



# ATIKAMEKSHENG **ANISHNAWBEK**

## **ATIKAMEKSHENG ANISHNAWBEK** Education Policy

Approved:

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## ***VISION STATEMENT***

Atikameksheng Anishnawbek will thrive together as a **strong and proud Nation** by honouring our gifts of Anishinaabemowin and the Life of the Land.

## ***OUR VALUE***

We value the gift of the **Anishinaabemowin** as the **strength of our Nation**.

We Value the **Hope of our Youth**, the Leadership of our Adults, and the Wisdom of our Elders.

We Value and honour the **contributions of our families** as it makes us who we are.

We Value **Mino Maadizowin** (the Good Life)

The Life of the Land teaches us:

**Mnaadendimowin (Respect)**

**Zaagidwin (Love)**

**Debwewin (Truth)**

**Aakwa'ode'ewin (Bravery)**

**Dbaadendiziwin (Humility)**

**Gwekwaadziwin (Honesty)**

**and Nbwaakaawin (Wisdom)**

**Atikameksheng Anishnawbek Education Committee**

The Education Committee, comprised of five (5) members, and one (1) portfolio councilor, will enact a mandate to act in an advisory capacity on matters relating to policy development, strategic planning, and further to consider such matters that may be directed by Gimaa and Council from time to time.

## Education Mandate

- A)** Ensure Atikameksheng Anishnawbek focuses on all student intellectual development and their physical, emotional, social and spiritual well-being
- B)** Support the development and delivery of educational programs and services that will enhance the development of confident, responsible and capable individuals who can contribute to Anishnawbek society
- C)** Encourage and support life-long learning, the opportunity for continued personal development and the pursuit of post-secondary education, training and employment
- D)** Support the development of educational programs and services that meet the diverse learning needs and abilities of all students
- E)** Create mechanisms for Atikameksheng Anishnawbek leadership, Parents/Guardians/Caregivers and communities to become significantly involved in the education of our children
- F)** Ensure local educational needs and priorities are addressed
- G)** Create an environment of learning inclusive of Anishinaabemowin and culture in the curriculum, resources and school programs being developed and delivered by the Anishinabek Education System
- H)** Support education that contributes to the preservation, use and promotion of Anishnaabemowin and culture and provides students with multiple opportunities for learning.

Section:	<b>ELEMENTARY &amp; SECONDARY EDUCATION PROGRAM</b>		
Policy Title:	<b>Program Management and Service Delivery</b>		
Policy #:	01-1.0	Previous Date Reviewed:	07/06/2021
Date Approved:	07/28/2021	Previous Date Approved:	03/23/2020

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## **Policy**

The Education Program receives funding from the Anishnawbek Education System (AES), which is the primary source of funding for the Elementary and Secondary levels of education.

The following are some of the services provided in addition to the Education Service Agreements between Atikameksheng Anishnawbek and the local area school boards, subject to the availability of funds.

### **1.0 Tuition Payments**

Payments of tuition fees are paid to the Elementary and/or Secondary school board for each student residing in Atikameksheng Anishnawbek.

#### **i) Private Schools**

Tuition fee payments will not exceed the calculated average rate of the local school boards. It is the responsibility of the Parents/Guardians/Caregivers to cover the remaining costs for each student residing in Atikameksheng Anishnawbek.

### **2.0 Transportation**

The Sudbury Student Services Consortium provides transportation for resident students of Atikameksheng Anishnawbek.

- 2.1 Any behavioral issues that arise on the bus are reported to the principal of the respective school. The principal may notify the Parents/Guardians/Caregivers or the Education Services Manager.
- 2.2 Atikameksheng Anishnawbek students will follow the School Boards' transportation policy regarding behavioral issues on the bus. Policy and procedures can be obtained from the student's respective school.
- 2.3 Should any student be suspended from bus privilege, it will be the Parents/Guardians/Caregivers' responsibility to transport the student to and from school.
- 2.4 Parents/Guardians/Caregivers with transportation concerns can contact the Education Services Manager for assistance.





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Section:	<b>ELEMENTARY &amp; SECONDARY EDUCATION PROGRAM</b>		
Policy Title:	<b>Program Management and Service Delivery</b>		
Policy #:	01-3.0	Previous Date Reviewed:	07/06/2021
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**3.0 Tutoring Services**

Tutoring services may be available and/or coordinated for students as requested by the Parents/Guardians/Caregivers, student or school.

*\*Financial Assistance is subject to the availability of funds.*

**4.0 School Trips**

The Education program will reimburse up to 50% of the costs of school field trips within the province of Ontario.

*\*Financial Assistance is subject to the availability of funds.*

4.1 Parents/Guardians/Caregivers will request financial reimbursement from the Education program in writing.

4.2 Non-eligible school trips include:

- Spring and summer break field trips
- Trips out of province/country
- Non-educational field trips

**5.0 Education Incentive Activities**

5.1 Activities may be planned throughout the calendar year to celebrate students' achievements. Each planned activity will have a variation of expenses covered by the education program. However self-supplementing costs may be incurred by Parents/Guardians/Caregivers. (These activities will be advertised as "Education Incentive Activity")

**6.0 Secondary Student Allowance**

6.1 Student allowance will be issued on a quarterly basis at the end of each midterm. Each quarterly allowance will be based on the attendance of the previous term.

