

**SHEHEGWANING FIRST NATION'S
POST-SECONDARY EDUCATIONAL SUPPORT
PROGRAM POLICY**

**SHEHEGWANING FIRST NATION EDUCATION AUTHORITY
SHEHEGWANING, ONTARIO**

POP 1X0

Title of Policy: Post-Secondary	Section: Guidelines
Revision Date: November 9, 2022	Approved by:

1.0 OVERVIEW

The Post-Secondary Education Support Program is designed to encourage and support registered members of the Sheshegwaning First Nation to successfully pursue education at the Post-Secondary level.

The program provides financial assistance to students who have been accepted into an accredited Post-Secondary education program.

Sheshegwaning First Nation acknowledges that education is a right, including post-secondary education, provided by treaty. Sheshegwaning First Nation leadership will work to ensure financial support is continued for future generations. There are, however, limits to the amounts of financial assistance supporting post-secondary students.

2.0 ELIGIBILITY OF ASSISTANCE

To be eligible for assistance:

- The applicant must be a registered member of the Sheshegwaning First Nation;
- The applicant must have gained conditional or final acceptance into a post-secondary program;
- Anishinaabemowin programs are eligible, even if a student has previously obtained a diploma or degree;
- All applications (full or part time) must be submitted in a timely fashion and approved according to the prioritization criteria and according to funding availability.

3.0 MIMIMUM REQUIREMENTS FOR POST-SECONDARY ADMISSION

- Completion of the requirements for a secondary school diploma;
- Mature students (less than Grade 12). These students will be required to write an equivalency (placement) test with the post-secondary institution they will be attending, and receive acceptance to continue as a mature student.
- Prior to the approval for educational assistance, the new applicant must make available a letter of acceptance to the Education Director.
- All students must sign an application for Educational Assistance, each completed application is for the length of the program. A Mark Release Form, Release of Information Form and a Student Contract must be completed every year.
- Sign a consent form to allow contact between educational institute and Sheshegwaning First Nation Education Authority.

Title of Policy: Post-Secondary	Section: Guidelines
Revision Date: November 9, 2022	Approved by:

- Provide their transcripts of marks as a condition for continued sponsorship after completion of each semester.
- All applications meeting eligibility criteria will be approved by the Sheshegwaning First Nation Education Authority depending on the availability of funds according to the following prioritization criteria.

4.0 PRIORITY FOR FUNDING ASSISTANCE

Approval of applications shall be based on the priority categories listed:

P1 – Continuing Students

- i) Continuing Students: Students presently enrolled in post secondary programs who have successfully completed their course requirements and are continuing studies in the same program or field.
- ii) Secondary School Graduates: Students who graduated and received an Ontario Secondary School Diploma.
- iii) First Time Applicants: Applicants who have not previously received full time band sponsorship.

To retain P1 status, students are required to comply with the expectations of the Post Secondary Education Support Program Policy.

P2-Returning Students; Previously Sponsored Students

Returning Students: Students who were previously sponsored to attend a post-secondary institution on a full-time basis. The following is the prioritized criteria for approval for financial assistance:

- i) Students who waited one year on the P2 list;
- ii) Previously sponsored and were successful and now resuming studies in the same or related field;
- iii) Students who have completed their respective programs and wish to continue in an advanced level program (Master's, Ph.D., etc.);
- iv) Students who have graduated from their program **may** be considered for a second field of study;
- v) Students who were previously sponsored but officially withdrew.

Title of Policy: Post-Secondary	Section: Guidelines
Revision Date: November 9, 2022	Approved by:

P3-Students who were terminated or exited from a program

- i) If there is additional funding available, after a year has passed, students who were terminated or exited from a program may be considered for sponsorship. A probationary period of one scholastic year will be implemented.

P4- Educational Courses outside of College/University Program

Students wanting to take educational courses that are not part of their college/university program (part-time or sessional) will be considered for funding based on funding availability. The educational courses of study will require an application for funding.

Note: Sheshegwaning First Nation Education Authority will not be responsible for any loans, including OSAP, that post-secondary students incur.

