



**POST-SECONDARY STUDENT SUPPORT PROGRAM
POLICY MANUAL
CANOE LAKE CREE FIRST NATION**

RATIFIED: SEPTEMBER 14, 2017

(These Guidelines will be publicly available)

DEADLINE FOR APPLICATIONS:

JUNE 30

**BOX 231
CANOE NARROWS, SASKATCHEWAN
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This Policy Manual provides user-friendly reference information regarding Post-Secondary Student Support Program (PSSSP) funding. These guidelines have been approved by Chief and Council of the Canoe Lake Cree First Nation.

Students are presented with a copy of this policy manual and are expected to retain it for reference use. The Canoe Lake Cree First Nation Post-Secondary Education Coordinator and Education Committee will adhere to this manual to effectively administer the Post-Secondary Student program.

This policy has been developed in Consultation with Walkingbear Consulting and the INAC National Policy Guidelines.

This policy is effective as of September 1, 2017 and will apply to all Post-Secondary students of the Canoe Lake Cree First Nation.

Signed:

Chief

Councillor

Councillor

Councillor

Councillor

Councillor

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Signed on September 14, 2017 & Approved by:

1.0 **PURPOSE OF THE CANOE LAKE CREE FIRST NATION POST-SECONDARY EDUCATION PROGRAM POLICY MANUAL**

- 1.1 For the purposes of identification within this policy, the Canoe Lake Cree First Nation (CLCFN) is the administering organization.
- 1.2 The CLCFN authorize the Post-Secondary Education (PSE) Coordinator to administer the Post-Secondary Student Support Program (PSSSP) on behalf of the CLCFN Chief and Council.
- 1.3 The policies set out in this manual have received the approval of the CLCFN PSSSP, which operates under the authority of the Chief and Council.
- 1.4 The CLCFN asserts that post secondary education is a Treaty Right and nothing in this policy which is adopted solely as an administration tool, abridges this right, nor the trust responsibility of the Government of Canada towards Treaty First Nations people.
- 1.5 The PSSSP supports Treaty/Status First Nations Students in pursuing post-secondary studies in recognized and authorized post-secondary institutions.
- 1.6 The objectives of the PSSSP are to encourage and support pre-qualified, eligible students to acquire university, technical institution, college or professional qualifications, so that they can become economically self sufficient and develop their individual potential to further their own aims and contribute to the CLCFN community, the province and the country.
- 1.7 This manual provides policy directions for CLCFN administration of the PSSSP and where appropriate forms, the basis for operation guidelines for the guidance of administering staff.
- 1.8 This policy is in effect September 1, 2017.

2.0 DEFINITIONS

- 2.1 “Treaty/Status First Nations” means a person whose name has been entered in the Indian Register in accordance with the Indian Act and/or a person recognized as possessing Membership status in accordance with the laws of the Canoe Lake Cree First Nation.
- 2.2 “Canoe Lake Cree First Nation” is the administering organization.
- 2.3 “Post-Secondary Education” means a program of studies, offered by a recognized post-secondary institution, for which completion of secondary school studies or its equivalent is a pre-requisite.
- 2.4 “Program of Studies” includes all post-secondary programs, at least one academic year in duration (eight months), leading to a certificate, diploma or degree programs (i.e. Pre-law), less than one academic year which are pre-requisite to post-secondary programs of at least one academic year in duration are included.
- 2.5 “Post-Secondary Institutions” are degree, diploma and certificate granting institutions which are recognized by provincial authorities and include education institutions affiliate with, or delivering accredited programs by arrangement with a post-secondary institution. CLCFN will maintain a national list of recognized Canadian Post-Secondary institutions.
- 2.6 “Public Institution” is a post-secondary institution which receives the majority of its funding from federal provincial governments.
- 2.7 “Private Institution” is a Canadian or foreign post-secondary institution which receives the majority of its funding from sources other than governments.
- 2.8 “Full-time Students” is defined as a student enrolled in the number of classes as per the institutions definition of full-time and part-time students.
- 2.9 “Part-time Students” is defined as a student is enrolled in the number of classes as per the institutions definition of part-time.
- 2.10 “Academic Year” is as defined by the post-secondary institution, but will not be less than eight (8) months in duration.
- 2.11 “Semester” refers to a part of academic year, as defined by the post-secondary institution. Semesters usually cover the periods from September to December, January to April, May to June (Intercession) and July to August (Summer).

