection will be made according to rules set out in the operating guidelines (appendix ii).

8. APPEAL PROCESS

To ensure fairness and equitable treatment under this policy, the PMFN has in place an appeal process which incorporates the following basic elements:

- a) Formal statement and public distribution of the said policy and procedures.
- b) Ensuring that the student has a right to an established appeal process. This includes the existence of an impartial appeal board.
- c) Ensuring that the student has a right to have support in the form of an advisor or advocate.
- d) Ensuring the First Nation has an adequate level of participation in the appeal process and its structure.
- e) The administering organization will provide costs for board members and the students to attend the appeal hearing.
- f) The establishment of specific time frames for the appeal hearing to be set and decisions to be made.
- g) Confirmation that the administering organization will abide by the appeal board's decision.

Students may not appeal to the Department of Indian Affairs, decisions made by the administering organization. This includes administrative decisions and appeal rulings. The appeal process for PMFN is contained in the operating guidelines (appendix II). The appeal committee will consist of the following; an elder, a band council member and an educator from the Netamisakomik Centre for Education. The appeal panel is selected at large in the educational process.

Appeals will be heard at the Pic Mobert First Nation.

9. OPERATING GUIDELINES

The Pic Mobert First Nation has in place operating guidelines for the administration of this program. The guidelines are contained in appendix I and contain selection priority criteria, an allowance schedule, the appeal process, and criteria for contingency funding. Copies of this policy and operating guidelines will be posted at the office of the PMFN and on the PMFN website.

10. STUDENT REGISTRY

The PMFN is responsible for maintaining a student registry. The Department will identify the information requirements which will include the student's name, the institution attended, the program of study, the support provided, the degree/diploma/certificate obtained and any additional information which may be required from time to time. This information will be used for statistical purposes only and will remain confidential. The PMFN must report this information annually to the Department.

APPENDIX I – PROCEDURES MANUAL

1. RECRUITMENT

- a) The Education Director of the PMFN is primary contact the recruitment of potential users of the P.S.S.S.P.
- b) Recruitment of potential students shall be achieved through advertisements of P.S.S.S.P., post-secondary programs and deadline dates.
- c) Advertisement will occur through the use of presentations, community bulletin boards, mail, phone, personal interviews and the PMFN website and newsletters.
- d) Advertisements will occur January to April, well before deadline dates and as requested.
- e) Every effort will be made to ensure potential students are aware of the P.S.S.S.P., post-secondary programs and deadline dates. However, because the membership of PMFN is spread out across Canada, it is impossible to reach every member of PMFN.

2. RESPOND TO REQUEST FOR INFORMATION

- a) The Education Director will respond to all requests for information and/or sponsorship through the P.S.S.S.P. Requests may come from students, community members, institutes or other organizations.
- b) The Education Director will set up an appointment for an interview with the potential student as soon as possible after the initial request.
- c) At the initial interview the Director will explain the P.S.S.S.P., Education package and assist with the post-secondary application processes and answer any questions of the potential student.
- d) The Education package will include: forms for the Application for Education Assistance, Education Plan, Banking Information and Release of Information and a copy of the Policy. The forms will be completed at the initial interview.
- e) Out of town students will be interviewed via telephone and the Education package will be mailed out.
- f) A student file form will be set up after the initial request.
- g) If all required information is not completed at the initial interview, the potential students shall mail, fax, or deliver in person to the Education Director all required information before deadline dates.
- h) An offer of admission must be on file before an application for funding is approved.
- i) Information from the Education Package is required to verify and process the application for funding.

***** Applications received prior to deadline dates that do not contain an offer of admission and a completed Education package will be considered incomplete and will not be processed.**

***** Completed applications received after the deadline dates will be deferred.**

3. PRE-SCREENING OF STUDENT APPLICATION

- a) Upon receipt of a completed Education package, the Education Director will pre-screen the application.
- b) At the pre-screen stage, applications for programs that do not qualify and applicants that do not have status should be screened out. The potential student must have also already applied to a post-secondary institution and be in receipt of an offer of admission.
- c) The Education Director will notify all screened out applicants of the reasons why their application has been denied funding. Notification will happen as soon as possible after a decision has been made. A copy of this letter will be put into the applicant's file.

