

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES



Education is the key to socio-economic success for the future generations of First Nations. It is important to realize that although “Education is a RIGHT” through First Nation treaties, there are imposed limits to the funding which provides financial assistance to Post Secondary Students through policies of the federally governed agencies. The Post Secondary Student Support Program is primarily funded through Indigenous and Northern Affairs Canada (INAC); and may be subsidized from time to time through other First Nation subsidized funding initiatives. The financial assistance which Post Secondary Students are eligible for is provided through such funding and may not be sufficient to provide full coverage for all student costs while enrolled in Post Secondary Education Programs. The Post Secondary Student Support Program Policies and Operating Guidelines are for the benefit of the Student and to provide clear direction for both Student and the Education Department.

Education - “A Vital Key to Success”

MICHIPICOTEN FIRST NATION

EDUCATION DEPARTMENT

BOX 1, SITE 8, RR #1

WAWA, ONTARIO P0S 1K0

TEL: (705) 856-1993 Ext. 218

FAX: (705) 856-1642

TOLL FREE: 1-888-303-7723

Email: lpeterson@michipicoten.com

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES

TABLE OF CONTENTS

Page

Michipicoten First Nation Vision, Mission Statement, and Guiding Principles	3
Definitions.....	4
Student Responsibility Information	7
Ontario College Application Services (OCAS) and Ontario University Application Services (OUAS) Information.....	8
Graduate and Database Funding System (GRADS).....	8
Policy Summary and Introduction.....	9
Student Priority Category.....	10
Eligibility Criteria.....	11
Maintaining Eligibility.....	12
FULL TIME: Full Time Student support	12
FULL TIME Students: Limits of Sponsorship.....	15
FULL TIME: Full time Student Support for Living Expenses.....	16
FULL TIME: Student Travel Support.....	17
Cheque Distribution.....	18
Probation.....	18
PART TIME Students: Limits of Support.....	19
Discontinuation of Sponsorship.....	19
Academic Achievement Incentives.....	20
Graduation.....	21
Official/Transcripts/Degrees/Diplomas.....	22
Student Appeal Process.....	22
General Information-Special Needs, Government Assistance.....	24
Amendments.....	25
Policy Effective Date.....	26

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES

MICHIPICOTEN FIRST NATION'S POST SECONDARY EDUCATION STUDENT SUPPORT PROGRAM

Vision Statement

Michipicoten First Nation will strive to provide the highest quality of support and opportunities for the attainment of a higher level of education to enable all Michipicoten First Nation citizens to participate fully in society, with strength, pride and unity, achieved through education and culture.

Mission Statement

Michipicoten First Nation will respectfully support and promote a love of learning, academic excellence based on both Indigenous and non-Indigenous educational programming and in recognition of our culture and traditions.

Guiding Principles

1. Respectfully and consistently uphold the Mission Statement;
2. Promote and encourage community participation in the educational process;
3. Establish and develop clear and fair policies that respect protocol and communication for all concerned by:
 - Speaking in one voice;
 - Clarification of roles;
 - Adherence to policy making principles;
4. Keep abreast of changes in the education system by participating and liaising with local, regional, provincial and federal education agencies.
5. Always strive to ensure that Michipicoten First Nation citizens' needs for education are met according to funding availability.
6. Ensure that education funds will be used for recognized and approved education programs.
7. Promote a healthy and positive team oriented environment for students and educational institutions.
8. Acknowledge academic achievements via the Michipicoten First Nation monthly newsletter with the student's consent.

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES

2. DEFINITIONS

- 2.1 “Academic Year” is as defined by the post secondary institution, but will not be less than eight months.
- 2.2 “Canadian Public Institution” is a post secondary institution which receives annual operating grants from federal and provincial governments and operates under a charter or legislation approved by the federal or provincial government as well as specific regulations of the province (such as limits on tuition costs to students)
- 2.3 “College Entrance or Career Exploration, Native College Entrance Programs, Literacy and Basic Skills” mean one year upgrading and college preparation, they are not funded through the Michipicoten First Nation's Post Secondary Student Support Program. Upgrading is delivered at no cost by Adult Learning Centers or any Literacy Program.
- 2.4 “Contingency Funding” means the financial assistance provided to students for costs related to emergency situations. Emergency situations eligible for contingency funding include individual or immediate family illness and bereavement at the discretion of Michipicoten First Nation.
- 2.5 “Dependent” means a child or a person who is dependent upon the student as defined by Revenue Canada and who does not receive income in excess of the level of income allowed for a dependent spouse by Revenue Canada and who is:
- a) Under the age of 21 who is in full time attendance at school and whose sole source of support is the sponsored student – dependent must not be employed to qualify as a dependent.
 - b) Who is physically and/or mentally challenged and who is solely financially dependent on the sponsored student. Current Child Tax Benefit Summary may be a required/requested document to verify this claim.
- 2.6 “Established Student Rates” are defined by the Michipicoten First Nation – student rates provide assistance for a student's daily living while attending school, **and are not intended to provide full coverage of expenses while enrolled as a student.**

