

POST-SECONDARY EDUCATION ASSISTANCE PROGRAM

Policy Adopted by Chief & Council
October 23, 2017

Policy Updated
October 23, 2017

PART A: POLICY STATEMENT

Through the Post-Secondary Education Assistance Program, Kebaowek First Nation assists and supports its members to access education and skills development at the Post-Secondary level to improve employability.

PART B: PURPOSE

Kebaowek Post-Secondary Education Assistance Program policy and administrative guidelines are designed to:

- Encourage KFN members to reach for a higher education and professional qualifications including college diplomas or university degrees;
- Outline the provisions of educational assistance available to post-secondary students;
- Ensure the selection process for post-secondary funding is fair and equitable.

PART C: PROGRAM SCOPE

This policy applies to funding provided for a Kebaowek registered member to attend a post-secondary institution which grants a degree, diploma, or certificate recognized by a province/territory in Canada.

This policy does <u>not</u> apply to programs provided through Adult Education, or programs under General Arts and Sciences.

PART D: ELIGIBILITY REQUIREMENTS

- 1. Only Kebaowek First Nation registered band members are eligible to apply for funding through the assistance program.
- Individuals must have been accepted to an accredited CEGEP/college or university program (which normally requires completion of a secondary school diploma as a minimum requirement).

Students who are receiving or entitled to receive tuition from an established source
including but not limited to a school board, other self-government, or other province (e.g.
Ontario) are <u>not</u> eligible to receive tuition funding from the assistance program. Such
individuals may still apply for related post-secondary funding (e.g. books, living allowance,
etc),

PART E: RESPONSIBILITY

1. APPLICANT RESPONSIBILITY

The applicant is responsible to:

- 1.1. Ensure that their Post-Secondary Assistance Application Form is complete, contains accurate information and is provided to the Education Administrator by the established deadline. (See Form I)
- 1.2. Ensure that all supporting documentation is provided to the Education Administrator in order for the application to be processed. This includes:
 - a) An Acceptance Letter from an accredited Post-Secondary institution;
 - b) A copy of the applicant's status card;
 - c) Banking Information or a void cheque;
 - d) Proof of dependents, if applicable;
 - e) Proof of custody, if applicable;
 - f) Copy of report card for the current year, if applicable;
 - g) Release of Information Final Marks Form (See Form II)
 - h) Kebaowek First Nation Post-Secondary Assistance Program Agreement Form (See Form III)
- 1.3. Update the Education Administrator regarding any changes to their course or program of study which includes:
 - 1.3.1. Overpayment or non-justified payment of financial assistance;
 - 1.3.2. Any change in course or program of study;
 - 1.3.3. Dropping of courses that affect the student's status (e.g. full-time to part-time status)
- 1.4. Provide documentation to the Education Administrator including:
 - 1.4.1. mid-term marks

- 1.4.2. copy of final academic transcripts; unofficial transcripts such as a print out from the student's online portal or other personalized online access will be accepted.
- 1.5. Take all the necessary steps required to comply with the educational institution's requirements for application to and maintenance of program enrollment;
- 1.6. Meet with a School Counselor <u>before</u> planning to change a course or program of study. Every attempt should be made to make an informed decision and the impact changes may have regarding the student's educational path.

Failure to comply with any of the above terms may result in a disruption of student allowance and may even lead to a termination of assistance from the program.

2. EDUCATION ADMINISTRATOR RESPONSIBILITY

- 2.1. Administer the Post-Secondary Assistance Policy in a fair and equitable manner.
- 2.2. Ensure tuition and Administration Fees are paid directly from the Kebaowek Administration office to the Educational Institution. Under no circumstances will tuition fees/costs be paid to individual students.

PART F: PROCEDURES

1. APPLICATION PROCESS

- 1.1. The applicant must submit a completed application with all required documents to the Education Administrator by the established deadlines, for equal consideration to the program.
- 1.2. Applicants must re-apply to the assistance program every year they require funding.
- 1.3. Only one application will be considered for one level at one time.