6.2 Students will not be eligible for their quarterly allowance if they have missed fifteen (15) or more unexcused days in each quarter. This includes classes missed due to skipping and/or suspensions. A student who provides a medical note to the Education staff and/or school can be exempted from the above.

6.3 Parents/Guardians/Caregivers who provide notice to the Education Staff that their child(ren) is/are attending non-related school events, ie: sports, arts, cultural ceremonies, etc., can be exempted from the above as well.



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Section:	<b>ELEMENTARY &amp; SECONDARY EDUCATION PROGRAM</b>	
Policy Title:	<b>Program Management and Service Delivery</b>	
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**7.0 Monthly Secondary Student Allowance**

7.1 The rate for the Secondary student allowance is as follows:  
Students in grades 9-12 - \$75.00 per month.

**8.0 Best Attendance Awards**

- 8.1 The Best Attendance Awards are given to the students with the best attendance overall for the academic year.
- 8.2 The following amount will be awarded as follows:  
Elementary - \$250.00  
Secondary - \$500.00
- 8.3 If there is more than one recipient per level, the identified amount will be dispersed equally.

**9.0 Elementary/Secondary School Supplies**

Elementary and Secondary students will receive financial subsidy towards the purchase of their school supplies. These funds can be used towards the purchase of school supplies, locker deposits, activity fees, student cards, etc.

- 9.1 The amount received at the beginning of the school is as follows:  
Elementary - \$50.00/year  
Secondary - \$100.00/year
- 9.2 The amount received if only starting in January are as follows:  
Elementary - \$25.00  
Secondary - \$50.00
- 9.3 Students seventeen (17) years of age and over will receive their own cheque in their name. Students sixteen (16) years of age, their cheques will be issued in their Parents/Guardians/Caregivers name.
- 9.4 All cheques will be issued the last week of August prior to the start of the new school year.



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Section:	<b>ELEMENTARY &amp; SECONDARY EDUCATION PROGRAM</b>		
Policy Title:	<b>Program Management and Service Delivery</b>		
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**10.0 Elementary & Secondary Student School Uniform**

- 10.1 Students attending elementary & secondary schools where uniforms are required will be entitled to a \$250.00 subsidy upon entry into a uniformed school.
- 10.2 Continuing students will be eligible to receive \$200 towards a uniform in subsequent years.
- 10.3 All cheques will be issued in their Parents/Guardians/Caregivers name
- 10.4 Upon purchase receipts must be submitted to the Education Staff.
- 10.5 Should any student receive subsidy and not attend the specified school requiring uniforms, the subsidy will be reimbursed to the Education Program.

**11.0 Parents/Guardians/Caregivers and/or Student Responsibilities:**

- 11.1 To notify the Education Coordinator if their child(ren) will be transferring to another school or school board.
- 11.2 To notify the Education Coordinator if the student is going to withdraw and/or transfer Secondary Schools. They must also notify the proper school in order to fill out the proper forms.
- 11.3 To pick up their children and bring them home if they are sick or make alternative arrangements
- 11.4 To transport their child(ren) to and from school when the need arises. (ie. Lateness, appointments, bus suspension etc.)



Section:	<b>POST-SECONDARY EDUCATION PROGRAM</b>		
Policy Title:	<b>About the Post-Secondary Program</b>		
Policy #:	02	Previous Date Reviewed:	07/06/2021
Date Approved:	07/28/2021	Previous Date Approved:	03/23/2020

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**POLICY**

Post-Secondary funds are limited and are often not enough to fund all applicants in any given academic year. We strive to ensure that our members have access to post-secondary education in the time frame that is right for their learning and in accordance with their readiness. Our goal is to ensure that funding is available to learners when they are ready to proceed with post-secondary education.

The Post-Secondary Education Program will work diligently to serve the members of Atikameksheng Anishnawbek and support their educational goals according to the processes outlined in this policy, ensuring that it is applied in a fair and consistent manner.

Students who receive funding from the Post-Secondary Education Program have the responsibility to attend classes, work towards achieving success in their program of study, and to reach out to the Education Staff, as well as their Teacher/Professor at their post-secondary institution when they are experiencing difficulties or challenges in relation to their studies or life circumstances.



Section:	<b>POST-SECONDARY EDUCATION PROGRAM</b>		
Policy Title:	<b>Post-Secondary Education Program Funding</b>		
Policy #:	02-12.0	Previous Date Reviewed:	07/06/2021
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**12.0 Post-Secondary Education Program Funding**

The Post-Secondary Education Program receives funding allocations from a variety of sources to support post-secondary education costs. Anishinabek Education System (AES) provides the primary source of funding for the Post-Secondary Education Program.



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Section:	<b>POST-SECONDARY EDUCATION PROGRAM</b>		
Policy Title:	<b>Financial Planning for Post-Secondary Education</b>		
Policy #:	02-13.0	Previous Date Reviewed:	07/06/2021
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**POLICY**

The Post-Secondary Education Program provides financial assistance to applicants who are approved for funding. The number of applicants funded is based on the financial limitations of Atikameksheng Anishnawbek’s funding source. **It is not intended to provide for all financial needs that a student may encounter.**

**13.0 Planning for Post-Secondary Education**

Applicants and their families must be prepared to make financial contributions to their well-being while they are engaged in post-secondary studies. Students are encouraged to take pro-active measures for the financing of education planning. This may include:

**13.1 Atikameksheng Trust**

The Atikameksheng Trust provides education and training grants to its members. Post-Secondary students are encouraged to contact the Atikameksheng Trust directly.