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES

- 2.7 “Full Time Students” and “Part Time Students” are as defined by the post secondary institution and Michipicoten First Nation. Michipicoten First Nation’s definition of full time is as follows:
- a) Level 1/11 – Student must be taking at least 15 hours of in class instruction per week for the program registered in.
 - b) Level 111/1V as defined by the institution.
 - c) Part Time students – as defined by the institution.
- 2.8 “Immediate Family” means father, mother, (parents) brother, sister (siblings), spouse or partner (common-law), child of the student, grandfather, grandmother and other family members as defined in current Michipicoten First Nation Policies.
- 2.9 “Just Cause” means when a student is taking leave from Post Secondary studies on an individual basis, dependent family illness, accident or bereavement.
- 2.10 “Michipicoten First Nation Education Committee” means a committee set to provide/review guidelines, consider recommendations from/to Education Counsellor, and to assist with Michipicoten First Nation Education policy making to make recommendations to Chief and Council.
- 2.11 “Michipicoten First Nation Citizen” means a person whose name has been entered in the Michipicoten First Nation Indian Registry.
- 2.12 “Overpayment” means any funding issued to a student who is not entitled e.g.; quitting without informing the Education Office and/or institution, while continuing to receive monthly funding assistance.
- 2.13 “Policy” means a specific paragraph dealing with an element of the Post Secondary Student Support Program.
- 2.14 “Post Secondary Education” means a program of studies, offered by a post secondary institution, where completion of a secondary school diploma or its equivalent is a pre requisite.
- 2.15 “Post Secondary Institutions” are degree and diploma granting institutions which are recognized by a province and include educational institutions affiliated with, or delivering accredited post secondary programs.

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES

- 2.16 “Private Institutions” is a Canadian or foreign post secondary institution which receives the majority of it’s funding from sources other than governments and operates under legal provisions as a privately owned or publicly traded business, tuition costs are therefore usually higher.
- 2.17 “Program of Studies” includes post secondary programs of 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 pre requisites to post-secondary programs of at least one academic year in duration are included.
- 2.18 “Resident” means a Michipicoten First Nation citizen who has resided in Canada for twelve consecutive months prior to application. This also includes students who have lived outside of Canada as a result of their studies.
- 2.19 “Semester” refers to a part of the academic year, as defined by the post secondary institution and is usually not less than four consecutive months e.g. September to December (Fall semester), January to April (Winter semester), May to June (Spring semester) and July to August(Summer semester).
- 2.20 “Spouse” means a spouse or common-law partner that is dependent upon the student and who does not receive income in excess of the level of income allowed for a dependent spouse by Revenue Canada’s Income Tax Regulations.
- 2.21 “Student Application” refers to the entire package of documentation required to process a students application for post secondary assistance. The required documentation must verify eligibility for funding assistance within the policies of Michipicoten First Nation. **Signed applications are considered an agreement between student and Michipicoten First Nation.**
- 2.23 “Student Appeals Committee” means a committee set to hear appeals to ensure fairness and equitable treatment of a student under the Post Secondary Student Support Program of Michipicoten First Nation.
- 2.22 “Student Priority Categories” Applications will be considered on a priority basis. (see priority categories section).

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES

3. STUDENT RESPONSIBILITY

It is the responsibility of each part-time and full-time student to read, understand and adhere to these policies and guidelines thoroughly.

- 3.1 It is the responsibility of each student to know the specific requirements for their certification, diploma or degree being sought, and make any necessary arrangements at the college/university/residential level they are attending.
- 3.2 Notwithstanding the Education Department's/Counselor's efforts to keep students informed, the ultimate responsibility lies with the student to meet all sponsorship and graduation requirements within the terms of sponsorship.
- 3.3 Students must ensure that all semester information including grade report, mid-term report as provided by the institution are submitted to the Education Department as accurate and current, by the end of each semester.
- 3.4 Students must maintain regular contact with the Education Counsellor throughout their academic studies on a monthly basis prior to releasing funds for that month. The Education Counsellor is available to provide support, encouragement, counseling and guidance services while monitoring sponsored students.
- 3.5 Where it becomes necessary, each student is responsible to report to the Education Counsellor any problems (academic or otherwise) or changes that will affect their academic studies in any way at the onset of a situation.
- 3.6 Students who owe money to Michipicoten First Nation through this funding program will not be eligible or considered for sponsorship until full payment has been arranged and all outstanding issues have been dealt with accordingly through the Education and Finance Departments of Michipicoten First Nation.

Post Secondary Student Assistance Application Packages, including continuing forms for sponsorship, can be obtained by calling the Education Department (Counsellor) or may be downloaded from the Michipicoten First Nation Web Site: www.michipicoten.com.

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES

4. ONTARIO COLLEGE APPLICATION SERVICES (OCAS); and ONTARIO UNIVERSITY APPLICATION SERVICES (OUAS)

This is the centralized service for applying to a college/university. Once students have completed their application, OCAS/OUAS will forward program choices to the college/universities that were selected and students will be notified directly. Copies may be available at the local high school guidance office and registrar's offices at any college/university. Students can also apply online at www.ocas.ca.