2. APPLICATION DEADLINES

2.1. The deadline to apply for Post-Secondary Assistance through the KFN Education Department is May 1 for the upcoming school year.

POST-SECONDARY INSTITUTION DEADLINES

Applications may be made at any time, however, for equal consideration to Post-Secondary institutions and increased chances of being accepted into the applicants desired program, completed applications should be submitted by the following dates:

Applications to Quebec Institutions
Applications to Ontario Institutions:

Fall Semester
March 1
February 1

Winter SemesterNovember 1
November 1

- 2.2. Applications for **Summer School** must be submitted a minimum of one month prior to the start of the course.
 - 2.2.1. Applications are subject to funding availability and approval from the Education Department;
 - 2.2.2. Students applying must have demonstrated success in previous courses;
 - 2.2.3. Applications for summer school will only be accepted from continuing students, a new student to the post-secondary program cannot receive funding by beginning with a summer course.

3. SELECTION CRITERIA

In order to ensure fairness, equality and impartiality, all applications submitted to the Education Administrator will be prioritized by the following criteria:

3.1. Priority One

- 3.1.1. An individual who has obtained a high school diploma and is applying to the assistance program for the first time.
- 3.1.2. Full-time students attending a Post-Secondary Institution and who have successfully completed their academic year (A grade point average of 2.0 or higher is required);
- 3.1.3. A successful Post-Secondary student who is continuing their education at the college or undergraduate level.

Note: Students who are Priority One but who are waitlisted by the Institution for their desired program will have their Priority One status deferred to the semester agreed upon

by the Institution.

3.2. Priority Two

All applications considered Priority Two are subject to annual funding availability.

- 3.2.1. A student returning to a post-secondary institution following a gap in their education due to a medical issue or special circumstance.

 Note: A letter from a health professional at the time the student interrupted their studies may be required.
- 3.2.2. Mature students who have not obtained a high school diploma and are applying to the assistance program for the first time.
- 3.2.3. Applicants who wish to pursue graduate level studies (Masters or Ph.D) may be considered on a case-by-case basis.

3.3. Priority Three

All applications considered Priority Three are subject to annual funding availability.

3.3.1. Students who have previously received assistance through the Post-Secondary program and who have not been successful in their course of studies.

4. FUNDING SUPPORT

4.1. Tuition

4.1.1.Tuition will be paid by the Education Department/Administration Office directly to a Canadian public institution at the actual tuition rate, including compulsory fees charged by the institution;

4.2. School Fees

- 4.2.1. Compulsory school fees will be paid directly to the institution along with tuition expenses.
- 4.2.2. The Education program does not cover any school-related expenses that are not compulsory fees. This may include, but is not limited to: locker rental, parking costs, extra-curricular activity fees, as well as health & dental insurance fees.

4.3. Books

4.3.1. A sponsorship letter will be forwarded to the Bookshop of the Institute the student will be attending for the amount of \$500 for the academic year. The book

- store will open an account for the student and all invoicing will be paid directly to book store by the Education Department.
- 4.3.2. Only required/mandatory textbooks for the course will be provided to the student. Recommended books are not covered by the Education Department.
- 4.3.3. If the amount for required textbooks exceeds \$500, the student send a written request for the Education Administrator to authorize an amount to cover books; a course outline indicating mandatory textbooks must accompany the request.
- 4.3.4. The bookstore account is only intended to cover the cost of textbooks; school supplies are NOT included within this allowance.

4.4. Materials

- 4.4.1. Students may receive funding for required special equipment or materials for their course.
- 4.4.2. Students must first provide a course outline to the Education Administrator indicating the mandatory equipment required.
- 4.4.3. Within 5 business days, the Education Administrator will perform a cost estimate of mandatory equipment and authorize a maximum specified amount for which the student will be reimbursed.
- 4.4.4. The student may purchase the required equipment and provide a receipt for reimbursement to the Education Administrator.