**13.2 Naadmaadwiiuk Employment and Training**

Naadmaadwiiuk Employment and Training has resources to support education and training. Post-Secondary students are encouraged to contact Naadmaadwiiuk Employment and Training directly. Contact [employmentofficer@mamaweswen.ca](mailto:employmentofficer@mamaweswen.ca)

**13.3 Scholarships, Grants and Bursaries**

Students are encouraged to apply for scholarships, grants, and bursaries through their academic institutions and funding agencies.

Scholarships that are available through private donations to Atikameksheng Anishnawbek will be promoted to all post- secondary students with the criteria for application.

The Education Program forwards information on scholarship, grant and bursary announcements to post-secondary students as the information is received

**13.4 Registered Education Savings Plans**

Parents are encouraged to prepare for their children’s academic goals by setting up Registered Education Savings Plans.



Section:	<b>POST-SECONDARY EDUCATION PROGRAM</b>		
Policy Title:	<b>Continued-Financial Planning for Post-Secondary Education</b>		
Policy #:	02-13.5	Previous Date Reviewed:	07/06/2021
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- 13.5 Personal Savings  
Students are encouraged to establish a savings account for employment earnings before they enter post-secondary education.
  
- 13.6 Ontario Student Assistance Program (OSAP)  
Students may qualify for a grant and/or loan from the OSAP and can make application at the post-secondary institution that they attend. Scholarships, grants and bursary awards available specifically to students in receipt of OSAP can be applied to the loan to decrease the amount owing on the loan. Atikameksheng Anishnawbek is not responsible for reimbursement of Ontario Student Assistance Program (OSAP) loans.



Section:	<b>POST-SECONDARY EDUCATION PROGRAM</b>		
Policy Title:	<b>Eligibility Criteria</b>		
Policy #:	02-14.0	Previous Date Reviewed:	07/06/2021
Date Approved:	07/28/2021	Previous Date Approved:	03/23/2020

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**POLICY**

All registered members of Atikameksheng Anishnawbek are eligible to apply for post-secondary funding to attend an accredited program at a college or university as per the definition of a post-secondary institution according to the criteria of the Ontario Ministry of Training, Colleges and Universities.

**14.0 Eligibility Criteria**

**14.1 Indigenous Services Canada (ISC) Registry List**

All applicants must be listed on the Indigenous Services Canada (ISC) Indian Registry List for Atikameksheng Anishnawbek to apply for post-secondary funding.

**14.2**

**College/University Entrance Requirements**

Applicants must meet the College/University entrance requirements and must be accepted for admission to a College/University prior to receiving funding.

**14.3**

**Accredited Programs of Study**

Applicants must be registered for accredited programs of study that are recognized by the Ontario Ministry of Training, Colleges and Universities (or its equivalent in other jurisdictions) to be eligible for post-secondary financial assistance.

**14.4**

**Private Institutions**

Academic Programs at private institutions will be approved for funding if the program of study is accredited with the Ontario Ministry of Training, Colleges and Universities.





Section:	<b>POST-SECONDARY EDUCATION PROGRAM</b>		
Policy Title:	<b>Atikameksheng Anishnawbek Post-Secondary Application Process</b>		
Policy #:	02-15.0	Previous Date Reviewed:	07/06/2021
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**POLICY**

All registered members of Atikameksheng Anishnawbek who apply for post-secondary funding will follow an established procedure that is fair and consistent. **Due to limited available funding, the due dates and processes will be strictly adhered to.**

**PROCEDURES**

**15.0 Application Package**

The Application package for financial assistance can be obtained in person from the Front Reception or the Education Administrative Assistant.

The application can be sent by mail, email, and is also available on the Atikameksheng Anishnawbek website.

All Post-Secondary students MUST submit an application for each school year or intersession. Applications must be submitted in accordance with the deadlines outlined in Section 16.0 Application Deadlines.

List of Required Documents

The following documents are required to be submitted with the application package:

1. A completed **Post-Secondary Application for Financial Assistance Form**.
2. Confirmation of application with the Ontario Universities Application Centre, the Ontario College Application Centre, and/or the applicable Post-Secondary Institution.
3. Final Marks – Continuing students must provide a copy of their final semester or term marks.
4. Copies of diplomas – Graduating student applicants must include a copy of the diploma from the program they are graduating from. (This applies to applicants who have already graduated from these levels.)

The **Post-Secondary Application for Financial Assistance** will include an expanded section for the applicant to describe or chart out their career goal(s) and education plan.



Section:	<b>POST-SECONDARY EDUCATION PROGRAM</b>	
Policy Title:	<b>Continued-Atikameksheng Anishnawbek Post-Secondary Application Process</b>	
Policy #:	02-16.0	Previous Date Reviewed: 07/06/2021
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**16.0 Application Deadlines**

The Application due dates are as follows:

For September to April..... Second Friday of May

For January to April.....Second Friday of October

For Spring or Summer Registration (May to August).....Second Friday of March  
(Only approved for students whose program requires spring or summer courses.)

