



SAGAMOK ANISHNAWBEK EDUCATION UNIT

POST SECONDARY STUDENT SUPPORT POLICY

Approved August 2005
Revised August 2008
Revised September 2010

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Table of Contents

Mission Statement

Introduction

Section 1

Limits Of Support

- Levels Of Support 2
- Funding Of Part-Time Studies 3
- Funding of Private Institutions 3
- Funding Of Full-Time Studies 4
- Travel 5
- Emergency Allowance for Travel 5
- Special Needs/Exceptionalities 5
- Supplementary Requests For Special Events 6
- Repeated Subjects 6

Section 2

Student Expectations

- Responsibilities Of Students 7
- Discontinuance Of Funding 8

Section 3

Application Process

- Eligibility for Post Secondary Student Support 9
- Application for Post Secondary Support 10
- Application Process 10

Section 4

Graduation Incentive

- Submission Of Application 11
- Levels of Awards 12

Section 5

Grievance Procedure

- Procedure And Limitations 13

Glossary of Terms 14

Appendix Section

“A” Student Action Plan

“B” Post Secondary Educational Assistance

“C” Responsibilities of Student Contract

“D” Authorization of Release

“E” Application for Awards

“F” Post Secondary Graduate Strategic Incentive Award

Mission Statement

The Sagamok Anishnawbek Post Secondary Student Support Program is a confirmation that “Education is an inherent Aboriginal and Treaty / Status Right.” It is the confirmation and recognition that post secondary funding and assistance is a fundamental component of these rights. Further, it is the realization of a community’s right to assert their belief in “learning as a lifelong process aimed at the development of the whole person and community.”

Learning and the pursuit of a quality education is not limited to conventional activities, but reaches into a more meaningful approach that reflects experiential and cultural opportunities. It is this holistic approach to learning that guides and directs the vision of the Sagamok Administration, Education Committee, Director of Education, and Post Secondary Student Support Workers in their plight to deliver relevant services to the Sagamok Anishnawbe student.

INTRODUCTION

The purpose of this policy is to provide students with information about the Post Secondary Assistance Program administered through the Sagamok Anishnawbek Education Unit.

The Priority of the Post Secondary Student Support Program is to provide support and assistance to those individuals who have not accessed any support from the Post Secondary Student Support Program. However, all decisions will be based on the availability of funds.

To ensure the effectiveness of this policy, policy changes are necessary and every attempt is made to notify the student of changes, however; it is ultimately **your responsibility**, as a student, to ask for current information and/or clarification regarding your educational assistance. Your assigned Post Secondary Student Support Worker will gladly assist you with any questions or concerns.

Should students access the Ontario Student Assistance Program (OSAP) to finance their educational endeavors; than students must understand that any loans received will not be reimbursed by the Sagamok Anishnawbek Education Unit.

LIMITS OF SUPPORT

Assistance may be provided at three levels of Post Secondary Education:

- | | |
|-----------|---|
| Level I | Community College Diploma or Certificate Program |
| Level II | Undergraduate University Programs |
| Level III | Advanced Professional Degree Programs, i.e. Dentistry, Medicine, Masters or Doctoral Programs |
- a) Financial assistance for tuition, compulsory student fees and required books may be provided to students enrolled in all three levels within the limits,
 - b) Assistance for travel and living expenses may be provided to students to complete one program at each level. Level II may include assistance for an additional degree program at the bachelor level which has as prerequisite of undergraduate degree.
 - c) The duration of assistance in (b) will accord with the official length of the program as defined by the post secondary institution in which the student is enrolled, while the student is in good standing at the institution.
 - d) Students enrolled in Level I and II may be assisted for up to one additional academic year per level if such an extension is approved in writing by the institution's Dean or the head of department. Students enrolled in Level III may be assisted for up to one additional year for medical or personal reasons.
 - e) Students may be assisted in Level I studies after dropping out of Level II studies. If a student resumes Level II studies, the previous time spent at Level II will be counted for assistance purposes.
 - f) Students who have completed a Level II program, with or without assistance from this program, are ineligible for Level I program assistance. Students who have completed a Level III program, with or without assistance from this program, are ineligible for Level I or Level II program assistance.
 - g) Student support will not exceed the limits set in (c) and (d). Where students change programs within one of the levels, the academic years used for each program within each level will be counted for assistance purposes. Students who become eligible for assistance and who have previously completed a portion of post secondary studies without assistance from this program may receive assistance for the balance of their program of studies.