5. GRADUATE AND DATABASE FUNDING SYSTEM (GRADS)

All students are monitored on the Graduate Reporting and Database System (GRADS) in the Post Secondary Student Support Program. The application process in this database is as follows:

- a) Student record and Application information is entered into GRADS.
- b) The application is reviewed for eligibility and required documentation.
- c) If there is missing documentation, the counsellor will generate and issue a checklist of required documentation and send to the applying student.
- d) Once all documents are in and student is eligible, the Education Counselor then sets up a budget to the Budget Proposal and Recommendation section according to the approved Chief and Council budget criteria.
- e) If the student or program is ineligible then one of the following choices will happen:
 - * Not Recommended.
 - * Unable to Process.If not recommended, the application is removed from the data base, if unable to process, then an Unable to Process Notice prints out and is sent to student.
- f) If approved a "sponsorship letter" is printed for the student and the institution. A payment schedule for two semesters is generated from the overall budget to allocate funding for the applying student.
- g) A case note is entered and generated each time a student contacts the office.
- h) GRADS database tracks all student information and budget while being funded.
- i) Graduates are archived in the database with all funding months and amounts of sponsorship received.

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES

6. POLICY SUMMARY & INTRODUCTION

1. Michipicoten First Nation Post Secondary Education Policies and Operating Guidelines do not supersede Indigenous and Northern Affairs Canada Post-Secondary Student Support Program Guidelines at www.aadnc-aandc.gc.ca/eng/1386430259918/1386430298767.
2. Michipicoten First Nation Post Secondary Student Support Program's operating Guidelines and Policies expand on the Departments guidelines to provide the membership with written procedures and policies followed by the Education Office and to provide equality to all citizens.
3. The objective of the Post Secondary Student Support Program is to assist Michipicoten First Nation citizens 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 Michipicoten First Nation governance and economic self-reliance.
4. The Post Secondary Student Support Program provides financial assistance to eligible Michipicoten First Nation citizens towards the costs of their post secondary education as per Indigenous and Northern Canada Affairs (INAC) Guidelines and as approved by Chief and Council.
5. Revisions may be made from time to time to these policies and guidelines by the Michipicoten First Nation Education Committee at its discretion; updates will be distributed as required.
6. Sponsorship is dependent on funding availability.
7. These policies and guidelines outline:
 - a) The criteria to be met by students in order to qualify for financial assistance; and to maintain eligibility.
 - b) The types and maximum levels of allowances available through the "Post Secondary Student Support Program".
 - c) The maximum duration of assistance which may be provided with respect to various levels of post secondary education.

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES

7. LEVELS OF POST SECONDARY EDUCATION REFER TO THE FOLLOWING:

Level 1 - Community College – certificate, diploma or degree

Level 2 - Undergraduate University Degree (BA)

Level 3 - Masters Degree

Level 4 – Doctorate (Ph.D.) Program

8. PRIORITY SYSTEM

The priority system will be used and has been designed to provide fair and equitable access to the limited post-secondary funding assistance.

- 8.1 Priority 1: Continuing Successful Students refers to part-time or full-time students attending Canadian institutions that have received education assistance from Michipicoten First Nation without interruption successfully and completed their academic semester and enrolled in the next consecutive academic semester of their program of studies.
- 8.2 Priority 2: New High School Graduates refer to students who graduated in the preceding year from a Secondary School. Copy of transcript required.
- 8.3 Priority 3: Part Time Successful Students applying to continue as part time or for full time study refers to students who wish to continue their studies whether the applicant received assistance from Michipicoten First Nation or not.
- 8.4 Priority 4: Deferred Students refer to those students who were not accepted in the previous fiscal year due to limited or lack of funding, or where applications were received past the required deadline.
- 8.5 Priority 5: New Mature Students refer to eligible students who are applying for Education Assistance for the first time and have been out of the school system longer than five years.
- 8.6 Priority 6: Second Program at another level - Degree Graduates cannot return to College Level – (full time only) after five years, pending there are no outstanding financial issues and budget availability refers to successful students who are applying for educational assistance at a different level.
- 8.7 Priority 7: Students wishing to attend school out of Canada refers to students who cannot find their

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES

program of choice in Canada and who must have lived the previous 12 months in Canada.