Application deadlines will be posted in the flyer and on the Atikameksheng Anishnawbek website.

If applications are being submitted by mail or express courier, they **MUST** be post-marked by the due date.

**16.1 Assistance to Complete the Application**

Appointments can be made with the Post-Secondary Education Support Worker for any assistance required completing the application package. They are available by email and/or telephone at 705-692-3651 or 1-800-661-2730.

**16.2 Post-Secondary Education Application Clinics**

The Post-Secondary Education Program will host information sessions for the membership about the **Application Process** for financial assistance. These sessions will outline the purpose of the Post-Secondary Education Program, eligibility criteria, the application process, funding priority categories, living allowance assistance, Student Education Plan, etc. Attendance at the clinics is not mandatory, but it is highly recommended.

- 16.2.1 In person, submit to reception at Atikameksheng Anishnawbek Administration Office by due date.
- 16.2.2 By mail, must be post-marked by the application due date.
- 16.2.3 By e-mail, must be scanned with applicant’s signature and submitted by due date.

Applications can be submitted to the attention of the Post-Secondary Education Support Worker at [ESW4@wfn.com](mailto:ESW4@wfn.com)



Section:	<b>POST-SECONDARY EDUCATION PROGRAM</b>		
Policy Title:	<b>Continued-Atikameksheng Anishnawbek Post-Secondary Application Process</b>		
Policy #:	02-17.0	Previous Date Reviewed:	07/06/2021
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**17.0 Acknowledgement Letters**

- 17.1 An email acknowledging receipt of application will be sent within 10 business days and will be followed by an email correspondence which will indicate if any part of the application package has not been received.
  
- 17.2 Applicants who do not receive an email acknowledgment should follow up with the Post-Secondary Education Support Worker on the 10th business day to ensure that the application was received.



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Section:	POST-SECONDARY EDUCATION PROGRAM		
Policy Title:	Decision Making		
Policy #:	02-18.0	Previous Date Reviewed:	07/06/2021
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**POLICY**

The review and approval of applications and recommendations for post-secondary financial assistance is guided by the following procedures.

**PROCEDURES**

**18.0 Screening Applications**

Upon close of the application deadline, the Post-Secondary Education Support Worker will:

18.1 Review and screen application submissions for completeness and to ensure submissions are received by the deadline.

**Incomplete and late application packages will be screened out of the process.**

18.2 Applications will be sorted according to priority categories. As described in Section 02-22.0, Page 15, Student Priority Categories for Funding.

18.3 The waiting list will be organized by the date and time that applications were received.

18.4 Create an application list for post-secondary financial assistance, calculating the financial resources required to support tuition, books, and living allowance.

18.5 Identify and make note of applicants who owe either tuition or living allowance for previous non-compliance.

**19.0 Additional Documentation Required**

The following documentation may not have been received by the applicant prior to the application due dates. Upon receipt of the documents, the applicant must forward copies to the Post-Secondary Education Support Worker.

19.1 **Confirmation of Acceptance** – The applicant must provide documentation that they have accepted an offer from an accredited post-secondary institution.

19.2 **Transcripts** – Graduating student applicants must include a copy of the transcript from the program/secondary school they are graduating from.



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Section:	POST-SECONDARY EDUCATION PROGRAM	
Policy Title:	Continued-Decision Making	
Policy #:	02-20.0	Previous Date Reviewed: 07/06/2021
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**20.0 Recommendations**

Once the Post-Secondary Education Support Worker has prepared the list of screened applicants, complete with estimated budget for tuition, books, and living allowance, the Post-Secondary Education support Worker will then, in collaboration with the Education Services Manager:

- 20.1 Schedule a recommendation meeting after each deadline date with the Education Committee.
- 20.2 Applicants who are anticipating graduation and/or have not received their marks, transcripts, diplomas and/or letters confirming acceptance prior to the application due dates, will receive conditional approval pending the submission of the required documents. **The applicant has until July 31 to provide the required documents to the Post-Secondary Education Support Worker.** If the documents are not received, the conditional approval will be rescinded, and the applicant can re-apply for consideration for the next academic year.
- 20.3 When there is not enough funding to assist all recommended applicants, a waiting list will be generated for recommendation of approval from the Education Committee.
- 20.4 A briefing note will be prepared for Gimaa and Council for approval.

**21.0 Notification of Post-Secondary Financial Assistance Status**

Upon Gimaa and Council’s decision:

- 21.1 Letters are sent to notify applicants on the status of their application for post-secondary financial assistance within 10 business days of the decision.
- 21.2 Sponsorship letters will be issued to the post-secondary institutions within 10 business days.