FUNDING OF PART-TIME STUDIES

The applicant must understand that:

- Tuition costs will be fully covered
- Books and supplies per course will equal \$125.00 (receipts are necessary if costs exceed this amount)
- Travel may be issued based on course location and residence of students, travel will not exceed \$300.00 per month
- Travel disbursements will be made in accordance to Greyhound Bus Travel Rates.

FUNDING OF PRIVATE INSTITUTIONS

Funding of Private Institutions will only be considered when there is no comparable program at a local college or university nearest to the student's place of residence at the time of application;

Tuition must be comparable to college and/or university rates.

Due to the high cost associated with sponsorship of private institutions, other private institution sponsorship will not be considered solely by the Education Unit. I.e. Sagamok Development Corporation, Employment Centers and the Sagamok Anishnawbek Education Unit may enter into an agreement to cost share expenses.

- Such a program may be the Apprenticeship Program which is a system of learning by doing. It consists of on-the-job training with an employer and related in-class studies. Apprenticeships vary from two to four years, depending on trade.

Should a student be adamant about attending a private institution s/he must:

- Provide an information package to the Sagamok Anishnawbek Education Unit and other funding agencies highlighting what program they are applying to, the associated costs, and length of program
- Complete Student Action Plan; **(Appendix A)**
- Understand that the academic years used for this purpose will be counted for assistance purposes under the Limits of Support section of this policy.

FUNDING OF FULL-TIME STUDIES

Allowances will be deposited (as per the **Post Secondary cheque distribution Schedule**) to students enrolled in full-time studies. This allowance is used to cover living expenses such as rent, food, childcare, transportation / bus pass etc.

Deposits will be made accordingly to the allowance rates as follows:

Monthly Allowance Rates

Single student	\$ 1,022.00
Student with 1 child	\$ 1,429.00
2 children	\$ 1,605.00
3 children	\$ 1,770.00
each additional child	\$ 50.00

Special cases may warrant a student to take on the responsibility of a younger sibling(s) who are under 18 years of age and attending elementary or secondary school fulltime or in some cases custom adoption(s); therefore, a written request for a dependency rate may be justified. In these cases, the Post Secondary Review Committee will carefully review the request based on written documentation.

There will be absolutely no early cheque releases made to students.

Books and Supplies

Students will be issued allowances for books and supplies as follows:

Institution	Amount Of Allowance
College	\$ 400.00 per semester
University	\$1,000.00 per year
Graduate Schools	\$1,000.00 per year
Post-Graduate	\$1,200.00 per year (Includes cost associated with thesis research)
Professional Schools	\$1,200.00 per year (Includes cost associated with thesis research)

Note: Should costs exceed these rates for books and supplies – the students must submit all original receipts to be considered for reimbursements. These receipts must show that costs have gone above and beyond these set rates.

SEASONAL TRAVEL

Seasonal travel is provided for all students living away from their permanent home for the school year. Current Greyhound bus fare rates will be used at the following times throughout the year.

- Start of School Year – one way fare
- Christmas – return fare
- End of School Year – one way fare

EMERGENCY ALLOWANCE FOR TRAVEL

In the case of a death within the “Immediate Family”, travel and meal allowance may be issued to student and dependents. “Immediate Family” shall include parents, guardians, siblings, grandparents, aunts, uncles, nieces and nephews.

SPECIAL NEEDS/EXCEPTIONALITIES

The student understands that Supplementary Requests for Special Assistance are subject to the following conditions:

- Must identify any additional service or special equipment on initial application;
- Inform Post Secondary Student Support Workers that s/he will require special assistance;
- Requests must be accompanied by a support letter from the receiving institution;
- Approvals are subject to availability of funds and priority needs;
- All original receipts must be submitted and forwarded to the Post Secondary Student Support Worker(s) to be kept in the student file;
- Limits on submissions for special requests will be on individual course of study
- Submit testing results to determine need and what support is required, and to identify any program extensions;
- Attendance reports must be submitted as proof of accessing special needs resources;
- Approvals are subject to review by Post Secondary Review Committee.

SUPPLEMENTARY REQUESTS FOR SPECIAL EVENTS

Supplementary Requests for Special Events will include conferences/workshops, work placements, graduation, and cultural events.

The Post Secondary Review Committee recognizes the need to fulfill certain program requirements and the importance of maintaining the Ojibway Language and Culture.

Requests for special events travel should include:

- Letter from student outlining the particulars of trip, workshop or excursion to the Post Secondary Student Support Worker(s);
- A completed submission of budget, special event package, and letter from professor.