8.8 **Priority 8: Previously Unsuccessful Students** – (after two years) refers to students who did not pass a semester, and were not accepted into the next semester; suspended due to lack of attendance; did not formally withdraw; funding terminated due to non compliance to Policies and Guidelines and **pending there are no outstanding financial responsibilities owing to Michipicoten First Nation.**

9. **ELIGIBILITY CRITERIA:**

It is the responsibility of the applying student to ensure that all the relevant information such as name, status number, student number, correct mailing and contact information are on all forms where requested, otherwise the application will be returned as incomplete. It is also the student's responsibility to provide all necessary documents before the Education Department will release any scheduled allowance. To be eligible to apply for support under the Student Post-Secondary Support Program an applicant must:

- a) Be a registered citizen of Michipicoten First Nation;
- b) Have met the university or college entrance requirements, been accepted for enrolment in a post secondary institution for a program of studies.
- c) Have no outstanding debts through this funding program owed to Michipicoten First Nation,
- d) Have successfully completed previously sponsored courses, students who fail to complete their course, without just cause, will not be eligible for two funding years; and in addition, if there is overpayment attached to their file, all outstanding monies must be returned to Michipicoten First Nation before funding will be considered again.
- e) Student assistance for post secondary studies will be provided within the limits and guidelines of funding allocated to Michipicoten First Nation from Indigenous and Northern Affairs Canada. However, if support for the amount of eligible applications exceeds the budget, they will be deferred according to the policies set out.
- f) Funding may be made available through programs for such purposes provided by Michipicoten First Nation within its funding capabilities.

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES

Documentation Required;

- a) A copy of the students status card both sides;
- b) A transcript from last the educational institution attended;
- c) Birth certificate of student and where dependents are claimed;
- d) Only exact receipts for books/supplies purchased for each current semester are acceptable including city bus passes, registration fees to OCAS or OUAS, and only one confirmation fee for college/university application will be reimbursed;
- e) Reimbursement for additional book/supply purchases will require a copy of **all** the receipts for the current semester and must be reviewed by the Education Department prior to reimbursement;
- f) The application must disclose any previous post secondary assistance received through either Indigenous and Northern Affairs Canada (INAC) or Michipicoten First Nation;
- g) Letter of Acceptance from the College or University the student is attending;
- h) **Michipicoten First Nation Post Secondary Student Support Consent form must be signed prior to funding release.**

9.1 Deadlines for applying at any level are:

- a) **Spring /Summer Sessions - April 15th**
(Considered as part time, or must be deemed as full time by the institution by letter from the Dean or Department Head).
- b) **September Enrolment - June 1st**
- c) **January Enrolment - November 15th**
(Based on funding availability)

Applications submitted after these deadlines will only be processed according to the “Priority of Acceptance list” and funding availability.

9.2 Notification to Applicants:

When an applicant is approved, rejected or deferred, they will be informed in writing, if the sponsorship is approved, or the reasons for rejecting or deferring the application

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES

10. MAINTAINING ELIGIBILITY:

Students approved for education allowance must maintain eligibility status for approved funding and keep the Michipicoten First Nation Education Department informed of their continued eligibility. The criteria for maintaining eligibility established by Michipicoten First Nation includes but is not limited to; document verification as requested, acceptable academic performance; progress reports submitted; transcripts, grade reports and formal withdrawals. **Students are responsible for withdrawal fees accumulated if Education office is not informed and no funding withdrawal letter sent to institution is sent from Michipicoten First Nation.**

11. TYPES OF ASSISTANCE - FULL TIME STUDENTS

Includes tuition support, student fees for registration, tuition, class/group field trips, placements, tutoring, seasonal travel, initial professional certification or examination fees, and cost of books and/or supplies which are listed as mandatory by the program enrolled in. It is the students' responsibility to inform the Education Office of the type of assistance required.

11.1 Tuition - All tuition and mandatory fees will be covered for full-time students.

11.2 Parking fees, optional student and late fees are not considered mandatory and are the student's responsibility, refer to section on graduation for other ineligible costs.

11.3 Tuition assistance is provided for students attending Canadian and or equivalent Public institutions and at the normal rate charged by the institution for a Canadian student. Seniors over the age of 65 may not be charged the normal tuition rate. Please note that more institutions are now issuing only electronic copies of tuition invoices via online student accounts. The student must ensure that the Education Department is provided with a copy of the invoice within the time frames required.

11.4 Tuition at Private and Foreign Institutions – This section will apply if a student has not successfully found an institution offering their chosen program in Canada nearest to the student's home.

Note: PRIVATE includes the specialized "Private Business Schools" such as Academy of Learning, Toronto School of Business, etc. There is no assistance for these types of schools or they have to be accredited school/courses within the Ministry of Education Guidelines.

11.5 Based on funding contingency, once all student applications have been reviewed and processed following the priority List. Tuition for foreign institution applications will be reviewed and may be

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES

capped not to exceed \$10,000.00 in Canadian funds per academic funding fiscal year, on a case by case basis.

11.6 Required Orientation Trips

Each new student is eligible for one trip to the college and/or university if invited for orientation. Students must submit a copy of the invitation to attend the orientation with a detailed itinerary for the date(s) and any costs. Students may be provided assistance for meals, accommodations, and return bus fare depending on the duration/length of the trip. Upon return, each applicant must submit receipts to verify their trip.

11.7 Student Placements

A student will be eligible for additional assistance (besides the regular monthly allowance) while on an out of town placement based on the following; however, students are encouraged to seek placements in the same town in which they are attending school. It is the student's responsibility to request, inform and follow up to completion with the Education Department.

b) one to two weeks = transit bus fare + weekly rate

(c) more than two weeks = one month's allowance to help offset extra costs.