4.5. Living Expenses

4.5.1. The dispensing of funding to students will be by Direct Deposit. The applicant must provide a void cheque to ensure prompt deposit, scheduled at the beginning of each month of school.

FUNDING RATES

Family Situation	Monthly Rate
SINGLE STUDENT	\$675.00
+1 dependent	\$1045.00
+2 dependents	\$1205.00
+ 3 dependents	\$1355.00
\$50.00 each additional depender	nt

^{*}The term dependent applies to a student's child or children under the age of 18.

4.6. Travel Assistance

- 4.6.1. Full time students who reside away from home for the duration of their studies may be eligible to a travel grant.
- 4.6.2. A maximum of 4 travel grants may be provided per calendar year.This covers the beginning of the semester (1), Christmas return trip (one to go home and one to return (2) and end of academic year (1);
- 4.6.3. Travel grants are calculated from the student's address while attending school to their home address and reflect the most economical means of transportation:

Distance	Travel Grant amount
Up to 50 km	
Up to 75 km	
Up to 99 km	
100km or more	

4.6.4. Travel grants cannot be made available to anyone other than to the full time student.

4.7. Tutoring

- 4.7.1. Students are required to verify whether their school offers free tutoring and are encouraged to take advantage of these services if required.
- 4.7.2. When tutoring is not provided by the Institution, students must:
 - 4.7.2.1. Obtain a written recommendation from their instructor. (Please refer to Form IV Referral for Tutoring Assistance)

- 4.7.2.2. Complete the *Tutoring Assistance Agreement Form* (Please refer to Form V) and attach the tutor's curriculum vitae.
- 4.7.3. Tutoring will be provided for a maximum of 10 hours and at a maximum cost of \$25.00/hour.
- 4.7.4. All requests for tutoring must be pre-approved by the Education Administrator.

5. PART-TIME STUDENTS

Funding for Part-Time students is subject to funding availability.

- 5.1. Students attending a post-secondary program on a part time basis may be sponsored for tuition, compulsory fees (application and registration fees), tutoring and the actual cost of books and materials required by the post-secondary institution.
- 5.2. Part-time students are not eligible to receive a living allowance or travel grants.

6. LIMITS OF ASSISTANCE

6.1. This policy limits support for the duration of the program of study. A student who has been accepted to the KFN Post-Secondary program will receive funding according to the level for which the student is at as follows:

No.	Level	Semesters Funded
1	Community College and CEGEP diploma or certificate programs	6 semesters
2	Undergraduate University programs (certificate, diploma, or degree)	8 semesters
3	Advanced or professional degree programs or masters programs	Will be reviewed on a case by case
4	Doctoral Programs	basis

- 6.2. One additional year may be granted to the student to complete a program of study; however reasons for requiring the additional year must be justified in writing by authorities of the institution.
- 6.3. The maximum amount provided to a student per year will not exceed \$35,000.
- 6.4. KFN has reserved the right to cap the amount of post-secondary academic support and funding invested in one individual at \$100,000 within the limits of this policy. Funding beyond this amount will be reviewed on a case by case basis.

7. ACADEMIC PROBATION & TERMINATION OF SUPPORT

- 7.1. A student who demonstrates a lack of ability or unwillingness to meet the academic, social and financial management responsibilities outlined in the Student Agreement may be considered a breach of contract and result in support being withheld.
- 7.2. The student is required to obtain the minimum passing mark. If a passing mark is not attained, the student may be placed on academic probation for one semester.
- 7.3. Following probation, if student has not attained a passing mark, support may be terminated.
- 7.4. The Education Administrator will attempt to resolve the issue with the student and work with the Institute's Academic Counselor to aid the student in resolving any issues.
- 7.5. The Education Administrator will respect the Institution's decision to refuse a student for continued enrollment.
- 7.6. A student may reapply for Post-Secondary assistance at a later time when he/she can demonstrate a mature/responsible attitude.

8. REDRESS & APPEAL

If an individual feels the guidelines have not been fairly applied to his/her case, he/she may appeal the process. However, an individual may not appeal a process where a decision is made based on a lack of funding availability.