2.12 “Dependent” means a child (under the age 18) who is dependent upon the student as defined by Revenue Canada and who does not receive income in excess of income allowed for a dependent by Revenue Canada. This definition may include a “dependent” who is living with and/or supported by the student.

3.0 ELIGIBILITY

- 3.1 In order, to be eligible to apply for Post-Secondary Education funding, the student(s) with a 65% grade point average or better, will have a higher prioritization for selection (section 4.0), according to the CLCFN PSSSP Policy Manual.
- 3.2 The student must be registered on the General Band List of the CLCFN administering the PSSSP. This includes all students registered on the General Band List.
- 3.3 The student must meet post-secondary institution entrance requirements and been accepted for enrollment in a recognized post-secondary institution for a program of studies.
- 3.4 The student must be enrolled in a program of at least 8 months in duration that leads to a recognized certificate, diploma or degree and which normally has Grade 12 as an entrance requirement.
- 3.5 Support will be provided within the limits of funds available in accordance with funding arrangements. If demands for funding exceeds availability, applicants will be waitlisted according to priority categories set out in Section 4 and in PSSSP Operating Guidelines. All waitlisted Students must re-apply after each semester.
- 3.6 Applications must be received at the CLCFN by the deadline dates set in the PSSSP Operating Guidelines: **June 30**
- 3.7 All students must authorize release of information concerning ALL academics (marks, transcripts) to the Post-Secondary Education Coordinator of the CLCFN (Appendix D).
- 3.8 All students must sign a Student Declaration/Contract with the CLCFN PSSSP (Appendix A).
- 3.9 As a condition of funding, ALL Students must submit their Marks/Transcripts per semester and/or term.
- 3.10 As a condition of funding, CONTINUING students must submit their class registrations, Transcripts and marks.
- 3.11 Students must submit the eligible required documents to be eligible for application for funding
 - Status Card Verification (Photocopy of card)
 - Institute Acceptance (Copy of acceptance letter from the Institution upon each program change)

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- Program/Course Information (Verification that program has entrance requirement level of Grade 12, Adult 12, GED 12 and/or ABE 12, and is 8 months in length or longer)
 - Tracking Sheet of Classes (Upon approved funding with the assistance of an Academic Counsellor, send a list of courses required to complete your CERTIFICATE/DIPLOMA/DEGREE/MASTERS/PH. D)
 - Grade 12/Adult 12/ABE 12/GED 12 Certificate & recent Transcripts
 - Dependent Verification (Revenue Canada- Child Tax Form, School registration/dependents residing with student or NOT)
 - Academic History/Transcripts
 - Final Registration (official form from Institution listing classes enrolled)
 - Cheque Disbursement Form
 - Required Book List/Materials and Supplies for the Program or Course

4.0 PRIORITIES FOR APPROVAL OF APPLICATIONS

Priorities for approval of applications for student living expenses shall be based on the following categories:

Category 1- Continuing Students

- Masters, Professional Studies and PH D students must work a minimum of 2 years in the same field, to be considered a Continuing Student
- Employed Students for Masters Program will be considered for Tuition & Books ONLY

Category 2- All Grade 12, ABE 12, Adult 12 Graduates with a 65% or better average

Category 3- All Other Grade 12, ABE 12, Adult 12 Graduates with 64% & under

Category 4- GED 12 Graduates

Category 5- Returning Students in the same program (area).

Category 6- Returning Students in a different program.

Only applications received within the deadline dates will be considered for the current intake. Those received late will be considered on availability of funds.

These categories may be modified by the administering organization in PSSSP Policy Manual and to accord with the types of applications received for any specific intake or to accommodate specific CLCFN initiatives. Priorities to reflect specific program needs of the administering organization and participating CLCFN may be implemented.

5.0 LIMITS OF ASSISTANCE

Assistance can be provided at four levels of post-secondary education:

- Level 1: Community college and CEGEP diplomas or certificate programs;
- Level 2: Undergraduate university programs (certificate, diploma, degree);
- Level 3: Advanced or professional degree programs, or master's programs; and
- Level 4: Doctoral programs.