11.8 Class Field Trips

Based on funding contingency and current student rates, class field trips may be funded through this policy if a letter is submitted prior to the trip with at least two weeks' notice. The letter of notice should be addressed to Michipicoten First Nation Education Department, attention Education Counsellor and written by the student and/or instructor outlining the specific dates, times, and costs per student and how the field trip will benefit the student. This assistance is available only once at each level of education regardless of when funding was first accessed.

11.9 Special Organized Events

Funding is available only once at each level and only after successful completion of one academic year, a student may be eligible to receive assistance per current student rates, to attend one organized event or conference with a written recommendation from an instructor or coordinator; and, if they have maintained good academic standing. The student must submit a minimum one written page report with receipts within one week after the organized event. **If the report is not received, the total monies issued to the student will be deducted from the next scheduled allowance.**

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES

11.10 Books and Supplies

Each full time student enrolled in college/university will receive the specified minimum per year without justification. Costs over and above may be reimbursed provided receipts are dated within each current semester time frame only. For example; fall deadline for receipt reimbursement is December 1st; Winter deadline is March 1st; Spring deadline is June 1st; Summer deadline is August 1st. Students will not be reimbursed for receipts received from a previous semester. **Prior approval** is required for any additional book/supply costs required by the student before purchase in order to receive reimbursement. All receipts must have the date and items listed clearly and must be related to current course/program only. An official course outline with mandatory texts/supplies list (item by item) may be requested.

11.11 Example list of items not-covered under this policy – computers, laptops, software, printers, internet and telephone connectivity, taxis, video cameras, cameras, recording machines digital or otherwise etc. This applies unless a written request is provided by Program Department Director as an absolute necessity and how it relates to the current program and is at the discretion of Michipicoten First Nation and funding availability.

11.12 Students will be reimbursed upon submission of a student bus pass with receipt which is required for transportation to and from classes and/or placements.

11.13 Travel Support – Full time students can request travel support to assist them with moving to the area in which they are attending courses and for resourcing purposes, travel requests will be equal to the cost of return bus transportation (Greyhound). Seasonal travel also applies at this rate for students living away from their permanent residence wishing to go home at Christmas, Easter or March break, however only one per semester is provided.

11.14 Tuition and Book overpayments on Student withdrawals - a student who withdraws after the first month of his/her program of each semester and does not formally withdraw or (just stops attending) without informing the Education Department, and institution funding will be considered an overpayment. Also, any additional assistance issued for books/supplies will also be considered an overpayment. All overpayments will be reported to the finance department and the student will be requested to refund Michipicoten First Nation Post Secondary Student Support Program for any funds issued under this program on their behalf. Guidelines will be adhered to in the “Student Responsibility” section of this document and will apply for retrieval of funds as necessary.

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES

12. FULL TIME STUDENTS – Limits of Sponsorship

- 12.1 In order to receive a living allowance, a student must be officially registered as a full-time student with the college/university enrolled. The student must maintain this standing throughout their studies; otherwise, the student will be considered a part-time student and ineligible for a monthly living allowance.
- 12.2 Students will be provided sponsorship for the actual number of academic years for their program of studies as officially defined by the college/university/institution.
- 12.3 Students are responsible to schedule and successfully complete the required courses as outlined per semester and/or years required for their program of studies.
- 12.4 Should a Level I (one) student require additional sponsorship in order to graduate from their program and has maintained contact with the Education Department and has discussed the circumstances surrounding their situation and a delay in graduation, the student may be granted an extension for sponsorship by submitting a written request with a support letter from the Dean or Director of the Institution and/or the Department Head explaining the reason for the request.
- 12.5 According to the funding guidelines from Indigenous and Northern Affairs Canada (INAC) and Michipicoten First Nation's Post Secondary Student Support Program, a full-time student is allowed to receive one certificate/diploma/degree at college or university with full-time sponsorship. To continue with full-time sponsorship, you must move upward on the educational ladder, i.e. Certificate - Diploma - Bachelor Degree - Masters – Doctorate.
- 12.6 A student is not eligible for full-time sponsorship in a College program if the student has already achieved a University Degree.
- 12.7 If a student decides to transfer programs and/or institutions during a funded year, the total months attended in a previously funded program/institution will be counted against the initial total student months sponsored for the completion of graduation requirements. Therefore, students should apply for a full transfer of any previous credits earned so that there will be no loss of required months of eligibility to complete the new program.

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES

12.8 Grade Reports

As soon as they are available, a student must submit a copy of official mid-terms/final grade reports. If not submitted on time, the next living allowance will be put on hold until the Education Department has received a copy. This applies to all students and if there is a problem or delay beyond the control of the student, the Education Department must be informed in writing.

13. FULL TIME STUDENTS – Limits of Sponsorship – Living Expenses/Allowances

13.1 The Post Secondary Student Support Program living allowance will be paid in Canadian dollars only regardless of the location of the institution and will cover Christmas and Study breaks.

13.2 The duration of education living allowance will coincide with the official length of the program as defined by the post secondary institute where the student is enrolled. Michipicoten First Nation may also determine the maximum number of years that apply for level 3 and level 4 studies.