All requests should be received by the Post Secondary Student Support Worker one month prior to the actual event. Approval is based on the availability of funds. Late submissions may not be considered for funding.

REPEATED SUBJECTS

Students repeating one or more subjects are **solely** responsible for payment of subject tuition fees. Arrangements must be made with the Sagamok Education Unit in determining payment of such tuition fees.

STUDENT EXPECTATIONS

RESPONSIBILITIES OF STUDENT

The applicant/student agrees to adhere to the following criteria for consideration and continuance of Post Secondary Support;

- Must complete the Post Secondary Educational Assistance (**Appendix B**) form before **June 15th** of each year for continued sponsorship from the Sagamok Anishnawbek Education Unit;
- Must sign the Responsibilities of Student Contract (**Appendix C**) form as part of the application process.
- Must sign an Authorization of Release (**Appendix D**) form as part of the application process.
- Provide all class schedules, midterm grades and **official** transcripts for **each** semester; failure to do so shall result in a hold back of your allowance cheque;
- Maintain a grade point average of 2.0 for college level studies and 60% for university level studies;
- Attend all classes full-time;
- Undertake four (4) courses per semester or meet school's criteria for full-time student status;
- Immediately inform the Institution and the Sagamok Anishnawbek Education Unit of any **program withdrawal in writing**;
- Inform and request permission from the Sagamok Anishnawbek Education Unit for any program changes and/or course withdrawals; in **writing**
- **Understand that failure to disclose academic deficiencies or failure to submit transcripts will result in automatic discontinuation of Post Secondary Assistance;**
- It is the responsibility of the student to inform the Sagamok Education Department of changes to address, email, and other contact information

DISCONTINUANCE OF FUNDING

The applicant/student will be subject to automatic **“Discontinuance of Funds”** when:

- A student has not met his or her responsibilities as stated in Section 2 of this policy entitled **“STUDENT EXPECTATIONS – RESPONSIBILITIES OF STUDENT”**;
- Receiving other forms of financial assistance while receiving the Post Secondary Student Support monthly allowance. Other forms of financial assistance as Social Assistance, Disability Benefits, Employment Insurance, Canada Pension Benefits, and Wages. This will not include grants, bursaries, and/or scholarships.
- Reporting misinformation to Sagamok Anishnawbek;
- Continues collecting Financial Assistance/Support through the Sagamok Anishnawbek Post Secondary Student Support program and fails to report that s/he is employed full-time including full time paid practicum / field placement;
- Continues collecting Financial Assistance/Support through the Sagamok Anishnawbek Post Secondary Student Support program and does not inform the Sagamok Education Unit that s/he has withdrawn from school;
- Continues collecting funding of full-time studies (full-time enrolment) and does not report that s/he has become **“Part-Time”** status as defined by that institution;
- A student who has been discontinued as a result of support/negligence will be responsible to repay any support or tuition paid on their behalf. A repayment schedule can be arranged with the Sagamok Anishnawbek Education Unit;
- A student who has been discontinued from the Post Secondary Student Support Program will be automatically waitlisted for a period of **two full academic years**. And will be required to enter into a contract with the Post Secondary Student Support Worker upon renewed sponsorship.
- It is the policy of the Sagamok Anishnawbek that any monies owing will and can be recovered through the Sagamok Anishnawbek Recovery Policy@1994.

A student who applies for membership to another First Nation must understand that once his/her application is processed by the receiving First Nation and confirmation in writing is received by Indian and Northern Affairs Canada to delete the member from our membership listing – sponsorship from the Sagamok Post Secondary Student Support program will therefore be immediately discontinued without notice.

APPLICATION PROCESS

ELIGIBILITY FOR POST SECONDARY STUDENT SUPPORT

To become eligible, the applicant/student must:

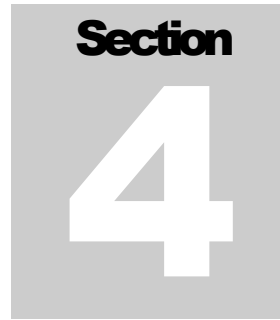
- Be registered with the Sagamok Anishnawbek and their name must appear on the Sagamok Band Registry;
- Provide proof of acceptance into a Post Secondary program at an accredited Post Secondary Institution;
- Provide all relevant transcripts, grade reports, diplomas, certificates, licenses, degrees, C.A.A.T (Canadian Adult Achievement Testing) results and/or other testing documents to the Sagamok Anishnawbek Education Unit;
- Provide previous year's income tax statement to verify income status, dependents, etc...
- Provide Toronto Dominion bank account information for direct deposit purposes. **Should you not have a TD account-your cheque will be mailed to your current address on file.**
- Consent to a student/Support Worker interview to discuss their Student Action Plan if requested;
- Agree to attend a mandatory orientation session;
- Sign the **Responsibility Of Student Contract**;
- Sign the **Authorization Of Release**.
- Sign the **Post Secondary Educational Assistance** form and by doing so you **acknowledge** that you have **received and have read the Sagamok Post Secondary Student Support Program Policy**.