- 5.0.1. Financial assistance for tuition, compulsory student fees and required books may be provided to students enrolled in all four levels.
- 5.0.2. Assistance may be provided to students to complete only one program at each level.
- 5.0.3. Exceptionally, Level 2, may include assistance for an additional degree at the Bachelor level which has as a prerequisite an undergraduate degree or undergraduate courses.
- 5.0.4. The duration of assistance will accord with the official length of the program as defined by the post-secondary institution in which the student is enrolled, as long as the student is in satisfactory academic standing per the institution's definition of "satisfactory academic standing".
- 5.0.5. Students enrolled in Level 1 and 2 may be assisted for up to one additional academic year per level if such an extension is approved in writing by the institution's Dean or the department head. Students enrolled in Level 3 and 4 may be assisted for up to one additional academic year for medical or personal reasons.
- 5.0.6. Students may be assisted in Level 1 studies after pause of studies or dropping out of Level 2 if not previously funded for Level 1. Students will have to re-apply for funding.
- 5.0.7. Students who have completed a Level 2, 3, or 4 program, **with assistance from this program**, are ineligible for program assistance for lower levels.
- 5.0.8. Student support will not exceed the limits set out in the paragraphs above.
 - 5.08.1. Where students change programs within one of the levels or temporarily pause their studies, the academic years or semesters used for each program within each level will be counted for assistance purposes.
 - 5.0.8.2 Students who become eligible for assistance and who have previously completed a portion of post-secondary studies **without assistance from this program** may receive assistance for the balance of their program of studies.
- 5.0.9. If the demand from eligible students exceeds the funding available, the waitlisted priority will apply **ONLY** for the applications received within the current year, as per the CLCFN PSSSP Policy Manual.

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- 5.0.10. Students receiving funding from the PSSSP must declare support received from this program as a source of income when applying for social assistance
 - 5.0.11 Students who transfer programs require approval from the PSE Coordinator, to maintain their current CONTINUING STUDENT status.
 - 5.0.12 Continuing students ONLY will be supported for funding when the student submits documentation, stating that it is a part of their program.
 - 5.0.13 **All students will be required to re-apply for support each term.**

5.1 Limits of assistance for UCEP

For all UCEP students, the maximum time limit for financial support will be one (1) academic year (as defined by the institution offering the program) or in the case of part-time students, the equivalent of one academic year. At the end of the first term (or part of the academic year, as defined by the institution offering the program), continuing financial support for the term will be subject to receipt of a statement from the institution confirming the successful completion of the first term.

Students receiving UCEP funding must declare the support received from this program as source of income if applying for social assistance.

The support for tuition, book, supplies, travel, and living costs for the UCEP program will be the same as that provided under the PSSSP.

6.0 TYPES OF SUPPORT AND ALLOWANCE

6.1 Tuition and Book Support

- a) This includes students' fees for registration, tuition, compulsory tutorials, initial professional certification and examination fees and reasonable costs of books and supplies which are listed a required by the post-secondary institution.
 - i) **CLCFN will provide up to \$500/semester for books and supplies and \$200 for intercession.**
 - ii) **An amount more than \$500/semester may be approved if a student demonstrates need by submitting copies of the course outlines and the prices charged by the institution's bookstore or suppliers. Students must submit a receipt if they have purchased books and supplies more than \$500 for a reimbursement.**
 - iii) **Additional program supplies will be approved as required by program.**
 - iv) **Students will not receive the book allowance if the Education Institution invoices the CLCFN PSSSP.**
- b) Students attending private or foreign post-secondary institutions will be **eligible for tuition support to the comparable rate across Canada**, subject to availability of funding.
- c) Students enrolled in foreign institutions will be eligible for tuition support at the actual charge by the foreign institution where no comparable program is available at an institution Canada. The onus for showing that no comparable Canadian program is available will be on the student.
- d) Students who receive scholarships or bursaries and attend post-secondary institutions will be eligible for funding from the PSSSP. All regulations governing eligible students, programs and institutions must be met. *NOTE- the Advantage Scholarship is NOT reimbursable.

6.2 Travel and Relocation Support

Students will be eligible for travel support for one round trip during Fall semester and one round trip during Winter semester for the student if their permanent residence is different from their study address, in accordance with the CLCFN rate. Out of province will receive travel support at the same rate **and/or cost of airfare or bus fare (lowest cost of transportation) where applicable** – as if they were attending the provincial public post-secondary institution nearest to their permanent home offering a comparable program.