5.0 HOW TO APPLY

a) Applications – The applicant must complete the Sheshegwaning First Nation’s Post-Secondary Application for Educational Assistance and return it to the Sheshegwaning First Nation Education Authority by the dates outlined. This is a requirement to support your application and access funding assistance. **Applications for Educational Assistance Forms** are available at the Education office at St. Joseph’s Anishinabek School, or call 705.283.3014.

The Education Department requests that students submit their applications for financial assistance well in advance, and recommend that students wishing to attend post-secondary in a given year apply for assistance by May 31st of that given year for fall/winter courses. There will not be a set date for applications, however, priority will be given to students based on the dates of the their applications submitted, based on all priority items and funding availability.

- i) **Full and Part-time** students must complete an application for Educational Assistance and return it to Sheshegwaning First Nation Educational Authority office early to ensure greater priority. The Education Department recommends that students submit by May 31st of the given year. The date of the application will be considered in the priority supporting students accessing post-secondary funding.
- ii) **September Enrollment:** Educational Assistance will be based on Priority assessment; time of application submitted; and on funding accessibility prior to start of a program.
- iii) **Winter Enrollment:** Educational Assistance will be based on Priority assessment; time of application submitted; and on funding accessibility, prior to start of program.

Title of Policy: Post-Secondary	Section: Guidelines
Revision Date: November 9, 2022	Approved by:

iv) **Spring/Summer Courses:** Educational Assistance will be based on Priority assessment; time of application submitted; and on funding accessibility, prior to start of program.

b) Continuous Intake Programs: Continuous Intake Programs such as the Toronto School of Business do not follow a college or university schedule. Educational Assistance forms should be received two months prior to commencement of program, and will be based on Priority assessment; time of application submitted and on funding accessibility.

c) College or University Application Form – The applicant is required to complete a College or University Application Form if planning to enroll in a college or university program. These forms are available through Secondary School Guidance offices, and through University and College Counselling centre. Ontario College and University Application forms are also available through:

Ontario College Application Services (OCAS)

P.O. Box 810

370 Speedvale Avenue West

Guelph, Ontario N1H 6M4

Tel: (519) 763-4725 Fax: (519) 763-4866

Web Site: www.ontariocolleges.ca

Ontario Universities' Application Centre (OUAC)

170 Research Lane

Guelph, ON N1G 5E2

Tel: 519-823-1063 Fax: 519-823-5232

Website: www.ouac.on.ca

d) Applicants are responsible for paying their own application fees to educational institutes, and will be reimbursed upon receipt submitted to the Sheshegwaning First Nation Education Director's Office, and

e) Upon receipt of you Letter of Acceptance, please forward it immediately to the Sheshegwaning First Nation Education office.

f) Approval for educational assistance will depend upon prioritized sponsorship criteria and availability of post secondary funding. Students will be notified of sponsorship immediately after Sheshegwaning First Nation Education office approval is provided.

Title of Policy: Post-Secondary	Section: Guidelines
Revision Date: November 9, 2022	Approved by:

6.0 LIMITS OF ASSISTANCE

a) **Community Colleges:**

One (1) Year Program—Maximum one Academic Years

Two (2) Year Program—Maximum two Academic Years

Four (4) Year College Degree Program – Maximum four Academic Years

- i) Students must provide a justifiable reason and supporting documentation from the college when the student is registered for less than 18 credits per semester.
- ii) An additional year may be provided if sufficient and justifiable reasons and evidence merits such consideration.

b) **Bachelor Degree (Undergraduate):**

Maximum four (4) Academic Years (15 courses)

Minimum of 4 courses per year (6 credits per course)

- i) An additional year has been included in the previous description. It is recognized that an undergraduate Bachelor Degree is typically a three (3) year program.
- ii) An additional (4th or 5th) year may be provided if sufficient and justifiable reasons and evidence merits such consideration.

c) Honours Degree, Bachelor of Education: Maximum one (1) additional Academic Year (5 courses)

d) Master’s Degree: Maximum two (2) additional Academic Years

e) Doctorate: Maximum as required in respective discipline or field of study

Documentation is required from the institution outlining the length of the program and the total costs.