8.1. Appeal Procedures

- 8.1.1. The student must notify the Education Administrator of his/her intention to appeal
- 8.1.2. The student will send a letter of appeal to the Education Administrator with the following information:

Name, address, telephone number

Name of educational institution and program of study

Reason for appeal, citing relevant sections of the policy

- 8.1.3. Upon receiving the letter of appeal, the Education Administrator will provide copies to the Band Council.
- 8.1.4. The student will be notified of the place, date, and time of the appeal hearing.
- 8.1.5. The Education Administrator will inform the student, in writing, of the decision by Chief and Council. The decision is final.

9. STUDENT RECORDS

9.1. The Education Administrator adheres to *Kebaowek Information Management Policies & Procedures* ensure all information regarding student records and files are kept confidential.

PART H: REFERENCES

- Post-Secondary Student Support Program and University and College Entrance Preparation Program National Program Guidelines 2015-2016 (Indigenous & Northern Affairs Canada)
- Regional Compliance Review Guide for the Post-Secondary Student Support Program and the University and College Entrance Preparation Program, Quebec Region, 2017 – 2018 (Indigenous and Northern Affairs Canada)

PART I: ATTACHMENTS

- 1. Form 1: Application for Post-Secondary Assistance
- 2. Form 2: Release of Information Final Marks
- 3. Form 3: Kebaowek First Nation Post-Secondary Assistance Program Student Agreement
- 4. Form 4: Referral for Tutoring Assistance
- 5. Form 5: Tutoring Assistance Agreement & Tutoring Time Sheet
- 6. Form 6: Probation Contract

PART J: MODIFICATION AND AMMENDMENTS

- 1. This policy may be modified, amended or repealed at any time by a Band Council Resolution from Kebaowek.
- 2. This Post-Secondary program's performance will be reviewed every three years. The policy must be reviewed and amended in October 2019.



FORM I POST-SECONDARY ASSISTANCE APPLICATION

Kebaowek First Nation Education Program

Please Print Clearly

The second second		Str. Personne		-
T 10 10 10 10 10 10 10 10 10 10 10 10 10	MI SHIT	APP		NIS
		422	 431191	IN I

PART I: STUDENT INFOR	MATION			JE BAR	
Name:		Band N	Number:		
Permanent Address of Ap	plicant:	Addres	ss during So	hool Year:	
Phone		Date	of Birth:		
Number:					
E-mail			Sex	□Male	□Female
address:			Jen.		Di cinare
PART II: DEPENDENT INF		THE RESERVE AND ADDRESS OF THE PARTY OF THE			ALCOHOLD TO
If claiming single with dep	endents, you mus	st provide proof	of custody		
Name:		3 6 4		Age:	
Name:				Age:	
Name:				Age:	
Name:				Age:	
PART III: EDUCATION PL	AN				
Institute Name:		234.500 000.5 2 000			
Address:					
Phone:	CONTROL CONTRO		Fax:	8	
Program Attending:					
Length of Program			Current Ye	ar of Study:	
Status:	☐ Full-Time	☐ Part-Time			
Semester:	□ Fall	☐ Winter	□ Sp	ring	☐ Summer
Upcoming School Year:					
Expected Start Date:			Expected	d End Date:	

PART VI: POST-SECONDARY EDUCATION HISTORY						
Year(s)	Name Of Institute:					
Graduated:	Yes No					
	(Please Circle)					
PART VI: POST-SECOND	ARY EDUCATION HISTORY					
	Name Of Institute:					
1	V N-					
Graduated:	Yes No (Please Circle)					
DARTH POST SECOND	DV FOLICATION LIVETONY					
	ARY EDUCATION HISTORY					
	Name Of Institute:					
Field of Study/Program:						
Graduated:						
	(Please Circle)					
PART VI: POST-SECOND	ARY EDUCATION HISTORY					
Year(s)	Name Of Institute:					
Field of Study/Program:						
Graduated:	Yes No					
	(Please Circle)					
Under the Kehaowek Fir	t Nation Education Program, I would like to apply for academic and					
	ed within this application and agree to comply with the terms of the					
Post-Secondary Assistance policy.						
I agree to provide required documentation to the Education Administrator, which includes:						
☐ A copy of status c	rd					
Acceptance letter from an Educational Institution						
☐ Banking Information ☐ Proof of dependents						
☐ Priority One Status. Copy of Report Card						