13.3 Where two students are married to each other and have no dependents, the living allowance for each will be calculated as a married student with employed spouse. Where two students are married to each other and have dependents, one of them will be designated as a married student with employed spouse with dependents; the other will be designated as a married student with employed spouse.

13.4 OUT-OF-COUNTRY HEALTH COVERAGE - It is the responsibility of students attending college/university out-of-Canada to arrange proper health coverage while at school. Students are not covered by any Canadian health coverage if fallen ill or involved in an accident while at school. Michipicoten First Nation Education Department inclusive of this policy will not cover costs towards payment of health/accident/emergency related expenses. Students must contact the Non-Insured Health Benefits Worker (CHR) or Health Department at the Michipicoten First Nation Health Center to make the necessary arrangements for Health coverage. Any mitigating or extenuating circumstances requiring emergency related expenses may be approved at the discretion of Michipicoten First Nation and the approval process by the Band Manager.

13.5 Private and Foreign Post Secondary Institutions:

For support purposes, a student may enroll in any post-secondary institutions recognized by the provincial or territorial Ministry of Education or in an acceptable program of studies in a foreign institution. A program of studies at a private or foreign institution is comparable to a program of

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES

studies at a Canadian public institution when the following conditions are met:

- The minimum academic prerequisites are equivalent;
- The number of credit hours are equivalent to within 10%, i.e. a 20 credit hour program is equivalent to another program which has between 18 to 22 credit hours; and
- The course content generally covers the same subject matter.

A student enrolling in a private or foreign institution must provide documentation with the application which identifies the most comparable program in the nearest Canadian public institution to his/her place of residence. The documentation must include application, registration, tuition and mandatory student activity fees of the Canadian public institution. An example of calculating Tuition Fees for Foreign Institution: If a foreign tuition fee is \$1,000.00, and the Canadian fees are \$700.00 Canadian, the tuition support provided to the student will be \$700.00 Canadian.

14. CHEQUE DISTRIBUTION

All students have two (2) options to receive their living allowance on the scheduled day of release. Every effort is made to issue and release monthly student cheques ON OR ABOUT the 20th of each month, depending on business days, other than the month of January at which time the cheques are sent out before the annual Christmas Holiday Office Closure.

- 14.1 PICK UP - Students may pick up their cheque at the Michipicoten First Nation Administration Building pending they notification to the Accounting office ahead of time.
- 14.2 A written consent by the student is a requirement if someone else is picking up a student's cheque on their behalf, otherwise it will not be released.
- 14.3 MAIL – All monthly student cheques will be mailed unless otherwise notified by the student.
- 14.4 Direct Deposit – The Education Department may provide direct deposit at the request of the student and only if the student's bank account is with a branch of the Royal Bank of Canada.
- 14.5 There are absolutely no advances. Students may call the office for any emergencies that may supersede this guideline. It is the student's responsibility to follow through in such instances.

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES

15. A student may be placed on probation

- (a) At the start of a semester
- (b) For the remainder of the current semester (based on mid- terms) or
- (c) For the next semester attended (based on final grades) for the following reasons:
 - (1) Due to past academic history, and/or attendance records, and/or if a student has failed 50% or more courses on their his/her mid-term or final grade report,
 - (2) The post-secondary institution has placed the student on academic probation/warning,
 - (3) There are outstanding financial obligations to Michipicoten First Nation's Post Secondary Student Support Program.

15.1 While on probation, a student must attend all classes as required and maintain minimum grades of a satisfactory (S), or 60-69% - C in all courses at mid-terms and/or finals of that semester or funding will be discontinued immediately.

15.2 Upon successful completion of the semester (according to the official final grade report), the student will be removed from the probationary status. The student must then maintain the above same grades in all courses for the remainder of their studies without monitoring from the education office.

16. PART TIME STUDENT SPONSORSHIP LIMITS OF SUPPORT

Students attending part time studies are eligible for tuition support only, plus half the normal full time rate for books and supplies which are listed as required by the post-secondary institution.

16.1 SPRING AND SUMMER SEMESTERS – Students enrolling in spring and/or Summer Sessions are considered Part time unless otherwise deemed and verified as full time by the institution. Michipicoten First Nation Post Secondary Student Support Program will follow the Academic Calendar of the institution attended and all of Section 12 will apply.

16.2 Tuition will be paid in full for credit courses only. If a student unofficially withdraws (just stops attending) from the course(s) they are enrolled in before completion, the student will be subject to the terms of the STUDENT RESPONSIBILITY section of these guidelines and policies. No further assistance can be provided until all outstanding issues have been dealt with accordingly with the finance office of Michipicoten First Nation. Part time students are required to submit copies of their grade reports, official transcripts as soon as they become available. Further assistance will not be considered if these

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES

documents are missing from the office student file.

17. DISCONTINUATION OF SPONSORSHIP

All documentation including the application package and continuing sponsorship forms as completed and signed by the student are considered as contractual agreements between the student and Michipicoten First Nation.