Title of Policy: Post-Secondary	Section: Guidelines
Revision Date: November 9, 2022	Approved by:

f) **Private Institutions:**

If the program is offered at another public institution(s) and costs less than the private institution, then the student must apply to the public institution unless there is justification to pursue studies at a private institution.

Maximum allowable cost will be the financial/budget equivalent to a comparable College program for one year and according to availability of funds.

- g) **Trades Programs:** If the program offers a placement or apprenticeship Sheshegwaning First Nation will continue to provide financial support according to availability of funds. The Education Department will collaborate with Mniidoo Mniising Area Management Board for student support with various training programs.

The Sheshegwaning First Nation Education Authority is committed to providing educational and training opportunities for their First Nation membership. Due to the wide array of private institutions, sponsorship to a private institution will be at the discretion of the Sheshegwaning First Nation Education Authority.

7.0 WHAT TYPE OF POST-SECONDARY ASSISTANCE IS AVAILABLE

- Tuition – Full-time & Part-time
- Books – Full-time & Part-time
- Program related materials – with prior approval
- Education Allowance
- Tutoring – with prior approval
- Travel Support (with limits)
- Application Fee Reimbursement
- Transcript Fees

7.1 FINANCIAL SUPPORT-FULL TIME STUDENTS

- a) Full-time approved students will receive a training allowance to cover normal daily living expenses such as; food, local travel, lodging, recreation, etc. Students are expected to budget their allowance so that their money lasts the whole month.
- b) **No Advances will be issued.**

Title of Policy: Post-Secondary	Section: Guidelines
Revision Date: November 9, 2022	Approved by:

c) Training allowances will be issued on the **last Friday of each month**. Grade reports must be submitted upon completion of each semester to ensure continued sponsorship/allowance. Official transcripts must be submitted at the end of each academic year.

- 7.1 University students may apply for funding as a full-time student for a spring/summer session. The applications will be reviewed on an individual basis for final approval.
- 7.2 College students who are enrolled in a program where the semesters run consecutively into the summer months will be sponsored as part-time students.
- 7.3 College and University students who require less than a full-time course load to graduate in an academic year will be sponsored as part time students.
- 7.4 College and University students who have identified special needs may have a reduced course load and retain full time status with authorization by the respective institute deeming the student is full time.

8.0 MAXIMUM LEVELS OF ASSISTANCE OF TRAINING ALLOWANCE

	Monthly Allowance
Student	\$1500.00
w/1 dependent	\$1850.00
w/2 dependents	\$2300.00
w/3 dependents	\$2500.00

\$100.00 per month for each additional dependent

8.2 EMPLOYED STUDENTS – Students who are employed **full-time** will not be eligible for full-time Student Allowance.

8.3 SINGLE STUDENTS OPTING TO RESIDE IN RESIDENCE – will have Residence fees paid up to a maximum of a Single Student rate X 8 months. If the residence fees are less than the monthly/annual single student allowance, the student will receive the difference.

Title of Policy: Post-Secondary	Section: Guidelines
Revision Date: November 9, 2022	Approved by:

9.0 BOOKS AND SUPPLIES

Allowance for Books and Supplies is issued at the beginning of each new semester. Should the cost of books and supplies exceed the basic amount the difference **may** be reimbursed based on submission of receipts and funding availability. Student must keep all their original receipts for books and supplies purchased and send them to the Education Office for reimbursement.

	September	January	Spring/Summer
COLLEGE/UNIVERSITY	\$500	\$500	\$500
PART-TIME	\$150 per course		

Costs of Books exceeding the set amount will be considered for reimbursement based on the program of study requirements, and receipts submitted to the Education Office.