Section:	<b>POST-SECONDARY EDUCATION PROGRAM</b>		
Policy Title:	Student Priority Categories for Funding		
Policy #:	02-22.0	Previous Date Reviewed:	07/06/2021
Date Approved:	07/28/2021	Previous Date Approved:	03/23/2020

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**POLICY**

Atikameksheng Anishnawbek strives to support the post-secondary goals of all its members. Given the financial limitations, it is not always possible to approve funding to all applicants. With this in mind, Atikameksheng Anishnawbek will allocate funds in the order of priority as follows:

**PROCEDURES**

**22.0 Student Priority Categories for Funding**

- 22.1 Secondary School Graduates/Victory Lap  
Students preparing to graduate with a secondary school diploma within the current academic year, and who have not previously applied for and/or received post-secondary funding.
  
- 22.2 Post-Secondary Students  
Continuing students are those who were funded by Atikameksheng Anishnawbek during the previous academic year and are continuing with their present program of studies. Continuing students must maintain a 2.0 Grade Point Average (GPA) requirement.
  - 22.2.1 Full Time Students  
Those enrolled in the minimum credits required by the post-secondary institution’s criteria for full time status.
  
  - 22.2.2 Part Time Students  
Those enrolled in the minimum credits required by the post-secondary institution’s criteria for part time status.

**23.0 Gap Year**

Secondary Graduates may request up to one year after their graduation to take a break from studies before continuing onto post-secondary studies. This time can be beneficial for personal growth and maturity, opportunity to gain work experience, more time to establish a strong career plan and education path. A Gap Year does not disqualify them from a secondary graduate status.

- 23.1 Secondary School Certificate Graduates  
Applicants will only be considered for funding into a College entrance and/or College Exploration programs provided they submit a letter of recommendation from their principal or guidance department and consult with the Post-Secondary Education Support Worker.



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Section:	<b>POST-SECONDARY EDUCATION PROGRAM</b>	
Policy Title:	<b>Continued-Student Priority Categories for Funding</b>	
Policy #:	02-23.2	Previous Date Reviewed: 07/06/2021
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23.2 Apprenticeship and College and University Graduates  
Individuals who have completed an apprenticeship program and have achieved a secondary school diploma or equivalent, who are seeking to enter a post-secondary program at a college or university.

Graduates from a college, undergraduate, or graduate program, and who are continuing onto a higher level of education.

**24.0 Deferred Applicants/Waiting List**

This is a list of applicants from the previous year who did not receive financial assistance due to a lack of funding or request to defer studies for one year. Students on this list are recommended by the Education Committee and approved by Gimaa and Council. An additional year extension may be granted for extenuating circumstances.

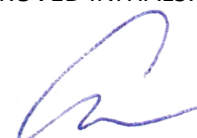
These applicants must also reapply for financial assistance in the following year, according to application due dates to maintain their priority.

**25.0 Secondary Graduates Requesting a Gap Year**

Secondary graduates **must apply for a deferral in writing by the second Friday of May Post-Secondary Application due date** to qualify. Applicants are not required to apply to the Ontario University Application Centre or the Ontario College Application Service for admission to a program of study.

25.1 Post-Secondary Graduates Applying for Higher Level of Studies In the event that there is a very high number of secondary graduates, college and university graduates applying to move on to the next level of studies, may be required to defer studies or consider part time studies or funding, in order to provide an applicant who has not yet had the opportunity for post-secondary funding an opportunity to go.

25.2 Post-Secondary Graduate Gap Year  
Post-secondary graduates may require a break from studies after their graduation to gain work experience in their field of study before advancing to the next level of study. This is becoming increasingly recommended by post-secondary institutions.



Section:	<b>POST-SECONDARY EDUCATION PROGRAM</b>	
Policy Title:	<b>Continued-Student Priority Categories for Funding</b>	
Policy #:	02-25.3	Previous Date Reviewed: 07/06/2021
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- 25.3     **Waiting List**  
 The applicants on the waiting list may access or use other sources of funds to attend school and remain on the waiting list. Any debt or expenses incurred by the applicant will not be reimbursed by the Education Program.
- 25.4     **Applicants with more than one year since Graduation**  
 An applicant that has a post-secondary diploma or degree but has been out of school for more than one year.
- 25.5     **Mature Applicant**  
 This refers to applicants who are 21 years of age and over who have not achieved an Ontario Secondary School Diploma (OSSD) or equivalent, or a post-secondary certificate, diploma or degree.
- 25.6     **Exited/Withdrawn Students**  
 Applicants, who have withdrawn or been withdrawn from a previous post-secondary program, **must wait for two years** before they can re-apply for post-secondary funding.

To be considered for funding, these applicants must have re-paid any overpayment of living allowance that may have been issued when the student had already withdrawn.
- 25.7     **Have been exited from their program of study as a result of non-adherence to the policies and guidelines of their post-secondary institution.**  
 This includes students who:
- 25.8     **Have had funding terminated by the Atikameksheng Anishnawbek Post-Secondary Education Program as a result of non-adherence to the policies and procedures of the First Nation.**
- 25.9     **Students who withdraw or quit without reasonable justification (a break from studies).**

Special Note: Students in extenuating circumstances and who have withdrawn from studies **with the support and counseling of the Post-Secondary Education Support Worker**, will be able to continue their program when they are ready to proceed, within one calendar year.





Section: **POST-SECONDARY EDUCATION PROGRAM**  
 Policy Title: **Tuition Provisions**  
 Policy #: 02-26.0 Previous Date Reviewed: 07/06/2021  
 Date Approved: 07/28/2021 Previous Date Approved: 03/23/2020

**POLICY**

Atikameksheng Anishnawbek funds tuition for approved applicants registered in accredited post-secondary programs.