4. PRE-FOLLOW UP OF STUDENT APPLICATION

- a) The Education Director will ensure that all required information including transcripts and acceptance letters have been completed and returned to the Education Office.
- b) Information received will be verified through contact with the institute (e.g. registrar, contact person at institute).
- c) Contact with the student will be made if more information is needed to process the application.
- d) Pre-follow up is to be completed as soon as possible or as information (transcripts/acceptance letters) become available.

5. CLASSIFICATION OF STUDENT APPLICATIONS

- a) When pre-follow up is complete, the Education Director will key-punch student applications into PSIS and print applications authorizing office name only – no date.
- b) Student applications are classified based on PSIS codes:
 - 1. Continuing students
 - 2. Deferred Applicants
 - 3. Post-Graduate Students
 - 4. New Mature Students
 - 5. New UCEP Students
 - 6. Students returning to studies after having dropped out.

PMFN priority codes are contained in APPROVING APPLICATIONS.

- c) Student applications are only recommended for funding when all required criteria is met. (Ex. Completed Education package, acceptance letter etc.)
- d) Student applications are not recommended for funding if any required criteria is outstanding.
- e) All recommended or applications with conditional acceptances should be key-punched into PSIS before the INAC banking date.
- f) The purpose of prioritizing and recommending/not recommending student applications for funding is to ensure criteria is followed and estimated budgets are completed.

6. APPROVAL OF STUDENT APPLICATIONS

1. Recommended student applications are approved by the Education Director based on availability of funds and the following student priority categories:
 - a) **Continuing Students:** (Priority 1) Students who were enrolled in post secondary studies or graduated from high school or UCEP in the preceding academic year and who are continuing in a post secondary program of studies. This includes the student who completes an undergraduate degree and continues to an advanced degree program of studies. It also includes students who complete a community college program and continues on to an undergraduate degree program. High School graduates have continuing student status for up to two years following graduation.
 - b) **Deferred Students:** (Priority 2) Students whose applications for support were deferred from previous year for lack of funds and who are reapplying for support.
 - c) **Post Graduate Studies:** (Priority 3)
 - d) **New Mature Students and UCEP Students :**(Priority 4) other new mature post-secondary students enrolled in university and college entrance preparation programs.
 - e) **Returning Students:** (Priority 5) Students returning to studies after having withdrawn from any previous post-secondary program; also students who were unsuccessful in previous attempts at post-secondary studies.
2. Student applications are approved after the budget has been confirmed by INAC and after the student budget has been completed by the Education Director.
3. All applications must be approved as close as possible to the application deadline date.

7. NOTIFY STUDENTS

- a) After applications have been processed, all applicants will be notified in writing about the status of their funding.
- b) Unapproved applications and applications placed on hold will be informed as to the reasons why.

By July 01, students who are approved will also be sent a letter of congratulations, a copy of their sponsorship letter, a Release of Academic Records, a Student Information and Responsibilities Form (student Contract) and an Allowance Schedule.

8. NOTIFY INSTITUTE

- a) The Education Director will mail or fax a Letter of Sponsorship and Student Release of Information to the Registrar and/or Accounts Receivable.
- b) If approval for the invoicing of required texts and supplies has been granted, a copy of the sponsorship letter must be sent to the student and bookstore and placed on student file.
- c) Counselor or contact person at institute will be identified and notified.
- d) Letters of Sponsorship are required for timely invoicing and to allow student registration in their program.

9. THE ALLOWANCE SCHEDULE

- a) After student budgets have been approved, the Education Director will draw up the monthly student allowance schedule. The allowance schedule will include: date for electronic file transfer of living allowance, automatic deposits are done on the 27th of each month (if 27th falls on a weekend, deposit will be done Friday immediately before the 27th).
- b) The allowance schedule will be approved by the Education Director and a copy will be given to the Finance Department.
- c) The allowance schedule is required to ensure the PMFN Finance Department is aware of the student allowance dates and to enable students to budget for the Academic Year.
- d) Unless otherwise noted all student must have a bank account and all living/book allowances will be automatically deposited into the student bank account on the 27th of each month.