10.0 SPECIAL EQUIPMENT

- a) Students enrolled in programs that require special equipment, clothing etc., may receive assistance for these items if the funds are available and prior approval is obtained during the application for education assistance. The student should also have cost estimates for these additional supplies verified by their instructor or other program official.
- b) If a program is dropped for any reason other than illness, where special equipment is purchased for the program, then the student must reimburse the Sheshegwaning First Nation Education Authority. If a student drops out a program because they are sick, the student must provide a doctor's note.
- c) Secondary students graduating with their Secondary School Diploma, and first time students, are eligible to have a computer purchased by the Education Department to support the student attending a post-secondary institution.

11.0 TRAVEL

- a) Students will receive travel allowances to travel between home and school for four-one-way trips each school year. The student will receive \$100.00 per one-way trip. Additional costs may be reviewed by individual cost assessment where transportation costs exceed the \$100 per one-way trip.

Title of Policy: Post-Secondary	Section: Guidelines
Revision Date: November 9, 2022	Approved by:

Public Transportation monthly bus passes are now included in many college and university tuition fees. However, if they are not included in the tuition fees the student can be reimbursed upon receipt of proof of purchase.

b) SPECIAL EVENTS

The Sheshegwaning First Nation Education Authority is prepared to consider the approval of a special events travel allowance as long as it pertains to the student's course of study, graduation, work placement, field trips etc. The student is expected to inform the Education Office well in advance of such a need as such requests are subject to the availability of funds.

a) BEREVEMENT/COMPASSIONATE

In case of a death within the immediate family (mother, father, brother, sister, and grandparent) a travel allowance of \$250 shall be issued to the student.

Proof of attendance at the funeral is required.

12.0 TUITION

- a) Tuition is approved after the Sheshegwaning First Nation Education Authority has received a copy of the student's letter of acceptance.
- b) The institution is requested by Letter of Sponsorship to send an invoice to the Sheshegwaning First Nation Education Authority before payment of tuition is issued.
- c) Confirmation of the program will be the responsibility of the student; however, reimbursement will occur during the first semester of a program. Late registration charges will be the responsibility of the student.
- d) Students wishing to attend private institutions will be considered if it is a specialized program not offered at another Canadian public university or college and if the tuition fees are not greater than the tuition of a comparable program of studies offered by a Canadian public university or college. Attendance at a private institution will require Education Committee approval.

Title of Policy: Post-Secondary	Section: Guidelines
Revision Date: November 9, 2022	Approved by:

13.0 BURSARIES

- a) Additional incentives will be given out at the end of each semester, if additional funds are available. Bursaries will be based on student's year end grade point average as follows:
- b) Community College and University Level (Academic Achievement)

PERCENTAGE	GRADE	G.P.A.	INCENTIVE
90-100	A+	4.3	\$500.00
85-89	A	4.0	\$450.00
80-84	A-	3.7	\$400.00
77-79	B+	3.3	\$350.00
73-76	B	3.0	\$300.00
70-72	B-	2.7	\$250.00

Bursaries will be transacted upon receipt of final transcripts. Incentives are subject to the availability of funds.

- c) Master's program (Incentive Scholarship) \$1000.00
- d) Ph.D. Program (Incentive Scholarship) \$2000.00

14.0 FINANCIAL SUPPORT-PART TIME/SESSIONAL STUDENTS AND STUDENTS IN CONDENSED PROGRAMS

- a) An applicant may elect to work towards a certificate, diploma or degree on a part time basis. Part time is determined by the work load and is identified as less than 18 credits (a year) for College and University programs or equivalent.
- b) Part time students may be eligible for:
- Cost of Tuition
 - Books and Supplies prorated per course or receipts to demonstrate a need beyond the base rate.
 - Other costs (such as travel, etc.) associated with part time studies may be considered for reimbursement upon review of request.
- c) Transcripts of marks are required by the Sheshegwaning First Nation Education and sent to the Education office prior to sponsorships for the following term or request.

Title of Policy: Post-Secondary	Section: Guidelines
Revision Date: November 9, 2022	Approved by:

- b) Students enrolled in a condensed program offered by institutions like FNTI, ITEP, or designed for working individuals, financial support will be determined by days attended per month under single student rate, or rate with dependants if days attended per month exceed 15 days. Accommodation costs for student attendance will be assessed on a case-by-case scenario.