Students will only be eligible for tuition and living allowance to complete their programs of study in the recommended timeframe according to the program course schedule/calendar.

To continue with sponsorship, applicants must move upward on the education ladder i.e.: Certificate – Diploma – Bachelor-Degree – Post-Graduate Program – Masters – Doctorate, etc. Previously funded applicants by Atikameksheng Anishnawbek are not eligible for sponsorship programs that move down the education ladder or laterally i.e.: University graduate completing another degree unless it is for advance qualifications or professional education, i.e.: medical school or teacher’s college.

**PROCEDURES**

**26.0 Schedule of Support for Academic Programs**

The following is a schedule of support for each level of post-secondary education:

<u>Institution</u>	<u>Length of Program</u>	<u>Limits of Support</u>
Community College	1-year diploma/certificate	1.0 year
Community College	2-year diploma	2.0 years
Community College	3-year diploma	3.0 years
University	2-year diploma	2.0 years
University	3-year diploma	3.0 years
University	4-year diploma	4.0 years
University	5-year diploma	5.0 years
Teacher’s Diploma/Degree	2-year degree	2.0 years
Post-Graduate Diploma/ Degree	1-year degree	1.0 years
	2-year degree	2.0 years
<u>Institution</u>	<u>Length of Program</u>	<u>Limits of Support</u>
University	Graduate degree (Masters) 2-year program	2 years
University	Post Graduate degree Doctorate level	(contingent on program of study)

\*The above is based on an eight-month school year

DATE OF APPROVED: 07/28/2021

APPROVED INITIALS:



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Section:	<b>POST-SECONDARY EDUCATION PROGRAM</b>	
Policy Title:	<b>Continued-Tuition Provisions</b>	
Policy #:	02-27.0	Previous Date Reviewed: 07/06/2021
Date Approved:	07/28/2021	Previous Date Approved: 03/23/2020

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**27.0 Tuition Fees**

The Atikameksheng Anishnawbek Post-Secondary Education Program pays tuition for each approved applicant directly to the post-secondary institution where the student is registered.

27.1 A sponsorship letter is sent to the post-secondary institution and upon receipt of an invoice payment is made. This applies to both full time and part time studies.

27.2 Tuition paid will be made at the tuition rates of comparable programs at a post-secondary institution closest to Atikameksheng Anishnawbek within the Province of Ontario.

**28.0 Part – Time Schedule**

Part-time students must take a minimum equivalent of one course per semester or term in the academic year i.e. two courses per academic year.

**29.0 Private Institutions**

Tuition funding amounts for these accelerated programs will be determined based on the tuition rates for similar programs in the colleges and/or universities closest in proximity to Atikameksheng Anishnawbek. Tuition paid to private institutions will not exceed summative amount of tuition for a non-accelerated program at a college or university.

Training and book allowance rates will remain in accordance with Policy 34.0 and 36.0 of this policy provided that these fees are not included with tuition fees.

**30.0 Special Delivery Programs**

Special delivery programs are those that are not delivered within the regular term or semester system i.e. Indigenous Teacher Education Program via Queen’s University and Kenjgewin Teg Educational Institute or Social Work Degree Program via Metropolitan University and the First Nation Technical Institute.

30.1 Distance Education, On-Line Education



Section:	<b>POST-SECONDARY EDUCATION PROGRAM</b>		
Policy Title:	<b>Continued-Tuition Provisions</b>		
Policy #:	02-31.0	Previous Date Reviewed:	07/06/2021
Date Approved:	07/28/2021	Previous Date Approved:	03/23/2020

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**31.0 Program Transfers**

Students who are withdrawing from their program of study must notify the Post-Secondary Education Support Worker prior to applying to the new program or post-secondary institution. Students changing programs and/or levels of education will be considered on an individual basis.

Limitations of funding according to remaining study years will be considered when the program transfers are approved.

**32.0 Limitations of Funding**

Where it is anticipated that a student will not have enough funding years to complete a program, the student will have to be prepared to finance the final year of study or required courses on their own or with other resources i.e.: scholarships, personal savings, OSAP, etc.

**33.0 Withdrawn and/or Failed Courses**

Atikameksheng Anishnawbek will not pay tuition fees for the same course more than one time. Students, who withdraw from a course or fail a course, will need to pay the tuition fees when they re-register for a mandatory course or register for a replacement course in the case of an elective course.

Special Note: Students in extenuating circumstances who have failed and/or who have withdrawn from studies may be exempt from a re-payment requirement depending on the circumstance i.e.: illness, caregiving requirement, bereavement of immediate family member.



Section: **POST-SECONDARY EDUCATION PROGRAM**  
Policy Title: **Training Allowance Assistance Rates**  
Policy #: 02-34.0 Previous Date Reviewed: 07/06/2021  
Date Approved: 07/28/2021 Previous Date Approved: 03/23/2020

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**POLICY**

Training allowance is provided to approve students to assist with some costs of living.