12. TUITION REQUISITIONS

- a) Upon approval of Funding application and upon receipt of offer of admissions, tuition fees will be requisitioned to finance for immediate payment to avoid registration difficulties and late penalty payment fees.
- b) The Education Director will check the invoices for discrepancies (i.e. tuition too low – could mean part-time status, tuition too high – could mean student picked up courses, change program/institute).
- c) If tuition is higher than estimated student budget, the Education Director will do a supplement application and will notify the Finance Department.

13. REQUISITIONS OF OVERPAYMENTS

If students have been overpaid, an overpayment invoice will be sent to the student. All future applications will be put on hold until arrangements have been made to recover the overpayment. Copies of the invoices will be sent to the PMFN Finance Department.

14. ORIENTATION AND BRIEFING OF STUDENTS

- a) A PMFN Orientation Session for all Post Secondary Students will be held no later than the third week in August.
- b) Where possible it is compulsory that all Post-Secondary Students attend.
- c) When it is not possible, the Education Director will complete an information package and mail to students concerned.

15. FOLLOW-UP

a) The Education Director will complete a follow-up on all students by October 30 and January 30 and May 30 of each year.

b) OCTOBER FOLLOW-UP will include:

- i) Student registered as full time or part-time
- ii) Mid-terms and/or Progress Report on file

c) JANUARY FOLLOW-UP will include:

- i) Student registered as full or part time
- ii) Fall transcripts/progress reports
- iii) Final tuition paid
- iv) Final progress for academic year complete

MAY FOLLOW-UP will include:

- i) Final transcript submitted

d) Students will be placed on an academic/attendance contract and/or payments will be suspended if the following occurs: a change in program without notifying the Education Director, poor attendance, failure in program, or a drop below full time status. If any of the above are identified during follow-ups or mid-term reviews, they will be dealt with immediately by:

1. Meeting with student; or
2. Meeting with or contacting Native Counselor at institute
3. Meeting with Coordinator or appropriate staff of program
4. Assessing situation and referring student to an agency that has the capability to deal with a specific problem.

16. RE-ENTRY OF STUDENTS

- a) The Education Director and Student will review education plan/goals and academic transcripts.
- b) All relevant criteria must again be met.

APPENDIX II – OPERATING GUIDELINES

1. INTRODUCTION

To ensure the PMFN Post Secondary Policy is administered in a fair and equitable manner for all First Nation members. These guidelines will be followed to ensure the Policy is delivered effectively.

II. APPLICATION DEADLINES DATES

Summer School March 15

Fall/Winter Semesters June 15

Application deadlines dates are to be clearly posted at all times.

Applications for part-time studies are subject to approval based on the availability of funds.

III. STUDENT PRIORITY CATEGORIES

Applications received prior to the above dates will be processed and approved according to the following student priority categories. The priority system applies to full time and part time studies.

1. Continuing Students
 - Students continuing into the second, third or fourth year of a post-secondary program,
 - Students who have graduated from high school and are continuing into a post secondary program. This does not include students who have previously accessed Post Secondary funding.
 - Students who have completed one level of education and are continuing into the next level; from level I to level II up to the maximum of 6 years student support. This includes UCEP students who continue on to college or university; college students who continue on to an undergraduate degree program in the same area of study or undergraduates who continue on to an advanced degree or professional degree in the same area of study.
2. Students who are applying for support and whose previous application was deferred due to lack of funding.
3. Other mature post-secondary students and students enrolled in university and college preparation programs.
4. Students who have graduated from a Post Secondary Program and are continuing into a different area of Post Secondary studies.
5. Students returning to studies after withdrawn from previous post-secondary programs; also students who were unsuccessful in previous attempts as post-secondary studies.

Applications received after the deadline dates will be held until it can be determined that funds are available after processing the above first batch

of applications. If funds are not available, these applications will be treated as deferred applications.