- 17.1 As per application completed and signed for Post-Secondary Educational Assistance, each student agrees to attend all classes, and complete all requirements of their program (i.e. assignments, tests, exams, etc.). If at anytime, whether a student is on probation or not, the student's attendance or progress is unacceptable (i.e. non-attendance, continuous unexcused absences, numerous assignments or tests missed or always late, etc.), tuition and funding assistance will be discontinued.
- 17.2 Any funds used by the student through the Michipicoten First Nation PSSSP application and agreement where the student is not abiding by the contractual obligations, will be subject to retrieval according to Michipicoten First Nation's policies and guidelines. This information will also be kept in the student file until satisfactory arrangements have been agreed upon and dealt with accordingly.
- 17.3 If a student's sponsorship is discontinued, either for probationary or other reasons, the student will not be eligible for full-time sponsorship for one complete calendar year. All eligibility guidelines will apply afterwards. After such time, the student must maintain a minimum grade of 60% or "C" for the remainder of their studies at that same level of education.

18. INAC ACADEMIC ACHIEVEMENT INCENTIVES/SCHOLARSHIPS

Michipicoten First Nation Post Secondary Education Program may provide Academic Achievement Incentives based on INAC Guidelines and funding availability to FULL TIME students enrolled in Level I (College), Level II (Undergraduate University Degree), Level III (Masters Degree) and Level IV (Doctorate Degree).

- 18.1 Other related information about scholarships, bursaries, awards - Students are encouraged to apply for all scholarships, bursaries, and awards that they may be eligible for. Scholarships have a definite purpose. They benefit schools and institutions because they attract and keep students with high potential and valuable contributions to make.

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES

- a) Various scholarships are awarded at all levels for students of all disciplines and backgrounds. Some require students to apply specifically, others will be automatically considered when applying at a university. Criteria for scholarships vary widely -- some are based on marks, while others depend on the student's extra-curricular involvement. If a student has a special talent, ethnic background or hobby, there may be a scholarship available.
- b) Schools aren't the only places that administer awards. Often, scholarships are funded through governments, trade unions, companies, corporations and individuals and students must apply directly to the organization offering the scholarship.
- c) The most important thing is to apply. Many students assume that there is no way that they will get a scholarship, so they don't bother even applying. Many scholarships go untouched for years, because no one applies for them! Students should research all the available awards they may qualify for, understand and fill out the applications, gather additional documentation and submit early. Don't wait until the last minute.
- d) Many scholarships extend beyond the initial amount a student may be awarded. These are known as renewable scholarships. Many of these have conditions that a student must meet, such as maintaining a high academic average, or remaining in school full-time. Some scholarships renew automatically, while others don't. The duration of the scholarship can vary as well.

18.2 Upon receiving the required documentation, and successful completion of the current academic year, (final grade reports must be submitted), Michipicoten First Nation Post Secondary Program will award the student 50% of the total amount of scholarship received for tuition up to a maximum of \$1,000.00 Canadian dollars.

A good start to discover scholarship information includes review of other University websites, Student Awards and Scholarships Canada.

18.3 Students who are registered full-time throughout the previous academic year (September-April only) and have maintained an overall average of a "B" or higher are eligible. Calculations are based on a Grid System developed by the Education Committee and approved by Chief and Council to ensure fairness and equality to all students who qualify. **The incentives will be issued once grade reports/transcripts are submitted to the Education Office.**

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES

19. Graduation

Official graduation fees may be reimbursed by Michipicoten First Nation. It is the student's responsibility to submit receipts in order to be reimbursed for graduation fees. Graduation Photographs, dances, cap and gown rentals, travel etc. are the student's responsibility.

20. Official Transcripts/ Degrees/Diplomas

All official documents required and requested by Michipicoten First Nation's Post Secondary Support Program are ultimately the responsibility of the student.

20.1 Copies of final official transcripts, copy of the degree achieved or any other documentation outlining student progress is the student's responsibility to submit to Michipicoten First Nation Education Department.

20.2 If any provincial/professional exams must be written as a requirement to become a registered member of a chosen profession, the Post Secondary Student Support Program may be able to reimburse for fees charged. Prior approval is required and official invoices before reimbursement is approved.

21. Student Appeal Process

Students who feel that they have not been treated fairly under the policies for the administration of the Post Secondary Student Support Program have the right to request an appeal hearing

PLEASE NOTE: THERE IS NO APPEAL AGAINST REFUSAL OF ASSISTANCE BECAUSE FUNDS ARE NOT AVAILABLE.

21.1 A student may appeal the Michipicoten First Nation Education Department's decision only once while at the same level of education.

21.2 CONFLICT OF INTEREST - It is in the best interest of Michipicoten First Nation and its Student Appeals Committee, employees and Council to limit the possibility of a conflict of interest or personal connection that may have influence or bearing or the appearance of either upon a decision in her or his capacity as an Appeal Committee member. An Appeal Committee member who has a relative or who is a relative or part of the immediate family of a student who is appealing; or may have special interest in an appeal decision shall declare a conflict of interest and refrain from participating in the appeal process.