APPLICATION FOR POST SECONDARY SUPPORT

- Complete the **Sagamok Anishnawbek Application for Post Secondary Educational Assistance** form on or before **June 15th** in order to be considered for the following terms:
 - Fall (September)
 - Winter (January)
 - Spring/Summer (May)
- Applications must include all relevant materials such as transcripts, acceptance letter, **Responsibilities of Student Contract and Authorization of Release**. **Incomplete applications and/or late submissions will not be considered. Applicant may re-apply the following deadline date.** Please **NOTE** that Winter Term Applications may be considered based on the availability of funds.
- Be aware that **acceptance does not extend to the entirety of your program, i.e. 2 years.** You must **submit a new application each June 15th for each year of study.** Failure to do so will result in the discontinuance of funding, in accordance to the regulations stated.
- Must identify any special needs/learning requirements;
- Submit original receipts for college/university processing fee. Fee to be reimbursed **only** when application for funding is approved. Reimbursement will only be granted once at the college level and once at the university level of support.

APPLICATION PROCESS

- Post Secondary Reviews will be conducted by the Sagamok Anishnawbek Director of Education and the Sagamok Anishnawbek Post Secondary Student Support Workers;
- Post Secondary Reviews are held in January and June of each year based on student performance to determine continuance or discontinuance of funding based on semester grades;
- Upon review of all applications for assistance, correspondence will be sent to each applicant stating the outcome of their individual application on or before **June 30th**.



GRADUATION INCENTIVE

Students qualifying for this Award **MUST** apply and meet the following criteria:

- Have graduated from a course of study;
- Have been funded under the Sagamok Post Secondary Student Support Program funding;
- Has a Grade Point Average (GPA) of 3.0/70% or better to qualify for this incentive;
- Submit the Application for Awards form (**Appendix E**) and/or the Post Secondary Graduate Strategic Incentive Award form (**Appendix F**) to the Sagamok Education Department;
- **Submit official transcripts and copy of certificate / diploma / degree no later than July 15th.**

Absolutely No Late Submissions received after July 15th will be considered

***** Graduation Incentive Awards are subject to the availability of funds within the Post Secondary Student Support Program.**

STRATEGIC INCENTIVE AWARD – LEVELS OF AWARD

Levels	Type Of Program	Average (%) or (GPA)		Amount(s)
College	Diploma	90-100	4.0	\$1,250.00
		80-89	4.0	\$ 1,000.00
		70-79	3.0	\$ 750.00
University	3 year Degree (BA)	90-100	4.0	\$2,500.00
		80-89	4.0	\$2,000.00
		70-79	3.0	\$1,500.00
	4 or 5 year Degree (Honors Bachelor Of Arts)	90-100	4.0	\$3,000.00
		80-89	4.0	\$2,500.00
		70-79	3.0	\$2,000.00
	Graduate Studies (Masters Of Arts)	90-100	4.0	\$3,500.00
		80-89	4.0	\$3,000.00
		70-79	3.0	\$2,500.00
	Professional Schools/PHD (Dentistry, Medicine, Law, Psychiatry, Veterinary, etc.)	90-100	4.0	\$5,000.00
		80-89	4.0	\$4,500.00
		70-79	3.0	\$4,000.00

GRIEVANCE PROCEDURE



The following grievance procedure has been developed to ensure that all students have access and a right to an established appeal process. The Post Secondary Student Support Worker will provide the necessary support to students as they prepare their individual case for review. **Students must be aware that there is no grievance against refusal of assistance due to the lack of funds within the Post Secondary Support Program.**

To file a grievance, the following shall apply:

- File a written grievance with Sagamok Anishnawbek Post Secondary Student Support Worker(s) within 15 days;
- Grievance must be post marked with date and/or hand delivered to the Sagamok Anishnawbek Education Unit;
- Grievance will outline details specifically related to the decisions/issues made with reference to the Sagamok Anishnawbek Post Secondary Support Policy section(s);
- Post Secondary Support Workers will gather relevant information pertaining to the matter at hand, from individual student file. This may include transcripts, certificates, diplomas, degrees, funding used or funding available etc.;
- Student may submit character support letters from Program Coordinator, Professors, Teachers, Doctors, and/or professional resources;
- Complete package will be forwarded to the Director of Education and/or Alternate;
- Director of Education and/or Alternate will review all pertinent documentation and render a decision;
- Student will receive a written decision within 10 working days;
- If student is not satisfied with the decision than student may request a hearing with the Education Committee within 10 working days;
- If decision is upheld at this level, student can exercise the right to appeal with Chief & Council where the same terms apply as listed in the Grievance Procedure;
- Same information will be presented to the Standing Committee of Council. Previous decisions made by the Director of Education and/or Alternate and Education Committee will also be submitted;
- **Chief & Council's decision is final.**

GLOSSARY OF TERMS

A

Academic Year - normally defined as September to April

Alternate - an individual who replaces the Director of Education in the case of a “Conflict Of Interest” situation

Applicant/Student – one seeking Post Secondary Assistance

Application for Post Secondary Support – all necessary paperwork that is required to apply for Post Secondary Assistance

Apprenticeship – one registered as an apprentice to learn a specific trade

Approval – granting Post Secondary sponsorship

Availability Of Funds – dollars within program budget

C

Character Support Letter – Document voicing support of student’s entrance or continuation in a program written and/or signed by a member of faculty or supervisor.

Course Withdrawals - cancels participation in individual courses

D

Dependent(s) – Children under the age of 18.

Director of Education – oversees and manages the day to day operations of the entire Education Unit

E

Education Committee – decision making body comprised of eight members from the general membership of the Sagamok Anishnawbek

Eligibility For Post Secondary Student Support – who can apply for assistance

F

Full-time Studies – as defined by Post Secondary Institution

G

Grade System – a letter point of “C” or a numerical equivalent of 60% for University level studies and a GPA of 2.0 for College level studies **MUST** be maintained for Sponsorship purposes.

Graduation Incentive – funds available to reward and motivate success of students

Grievance Procedure – steps to launch a complaint and/or grievance

L

Lack Of Funds – insufficient funds to accommodate request

Letter Of Acceptance – written correspondence sent to student accepting his/her application to attend a particular college/university

Levels Of Support – identifies what academic programs are supported through this program

Limits Of Support – identifies length of time where financial support can be approved

M

Misuse Of Support – continuing to receive financial assistance to which you are not entitled

Monthly Living Allowance – assistance available and disbursed on a monthly basis

O

OCAS – Ontario College Application Services

OSAP – Ontario Student Assistance Program

OUAC – Ontario University Application Centre

P

Part-time Studies – defined by Post Secondary Institution

Post Secondary Student Support Workers – oversee the success of each individual learner

Post Secondary Education – means a program of studies offered by a Post Secondary Institute

Post Secondary Institutions – are degree, diploma, and certificate granting institution

Post Secondary Review Committee – consists of Director of Education, and Post Secondary Student Support Workers

Private Institutions – non- college or university program

Program Of Studies – Post secondary program leading to a certificate, diploma or degree

Program Withdrawals – cancels participation in entire program

S

Sagamok Anishnawbek Band Registry – a listing of all treaty/status Indians registered with the Sagamok Anishnawbek

Sagamok Anishnawbek Education Unit – an administering organization responsible for administering the Post Secondary Student Support Program

Sagamok Anishnawbek Recovery Policy – policy adopted in 1994 to recover any arrears or overpayments owed to the Sagamok Anishnawbek

Sagamok Development Corporation – Employment Services and Training Unit that work closely with the Sagamok Anishnawbek Education Unit

Semester – refers to part of an academic year usually September to December and January to April

Special Needs – requires course modifications to accommodate physical and/or learning disability

Supplementary Requests – additional assistance that students may require

T

Transcript – an official record of grades

Travel – assistance that is available to students to attend their studies and/or special assistance for emergencies

Tuition – a fee paid to Post Secondary Institutions on behalf of the students

APPENDICIES

- A - Student Action Plan**
- B - Post Secondary Educational Assistance**
- C - Responsibilities of Student Contract**
- D - Authorization of Release**
- E - Application for Awards**
- F - Post Secondary Graduate Strategic Incentive Award**