IV: LEVELS OF ASSISTANCE FOR LIVING EXPENSES

| Status | Monthly Allowance | High Rent Allowance |
|---|--|---|
| Single student or Student with Employed Spouse | \$1000 | \$1000 |
| Married Student with employed Spouse or single parent with: <ul style="list-style-type: none"> ➤ 1 dependant ➤ 2 dependants ➤ 3 dependants ➤ 4 dependants ➤ Over 4 dependants | \$1250 \$1400 \$1600 \$1800 \$50 per month for each additional dependant | \$1250 \$1540 \$1760 \$1980 \$50 per month for each additional dependant |
| | | |

Only students with **two or more dependents**, whose place of study is located in a high rental area, are eligible for the Maximum Monthly Allowance for High Rental Areas. The high rental areas will be identified and revised annually by the department using the Canada Mortgage and Housing Corporation's rental survey. The support will be increased by 10% during the academic school year.

***** The rates will become effective on June 1, 2010.**

V. CONTINGENCY FUNDING

- a) The Pic Mobert First Nation, under Contingency Funding, will provide financial support to students for costs related to emergency situations.
- b) Contingency Funding for Emergency situations applies as follows:
 - i) For illness or accident, contingency funding applies to dependent family members;
 - ii) For bereavement, contingency funding applies to immediate family members.
- c) Students eligible for contingency funding should apply by telephone to the Education Director immediately. The application will be processed as quickly as possible and should it be approved, a cheque can be deposited into the student's bank account.
- d) Approval of contingency funding is at the discretion of the Education Director and is dependent on the availability of funds.

VI. SELECTION COMMITTEE

- a) The selection committee shall comprise of: the Education Director, one staff member from the Netamisakomik Center for Education, one elder and one Council member that holds the education portfolio.
- b) Where the number of applications for support exceeds the amount of funds available, the Selection Committee will convene, to review and recommend applications for approval.
- c) The Selection Committee may also be called in for other Post-Secondary issues requiring review.

VII. STUDENT APPEALS PROCESS

To ensure fair and equitable treatment under this policy, the PMFN has the following appeal process in place:

- a) All efforts must be made to ensure copies of the policy are readily available and are distributed to all students.
- b) Every student has the right to an appeal process. It is the responsibility of the Education Director to ensure all students are made aware of this right and the established appeal process.
- c) The Appeals Committee will consist of one Program Manager, one community member, one Council member, one Elder, one individual who is not a Band member; and a Community member of the student's choice.
- d) When a student has a concern or disagrees with any aspect of P.S.S.P. the student shall contact the Education Director for an explanation, if the student is not satisfied with this s/he may request in writing an appeal process be initiated. These requests are to be directed to the Education Director and must be received within 14 days from the date the explanation was given.
- e) Upon receipt of a request for an appeal process, an Appeals Committee shall be formed. A copy of the request to Appeal shall be given to the Appeal Committee by the Education Director who will then ensure: (1) the Education Director is provided with the specifics of the appeal and will provide this information to the Appeals Committee, (2) a copy of the request be forwarded to Chief and Council.

- f) Within one week of receipt of a request for an appeal process, the Education Director will arrange for a review hearing. The process for conducting the review, along with necessary specifics will be forwarded to the student, the Appeals Committee and the Chief and Council. Financial arrangements will be made to cover the costs for the student to attend the appeals hearing that is the most cost effective.
- g) At the appeal hearing, the Appeal Committee will either make a decision or establish a specific time frame to resolve the concern; however this must be done within 14 days after hearing the Appeal.
- h) The PMFN agrees to abide by all decisions made by the Appeals Committee.

Students may not appeal to Indian and Northern Affairs Canada any decision made by the PMFN. This includes administrative decisions and appeal rulings.

VIII. STUDENT RESPONSIBILITIES

All students sponsored by the PMFN are expected to put forth a committed effort to meet the requirements listed in this section. Failure to meet these requirements may result in the student being placed on an Academic and/or Attendance Contract or Probation.