**PROCEDURES**

**34.0 Rates of Training Allowance Assistance**

The rates for student funding are for full time students only and are as follows:

Full Time Students

Students with no dependents..... \$1150.00 per month  
With 1 dependent..... \$1550.00 per month  
2 dependents..... \$1600.00 per month  
3 dependents..... \$1650.00 per month  
Each Additional Child..... \$50.00 per month

Part Time Students

Part time applicants do not qualify for monthly Training Allowance Assistance.

The cost of tuition and books is covered for each part-time course.



Section:	<b>POST-SECONDARY EDUCATION PROGRAM</b>		
Policy Title:	<b>Continued-Training Allowance Assistance Rates</b>		
Policy #:	02-34.1		Previous Date Reviewed: 07/06/2021
Date Approved:	07/28/2021		Previous Date Approved: 03/23/2020

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34.1 Monthly Allowance Deposits  
Training allowance will be issued on the 1<sup>st</sup> of each month by direct deposit. Should the 1<sup>st</sup> fall on a weekend, the payment will be deposited on the Friday prior.

Students must provide the Post-Secondary Education Support Worker with the completed Direct Deposit Form with the appropriate institute number, account and transit number.

34.2 No advances will be given under any circumstances.

**35.0 Residence Fees**

35.1 Residence Fee Payment  
The total fees for residence will be deducted from the total training allowance for the student.

35.2 Any remaining amount will be pro-rated and issued to the approved student on a monthly basis.

35.3 Atikameksheng Anishnawbek will pay the college/university residence fees directly.



Section:	<b>POST-SECONDARY EDUCATION PROGRAM</b>		
Policy Title:	<b>Additional Assistance</b>		
Policy #:	02-36.0	Previous Date Reviewed:	07/06/2021
Date Approved:	07/28/2021	Previous Date Approved:	03/23/2020

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**POLICY**

This section covers additional forms of assistance available to students pending the availability of funds.

**PROCEDURES**

**36.0 Textbook Allowance**

Each approved student is entitled to a textbook allowance to purchase required textbooks.

- 36.1 Approved full-time students starting in the fall term/semester will receive \$600 for the academic year.
- 36.2 Approved full-time students who begin studies in the winter term/semester will be issued \$300 for the remainder of the academic year.
- 36.3 Part time students are eligible to receive \$100 per part-time course towards books. Additional funds may be provided if required.
- 36.4 Students are asked to keep all receipts when purchasing required textbooks. They will be required when requesting for additional funding for books. If receipts are not submitted no additional funds will be issued.

**37.0 Registration/Term Deposit Fees**

Sponsorship letters for approved applicants will be issued to post-secondary institutions within ten (10) business days of approval of funding by Gimaa and Council.

- 37.1 Approved applicants who are required to pay a registration fee in advance of the date that sponsorship letters will be reimbursed once the approved applicant provides proof of payment to the Post-Secondary Education Worker.



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Section:	POST-SECONDARY EDUCATION PROGRAM		
Policy Title:	Continued-Additional Assistance		
Policy #:	02-38.0	Previous Date Reviewed:	07/06/2021
Date Approved:	07/28/2021	Previous Date Approved:	03/23/2020

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**38.0 Application to Challenge a Course**

Students who wish to challenge a course will be reimbursed the fee upon proof of payment to the post-secondary institution and confirmation that the course has been granted. ***Subject to availability of funds.***

**39.0 Other Types of Assistance**

*Financial assistance for the following types of expenses, are subject to the availability of funds.*

**39.1 Application Fees**

Application fees to the Ontario Universities Application Centre (OUAC), the Ontario College Application Centre (OCAC), and/or directly to a post-secondary institution are the financial responsibility of the applicant.

Both secondary student graduates and continuing students pursuing higher levels of education are eligible to receive reimbursement for the cost of their applications. Reimbursement will be processed once all receipts are submitted.



Section:	<b>POST-SECONDARY EDUCATION PROGRAM</b>		
Policy Title:	<b>Continued-Additional Assistance</b>		
Policy #:	02-40.0	Previous Date Reviewed:	07/06/2021
Date Approved:	07/28/2021	Previous Date Approved:	03/23/2020

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**40.0 Additional Book Expenses**

Should a student’s book requirements exceed the book allowance amount, students may be reimbursed the difference.

If funds are available, the Post-Secondary Education Support Worker will issue a notice to all funded students that funds are available with instructions for submitting documentation and a deadline to submit documentation.

The documentation required will include copies of their course outline and all original receipts for required textbooks.

**41.0 Emergency Travel Assistance**

In the case of serious illness or death of an immediate family member, financial assistance may be available for the student to travel back to their usual place of residence. Subject to the availability of funds.

Bereavement Travel Assistance may be available through Atikameksheng Anishnawbek Funeral Policy.

**42.0 Post-Secondary Institution Interviews**

The Post-Secondary Education Program may cover a graduating secondary student’s or a graduating continuing student’s expenses to attend on entrance interview, test or audition for an out-of-town post-secondary institution.

Expenses covered may include:

- 1-night accommodation to a maximum of \$150.00
- Return Bus Fare
- Daily meals at Atikameksheng Anishnawbek travel rates.

Students need to advise the Post-Secondary Education Support Worker of their travel plans and provide receipts for accommodations as proof of attendance.