6.3 Living Allowance

- a) The living allowance rate structure and entitlement will be set by administering organization annually in the CLCFN PSSSP Policy Manual.
- b) Rates, as set by the CLCFN PSSSP:
- Single \$1,200.00
 - Single with 1 child \$1,400.00
 - Single with 2 children \$1,600.00
 - Single with 3 children (+) \$1,800.00
- c) Damage Deposit:
- Assistance for damage deposit is payable on behalf of approved/funded students, 1 time ONLY throughout that student's Academic Funding Years;
 - Assistance for damage deposit will be provided to funded students based on the following:
 - ◆ Lease statement is submitted to the PSE Coordinator
 - ◆ Damage deposit is payable to Landlord or Lease Company ONLY

6.4 Allowance for Special Needs Structure

Students with special needs (i.e. physically, disabled persons) requiring additional assistance related to their post-secondary programs shall have their request considered on an individual basis. The PSE Coordinator will work with resource and academic advisors at the student's educational institution.

- Rental of Specialized equipment- designated by the post-secondary institution

6.5 Health and Dental Benefits

Students are encouraged to opt in for Health and Dental benefits at their Educational Institution. *Note- The Institution will include the Health and Dental in the Tuition payment.

6.6 Practicum/Internship Assistance

A student will be eligible for one round trip to their field placement in accordance with CLCFN rates. They will receive support for one way at the beginning of the semester and the balance upon completion of their practicum/internship. **Daily travel to field placement is not available.**

- Students attending internship will be eligible for \$300.00 for clothing and an additional \$100.00 for resource purchase per practicum.
- If Practicum placement is not at their residence of study, travel assistance will be provided at a rate set by the CLCFN. *DOCUMENTATION FROM THE INSTITUTION MUST BE SUBMITTED TO SUPPORT THAT THE STUDENT'S PLACEMENT IS **NOT** AT THE REQUEST OF STUDENT*

6.7 Mandatory Program Orientation; Internship Seminars

Costs will be reimbursed to the student upon receipt of costs.

6.8 Tutorial Support

Tutorial support will be provided as per the following:

- \$25-\$30.00/hr to a maximum of 5 hrs. per academic year

This support is based on the recommendation of the Dean or Program Head of the Educational Institution. DOCUMENTATION must be submitted to support this request.

- The cheque will be made payable to the Tutor, not the student. Please provide all the necessary information for the Finance Department (Name, address, etc.)

7.0 INCENTIVES

7.1 Graduation Expenses

Graduation expenses will be allowable under the CLCFN PSSSP. This allowance is to assist the students with their Grad/Convocation expenses (clothing, pictures, travel, etc.) The following rates apply for each type of graduation:

- Certificate- \$400.00
- Diploma- \$600.00
- Degree- \$800.00
- Masters/Professional Studies- \$1,000.00
- PhD/Post PhD- \$1,500.00

University Students attending their own convocation ceremonies will receive a flat rate of \$300.00

7.2 Christmas Bonus

Approved Continuing students enrolled in the CLCFN PSSSP are eligible to receive a \$100.00 gift card each December.

8.0 ACCOUNTABILITY

- 8.1 Every effort will be made by the Canoe Lake Cree First Nation Post-Secondary Program to recover overpayments to students (such as living allowance) who misuse funding by not fulfilling the terms of the PSSSP or who misrepresent their dependent or program status on application.
- 8.2 When misuse of Post-Secondary funds is discovered, the Canoe Lake Cree First Nation PSE Coordinator will adopt the following procedures:
- write a letter to the individual stating the findings.
 - if the student is in fact found to be a misuser of funding, the Canoe Lake Cree First Nation PSE Coordinator will take the following corrective action:
 - Draft a repayment plan if the student is a Continuing Student
 - If Student is not a Continuing student, the repayment will remain on the student's financial profile for recovery in the future
- 8.3 Students put on probation by the University or College and who are required to attend courses set to enable them to succeed, must do so to continue to receive a living allowance.
- Students must sign an Academic Probation Contract (Appendix C) with the CLCFN PSSSP
 - The PSE Coordinator shall communicate with Academic Advisors of the University/College to monitor student progress
 - Failure to attend these courses upon confirmation by the institute will disqualify the student from funding effective immediately