Students must:

- a) Complete and return required documents in a timely fashion.
- b) Be full-time as defined by the post secondary institution and the PMFN.
- c) Be registered in class full-time as per program outline in order to complete studies in the allotted time frame of funding, unless otherwise approved in writing by the Education Director pursuant to section 6 Limits of Support set out in (e) or (f).
- d) Maintain the grade point/cumulative average to ensure continuation in program.
- e) Inform the Education Director before any changes are made to education goals (i.e. change of program, drop or pick-up courses etc.)
- f) Attend all classes and inform the Education Director and program staff of any legitimate periods of absence.
- g) Provide official transcripts to the Education Director. Funding is Contingent upon the receipt of transcripts and applies to both part and full time students.
- h) Inform the institution and the PMFN Education Director officially and immediately if forced to withdraw for any reason, and provide the date and reason for withdrawal. Future funding is contingent upon this.

- i) Keep all receipts for books and supplies: this information is needed for supplements. Book allowance for the school year is included in your September allowance. Supplements will be considered once the First Nation receives your receipts and will be dependent on the availability of funds.
- j) Refrain from providing any misleading information to the PMFN. Doing so will void the application for educational assistance.
- k) Respond to correspondence received from the PMFN by returning all requested information promptly to ensure continuation of funding.
- l) Attend classes, complete course work and submit class assignments on time to foster success in post secondary programs.

*** All payments will be suspended on notification from the student or institute of study that the student has withdrawn from the program of study.

*** Any funding issued to a student before and after they have withdrawn or have been suspended for academic reasons: failing to attend classes, failing course etc. must be returned to the First Nation before future funding will be considered

IX. STUDENT AGREEMENT

All students sponsored by PMFN will sign a written agreement consisting of the following (part of application package):

This Agreement is made between, _____(student) and _____(Education Director for the PMFN) for the purposes of administering the P.S.S.S.P. and successful completion of studies by the student.

I, _____(student) hereby Agree to the following terms and conditions:

- a) To be enrolled in sufficient courses to be considered a full time student as described in Pic Mober't's Student Support Policy.
- b) To obtain the consent of the Education Director if I withdraw from the course/program before completing the semester. I understand that if this is not done, the Pic Mober't First Nation will **NOT** sponsor me for one complete calendar year.
- c) To return any money (living allowance, book allowances) issued to me after I have withdrawn without authorization from the Education Director. I understand that I will no longer be eligible for sponsorship until this money is returned to the PMFN or agreed upon arrangements have been made. This will result in an overpayment being assigned to my student file.
- d) To provide the Education Director with the documents requested, especially a letter of acceptance from the institution that I am attending, and consent to release form prior to living allowances being issued.
- e) To provide the Education Director with copies of mid-term and final reports. I understand that if I do not comply, my living allowance cheque will be withheld.

- f) To abide by the policies applicable to the Post Secondary Program as outlined in the student manual;
- g) To attend classes on a regular basis and complete homework and assignments when requested.
- h) To maintain the minimal grade point average for continuing in the program of study.
- i) To contact the Education Director if I encounter any problems or wish to change any course on a school program.
- j) To claim as dependants only those whom I am legally responsible for and I understand that I will receive support funding only after PMFN has received all pertinent documentation.
- k) To voluntarily submit written confirmation of any changes in dependants, location or program of studies;
- l) To allow the institution that I am attending to release my grades to Pic Mobert First Nation.
- m) To keep all receipts for books and supplies. Book allowances are included in my September allowance. Supplements will be considered once receipts are received and will be dependent upon the availability of funds.
- n) I understand that failure to fulfill my obligations under this Agreement will result in a suspension of payments, or termination of funding support under this Program.
- o) I will follow any other contract Agreements made between the Education Director and myself.

(Student Signature)

DATE: _____

(Education Director)

DATE: _____

X. STUDENT CONTRACT

When the requirements of the Student Agreement are not met, a student may be placed on an Academic and/or Attendance Contract. This contract may consist of one or a combination of the following conditions:

- a) Regular meetings between the student and a counselor at the post-secondary institute to report on academic performance and attendance. The duration and length of these meetings is to be negotiated between the student and Education Director.
- b) Submission of monthly attendance/academic evaluation, to be completed by the program coordinator.
- c) Agreement to partake in extra-curricular activities which could increase the students chances for academic success (i.e. tutoring, counseling, etc.).
- d) Student alternatives will be considered.