Furthermore,	I agree	to notify	the	Education	Administrator	of	any	change	in	the	status	of	my
application, w	vhich incl	ludes:											

- A change of address;
- A change in courses,

In signing this request form, I hereby complete and accurate.	attest that the information	provided in this application is
CTUDENT CIGNATURE		DATE



FORM II RELEASE OF INFORMATION

Kebaowek First Nation Education Program

TO WHOM IT MAY CONCERN

As a student sponsored by Kebaowek First Na	ation, I APPLICANT'S NAME
	APPLICANT 5 NAIVIE
hereby authorize	to release to
NAME O	of institute
KEBAOWEK FIRST NATION, at their request, in progress including my final marks or attendar	nformation relating to my academic standing or
progress including my mai marks or attendar	ice during the period of.
	TO:
START DATE	END DATE
for which I am being assisted.	
DATE	SIGNATURE OF THE STUDENT

This Information May Be Forwarded To: KEBAOWEK FIRST NATION

C/O Education Administrator

P.O. Box 756

Temiscaming, Quebec J0Z 3R0

Students are required to complete, sign and return this form to KFN office with their application.



FORM III STUDENT AGREEMENT

Kebaowek First Nation Education Program

As a student sponsored by the Post-Secondary Assistance Program by Kebaowek First Nation, I agree to:

- a) Ensure that I am enrolled in a sufficient number of courses to be registered as a fulltime student at the institution I am attending.
- b) Reimburse any money which I was not entitled to receive, due to:
 - Not attending classes on a regular basis;
 - Withdrawing from the program or courses without authorization;
 - Being officially withdrawn by the Institute and not informing Kebaowek First Nation Education Department.

Under such conditions I understand that Kebaowek will not sponsor me for one academic year. Failure to pay back any money will result in no future sponsorship.

I understand that any amount that I may owe Kebaowek First Nation for reasons outlined in this section, may be deducted, at a fixed weekly percentage, from any future revenue from Kebaowek First Nation including salary (if employed with the Band), Social Assistance or any other revenue I may be entitled to.

- c) Provide Kebaowek First Nation Education Department with all required documents in order to complete my file including:
 - Completed Application
 - Transcripts of Previous Education
 - Proof of meeting Admission requirements prior to living allowance being issued
- d) Sign the Release of Information Form authorizing the Institute to release the mid-term and term marks and/or any other information requested by the Education Administrator at the end of the Semester.
- e) Attend classes on a regular basis and complete all homework and assignments.
- f) Utilize my monthly allowance for room and board purposes.
- g) Demonstrate respect and consideration for other persons and city/school property and to take responsibility for my own social behaviour.
- h) Contact the Kebaowek First Nation Education Administrator if I encounter any academic problems.

I understand that Kebaowek First Nation may suspend educational assistance to students who show a lack of ability or willingness to meet the academic, social or financial management responsibilities. If I refuse to abide by the terms outlined in this form, assistance will be terminated without prior notification.

STUDENT NAME (PRINT CLEARLY)	STUDENT SIGNATURE	DATE



FORM IV REFERRAL FOR TUTORING ASSISTANCE

Kebaowek First Nation Education Program

I,		do hereby recommend
	PROFESSOR'S NAME	
		for tutoring assistance in the subject area of
	STUDENT'S NAME	
		E
	SUBJECT	
	PROFESSOR S SIGNATURE	DATE



FORM V TUTORING ASSISTANCE AGREEMENT & TIME SHEET Kebaowek First Nation Education Program