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES

21.3 Procedures:

- a) The appealing student must send written correspondence within fourteen (14) days of receiving a decision of non sponsorship or discontinuation of sponsorship, and shall provide the following documentation in writing to the Band Manager:
 - Student name, address, telephone number and the name of the institution attending or having most recently attended including a program of studies and reason for making an appeal.

- b) Name, address and telephone number of one (1) person who may **represent** the student:
A student may elect to represent themselves personally at an appeal, regardless; the student or the student and their representative must be in attendance and participate in the Appeals process

- c) The reason for the appeal, citing or attaching the sections of the Michipicoten First Nation Post Secondary Education policy which the student may feel is relevant to the process.

- d) Within Fourteen (14) days of receipt of the student request for appeal the Band Manager will respond in writing to the student stating whether or not there are grounds for an appeal within the guidelines of the policy and when a hearing may be scheduled. Appeal hearings shall be heard in December and August.

- e) If a request for an appeal is deemed NOT to have grounds for an appeal, the Band Manager will include the appropriate policy references or documentation with the response.

- f) If there are grounds for an appeal then a Student Appeal Committee will be convened.

- g) The Student Appeal Committee shall be the members of the Education Committee appointed by Chief and Council by Band Council Resolution each term.
 - Chief - ex officio
 - Chairperson of the Education Committee (normally a Band Councilor)
 - Band Manager
 - One Band Member (off reserve)
 - One Band Member between the ages 18-29

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES

- h) Four (4) members of the Student Appeal Committee shall be the quorum to hold an appeal hearing.
- i) The Education Department (Counsellor) shall provide the Band Manager with the students' sponsorship records and any further documentation deemed necessary and the Band Manager will provide the Student Appeal Committee with the documentation at least two (2) days prior to the appeal hearing.
- j) The Education Office may provide travel costs for the student to attend the appeal hearing (based on funding contingencies).
- k) The Student Appeal Committee's decision will be based on majority decision and must be consistent with the intent of the Policies and Operating Guidelines for the Michipicoten First Nation Post Secondary Student Policies and Guidelines and Indigenous and Northern Affairs Canada (INAC) Post-Secondary Program Guidelines. The Appeal Board decision will be forwarded to the student within seven (7) days of the hearing date with a decision and any conditions if specified.
- l) If the Student Appeal Committee has ruled in favor of the student, the student must complete their studies at the current level without disruption. If the student has to withdraw from the program, for academic or personal reasons, they will not be eligible for full-time sponsorship for one calendar year.
- m) The Student Appeal Committee's decision is final and may not be appealed further; and is not subject to any further consideration by Chief and Council; as approved by Chief and Council through Motion #244 dated May 31, 2000.

22. GENERAL INFORMATION

22.1 SPECIAL NEEDS STUDENTS

If a student qualifies as a Special Needs student under the college/university guidelines by self-identification to the Special Needs department, the student may be eligible to take a lesser course load than the actual requirements for a full time student provided the student has presented the appropriate supporting documentation to the Education Department.

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES

A supporting letter from a qualified Physician, Therapist or Case Worker and Guidance/Special Needs Counsellor will be required on the onset of funding as confirmation; Michipicoten First Nation may consider special extenuating circumstances on an individual basis.

22.2 **GOVERNMENT ASSISTANCE FOR STUDENTS WITH DISABILITIES:**

http://osap.gov.on.ca/eng/not_secure/bswd.htm

For students with disabilities/special needs there are Special Bursaries (non-repayable financial assistance) from government agencies. These bursaries may cover disability-related services that may be required for a special needs student to participate in obtaining a post-secondary education. Students are not required to apply for OSAP to determine eligibility for these special bursaries.

If a student is eligible for OSAP (even if it is only for \$ 0.01) that student may be eligible for the special services. Students should simply decline the regular financial aid that might be available to students from OSAP (to avoid loan payments after studies) and accept only the Special bursaries as they are a non-repayable grant.

22.3 **UNABLE TO CONTACT:**

Michipicoten First Nation Education Department must be able to contact the student at all times. Each student is reminded and responsible for keeping the Education Department or Counsellor informed with current contact information; whether it is by phone, current mailing address, or by an active email address. If Michipicoten First Nation's Education Department is unable to reach a student after several attempts, then assistance may be placed on hold or suspended until contact has been established and all outstanding issues have been dealt with.

23. **AMENDMENTS**

Minor Amendments to this policy may be made at the direction of the Band Manager and as directed by Chief and Council per BCR#06-50 and in accordance to the annual approved Consolidated Operating Budget.

Major Amendments may require a recommendation from the Education Committee to Chief and Council for approval which may affect ongoing support for students under this policy.

MICHIPICOTEN FIRST NATION – POST SECONDARY STUDENT SUPPORT PROGRAM POLICIES AND OPERATING GUIDELINES

**This Policy supersedes all previous documentation regarding the Michipicoten First Nation
Post Secondary Student Support Program**

Policies and Guidelines approved by BCR: _____