9.0 APPEALS PROCESS

- 9.1 Every student has the right to reasonably appeal decisions regarding funding or other decision made by the PSE Coordinator. However, when a student application for funding has been refused because available funds have been fully committed, this appeal process will not be considered.
- a) **Students who have exceeded the duration of time, will NOT have access to an appeal, if applying in the same level**
 - b) **Students who are waitlisted due to limited funds, will NOT have access to an appeal.**
- 9.2 The appeal Board shall consist of the Canoe Lake Cree First Nation Education Committee.
- 9.3 The process regarding Appeals is as follows:
- a) An Appeal Form (Appendix B) must be submitted to the PSE Coordinator.
 - The PSE Coordinator will review the Appeal as well as the PSSSP Policy Manual and inform the Appellant in writing within 7 business days.
 - b) If unresolved, the PSE Coordinator will forward the grievance to the Appeal Board. The appeal board has 7 days from the receipt of the appeal from the PSE Coordinator, to decide. The Appellant will be notified in writing within the 7 business day timeline. The decision made by the Education Committee is FINAL.
- 9.4 **The CLCFN Policy Manual and the INAC National Policy Guidelines will be strictly adhered to.**

10.0 GRIEVANCES PROCEDURES

A grievance regarding the post-secondary program that is not about funding shall also be considered. The grievance procedure shall be as follows.

- a) The student(s) must submit a written report or email with supporting documentation to the Canoe Lake Cree First Nation Education Committee. The student will send copies to whomever he/she feels shall require knowledge of the situation expecting the appropriate confidentiality to be maintained.
- b) The Education Committee has 7 days from the receipt of the report to make their decision. A written response will be forwarded to the Appellant.
- c) If the grievance is not resolved to the satisfaction of the student, the Education Committee must submit their grievance to the Canoe Lake Cree First Nation Council. Their decision, which is final for all parties must be made in 7 days.

11.0 OBLIGATIONS OF STUDENTS

- 11.1 It is understood that the PSSSP is intended to provide support for students with a serious intent to succeed in post-secondary education. **Expectations are that the student will attend classes regularly, submit assignments as required by their programs, and generally apply themselves to their studies. Students are expected to conduct themselves in a manner to bring credit to their peers and to themselves.** Detailed obligations of students and the administering organization may be spelled out in the CLCFN PSSSP Policy Manual and related documents.
- 11.2 Students will be dealt with fairly and equitably under the PSSSP and are expected to fairly and equitably apply themselves to their duties as students.
- 11.3 Students have access to the appeal and grievance processes as outlined in Sections 9 and 10 of the policy manual.
- 11.4 ALL approved students, must sign the Student Declaration Form (Appendix A).

12.0 OBLIGATIONS OF ADMINISTERING ORGANIZATION

- 12.1 The CLCFN PSSSP will clearly set out the obligations TO and OF the students within the CLCFN Policy Manual.
- 12.2 The PSE Coordinator will notify students of any changes in funding, etc.
- 12.3 The PSE Coordinator will also be responsible for the monitoring and upkeep of the Student records.

13.0 STUDENT REGISTRY

The CLCFN Post-Secondary Program will maintain documentation with respect to student identifying information, academic record and support provided. Disclosure of academic information requires the informed consent of the student. Personal information is subject to the terms of privacy provisions.

14.0 POLICY REVIEW

- 14.1 There shall be a policy review annually in February of the current year.
- 14.2 The CLCFN PSE Coordinator & Chief and Council will be responsible for interim policy adjustments, where the policy changes cannot be deferred to the next formal policy review. **ALL STUDENTS WILL BE NOTIFIED AS TO CHANGES IN POLICIES IN WRITING** (i.e. letter or email).

15.0 **CONFIDENTIALITY**

15.1 No confidential information regarding students shall be released unless an Appeal or Grievance arises. Information is released to Chief and Council and ALL parties involved if, students involve them. The student will be advised of information that is to be released.

15.2 Non-confidential information that can be released in reports are student's names.

16.0 **SOCIAL MEDIA POLICY**

16.1 Students who post negative Social Media in regards to the CLCFN Post-Secondary Education Program, will be reported to the Chief and Council for review.

- Upon review, a warning may be issued to the student.
- If negative social media is not corrected, the student(s) funding may be suspended or terminated.

FUNDING APPLICATION DEADLINE DATE

JUNE 30