I,TUTOR'S NAME	do hereby agree to tutor
STUDENT'S NAME	in the subject area of
SUBJECT	for a period of HOURS
The hourly tutoring rate shall be, what assistance. Payment will only be for tutoring assistance.	
Please note that neither party is obligated to cont tutoring arrangement is, for some reason, unsatis	• • •
This agreement is only valid for a maximum of 10 Kebaowek First Nation Education Administration	
TUTOR'S SIGNATURE	DATE
STUDENT'S SIGNATURE	DATE
KERAOWEK FIRST NATION FOLICATION ADMINISTRATOR	DATE

NOTE: Tutor's Curriculum Vitae must be included with this document.

TUTORING TIME SHEET

Name of Tutor:		
Name of Student being assisted:		
Subject Area of Tutoring:		INTEREST CO.
Course Name and Number		
DECORD OF THEORING HOURS		
RECORD OF TUTORING HOURS Date	Hours	Total Hours
Date	nouis	Total Hours
	er op i de gregor energies, en agent els e e en er anne ga anne jab person para energies. En el en el en anne g La energies e en e	
a made additionally the sight statement of the state of t	at the state of th	
anna mammanimini ini videla transferiori videla del distribità di distribita di distri		edit g S is to be - done - done - 3 - dol 5 is alone violence 8 man - man
I hereby certify that the above hours a	are being legitimately clair	med for tutoring assistance.
TUTOR SIGNATURE		DATE
		60
STUDENT SIGNATURE		DATE



FORM VI PROBATION CONTRACT

Kebaowek First Nation Education Program

I STUDENT'S NAME	accept that due to my failure to meet the
academic requirements as indicated by the Post-Seco	ndary Assistance Program Policy for the
INDICATE UNSUCCESSFUL TERM	I am being put on Academic Probation
by the Kebaowek First Nation Education Administrato	r.
For the upcoming term, I realize that I must attend all or before their given due dates. Failure to do so may I have received by the Kebaowek First Nation Education	result in immediate repayment of all funds
I promise to take full advantage of tutors, faculty advi pass a minimum of 75% of my courses as required by Administration. I realize that if I do not meet the mini Post-Secondary Assistance Program Policy, I would ha	Kebaowek First Nation Education mum requirements as indicated in the
STUDENT SIGNATURE	DATE
EDUCATION ADMINISTRATOR SIGNATURE	DATE

DEFINITIONS

The following definitions are in line with INAC National Program Guidelines.

Academic year

is as defined by the post-secondary institution.

Band

Kebaowek First Nation

Canadian public institution

is a post-secondary institution that receives the majority of its funding from federal and provincial governments.

CÉGEP

is an abbreviation of *Collège d'enseignement général et professionnel*. CÉGEP's operate in Quebec.

Dependent

means a person 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 spouse by Canada Revenue Agency.

Dependent Spouse

means a person who is married to the student or a person who has lived with the student as husband or wife for a period of at least one year prior to application for educational support. This person is dependent upon the student and does not receive income in excess of the level of income allowed for a dependent spouse by Canada Revenue Agency.

Full-time students and Part-time students

are as defined by the post-secondary institution. Note that short term intensive summer programs may qualify at full time.

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.

Post-Secondary institutions

are degree, diploma, and certificate granting institutions which are recognized by a province or territory and include educational institutions affiliated with, or delivering accredited post-secondary programs by arrangement with a post-secondary institution.

Private post-secondary institution

is a Canadian or foreign post-secondary institution which receives the majority of its funding from sources other than governments.

Program of Studies

includes all post-secondary programs, at least one academic year in duration, leading to a certificate, diploma or degree. Programs less than one academic year which are prerequisites to post-secondary programs of at least one academic year are included.

Semester

refers to a part of the academic year, as defined by the post-secondary institutions. Semesters usually cover the periods from September to December, January to April, and May to August.

Student

is an individual who has successfully applied to be funded under KFN Post-Secondary Support Program and fulfills the conditions of the programs in order to receive financial support to successfully attain a post secondary diploma, degree or certificate.