Failure to agree to a student Academic or Attendance contract may result in suspension of payments and termination of funding support.

XI. STUDENT INCENTIVE PROGRAM

- a) The deadline date for applying for a scholarship is May 30 of each year. This date will be communicated to all students well in advance of the deadline.
- b) Scholarship applications can be obtained from the Education Director. Official transcripts must accompany all applications.
- c) Applications received prior to the deadline date will be reviewed by the Education Director and Selection Committee. All applicants not meeting the required criteria shall be screened out. All remaining applications shall be considered. Applications received after deadline dates will be considered only if there have been no prior applications.
- d) In the event there are more eligible candidates than the maximum allowable scholarships, selections will be based solely on the information contained within the actual application.
- e) All applicants will be notified in writing of the status of their application by July 1 of each year.

July 2, 2014

RE: Approved Amendments – Post Secondary Policy

This will confirm that the Chief and Council approved the following amendments to the Post-secondary Policy at a duly convened meeting held on June 26, 2014.

The amendments approved by the Council are as follows:

1. The post secondary education coordinator shall complete an interview and individual screening with all applicants, which shall include, at a minimum:
 - An explanation of the individual's family linkages to the community; and
 - The applicants awareness and knowledge of their First Nation, and any current and future career opportunities in and around the community; and
 - An overview of the applicant's career plans and their educational requirements for achieving that plan;
 - Review of the applicant's application, supporting documentation and agreement on any outstanding items or conditions of eligibility and/or approval.

The post secondary education coordinator shall develop a standardized form for these purposes which shall be signed by both the coordinator and the applicant before the application may be considered for a final recommendation or approval.

2. All students applying for entrance, transitional or general /non-specific programs, must complete an education plan which identifies career goals and future education needs and plans, which must be approved by the post secondary program coordinator, prior to receiving final approval for education funding.
3. All students must apply for, and provide evidence that they have applied for and received or declined, grants and tuition rebates that might be available

from government programs from time to time. At this time, students shall be required to apply to the following programs:

- a. Ontario Tuition Grant; and
- b. Ontario Student Assistance Program; and
- c. Canada Student Loans and Grants.

The Pic Mobert First Nation Education Program shall provide information and application forms and instructions to all students, and provide assistance to students in completing applications and submitting any supporting documentation required for claims.

Students shall be authorized that the payment of the proceeds of grants, tuition rebates or other non-repayment funding be directed to the Pic Mobert First Nation when permitted by the respective source program, or the assistance provided to the students by the Pic Mobert First Nation to the student shall be reduced by the amount of any such funding.

During the first two years of implementation of this requirement, students who comply with these requirements will be eligible for an annual, \$250 scholarship.

Students who fail to apply for this funding or who fail to provide documentation as set out above, within specified deadlines, will have their education funding suspended until such time as they have complied with these requirements.

4. In addition, all students shall be encouraged to apply for scholarships and bursaries, other than those noted above, to supplement funding that is provided by the Pic Mobert First Nation. Students are encouraged to disclose any scholarships or bursaries that they are successful in receiving, however there will be no adjustment to benefits for which the student is eligible for any amounts secured.

5. In circumstances where there is not sufficient funding to support the costs of all eligible funding requests, the Pic Moberg First Nation may provide reduced levels of assistance (e.g. tuition only, reduced living allowances), and shall provide information and support to affected students to apply for alternative sources of funding such as OSAP.
6. Funding provided for books shall be considered an accountable advance, and students must provide official receipts for all related costs prior to being advanced the balance of further funding for these purposes.
7. Students who participate in paid work-related employment opportunities outside of their normal community of residence, may be eligible to continue to receive living allowances during their term of employment. Interested students must be participating in a work placement that is directly related to their field of study, and complete and submit an application for prior to annual deadlines. Students will be required to disclose their income and living allowances will be reduced by an amount equal to 25% of their net monthly pay. Any payments under this option are entirely dependent on the students meeting all requirements as stated herein, and only when there is sufficient funding to support same.