Section:	<b>POST-SECONDARY EDUCATION PROGRAM</b>		
Policy Title:	<b>Continued-Additional Assistance</b>		
Policy #:	02-43.0		Previous Date Reviewed: 07/06/2021
Date Approved:	07/28/2021		Previous Date Approved: 03/23/2020

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**43.0 Graduating Fees**

Where graduation fees are not already included in the tuition fees, the Post-Secondary Education Program may reimburse fees required by the post-secondary institution. The student must provide proof of payment to the Post-Secondary Education Support Worker.

**44.0 Professional Exams**

Fees for professional exams such as the bar or medical boards will be paid by the Post-Secondary Education Program **on a one-time basis**.

Travel assistance to write professional exams that are away from a student’s usual place of residence may also be covered as follows:

- 1-night accommodation to a maximum of \$150.00
- Return bus fare rate
- Daily meals at Atikameksheng Anishnawbek travel rates

Students need to advise the Post-Secondary Education Support Worker of travel plans and provide receipts for accommodations as proof of attendance.

**45.0 Tutoring Assistance**

Students are encouraged to access the post-secondary institute’s student services for academic and tutoring support which are usually available at no cost. Students who require additional financial assistance for academic support must provide documentation and recommendations from their program coordinators and notification from the student services or accommodation offices that tutoring supports are not available to the student.

***Subject to availability of funds.***

**46.0 Procedures for Requesting Other Types of Assistance**

- 46.1 Notify the Post-Secondary Education Support Worker  
Students need to notify the Post-Secondary Education Support Worker as they encounter any of the expenses described in this policy. The Post-Secondary Education Support Worker will advise if funds are available to assist with the expenses.



Section:	<b>POST-SECONDARY EDUCATION PROGRAM</b>		
Policy Title:	<b>Continued-Additional Assistance</b>		
Policy #:	02-46.2	Previous Date Reviewed:	07/06/2021
Date Approved:	07/28/2021	Previous Date Approved:	03/23/2020

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- 46.2    **Require Invoice of Proof of Payment**  
Students must provide an invoice and/or proof of payment to the Post-Secondary Education Support Worker process direct payment to the provider to process reimbursement to the student.
  
- 46.3    **Payment Processing**  
Once required documentation has been received, a financial request will be authorized, and payment processed in accordance with Atikameksheng Anishnawbek’s Finance and Administration Policies.



Section:	<b>POST-SECONDARY EDUCATION PROGRAM</b>		
Policy Title:	<b>Post-Secondary Student Orientation Sessions</b>		
Policy #:	02-47.0	Previous Date Reviewed:	07/06/2021
Date Approved:	07/28/2021	Previous Date Approved:	03/23/2020

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**POLICY**

Once an applicant has been approved for financial assistance, they will be required to attend an Orientation Session with the Post-Secondary Education Support Worker.

**PROCEDURES**

**47.0 Post-Secondary Student Orientation**

At this session, the Post-Secondary Education Support Worker will be sharing information about the Post-Secondary Education Program. The information will include but is not limited to sponsorship letters, registration fees, the student handbook, and other sources of support at academic institutions (i.e. Student services, student associations, etc.), expectations of students for performance, due dates for marks and consequences of non-adherence to the policies of the Education Program. Students who are unable to attend the orientation can contact the Post-Secondary Education Worker to make alternative arrangements.

**48.0 Forms**

The following forms will also be completed at orientation or with the Post-Secondary Education Support Worker.

**48.1 Financial Agreement Form**

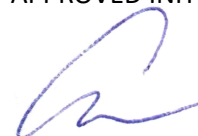
The student agrees to report any change in their student status and that they will not accept any funds that they are not entitled to i.e. withdraw or drop from full time to part time studies.

**48.2 Release of Information Form for Post-Secondary Institute**

The student must sign release of information forms for the post-secondary institution so that the Post-Secondary Education Program will have access to student marks and status in their programs of study.

**48.3 Release of Information Form for Family**

Students over the age of 18 may sign this release for the Post-Secondary Education Program to share financial and academic information with parents, spouses or other individuals indicated by the student.



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Section:	<b>POST-SECONDARY EDUCATION PROGRAM</b>		
Policy Title:	<b>Requirement for Mid-Term Marks</b>		
Policy #:	02-49.0	Previous Date Reviewed:	07/06/2021
Date Approved:	07/28/2021	Previous Date Approved:	03/23/2020

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**POLICY**

As an indicator of student achievement and attendance, students are required to submit their mid-term marks for review and to determine continued financial assistance.

All funded students must maintain a 2.0 Grade Point Average (GPA).

**PROCEDURES**

**49.0 Mark Submissions**

Students are required to submit their mid-term marks according to the following schedule:

- First Semester Term..... November 15
- Second Semester Term..... March 15
- Spring/Summer Term..... To be determined according to the schedule

49.1 Where the academic institution does not issue marks until the end of a term, the student must submit their marks as soon as they are received. The Post-Secondary Education Support Worker will verify the date that post-secondary institutions upload student marks.

49.2 Students are responsible to notify the Post-Secondary Education Support Worker about any delays that will affect when a student can submit marks.

**50.0 Failure to Submit Marks**

When students do not submit their marks on the due dates, without reasonable cause the Post-Secondary Education Support Worker will:

- 50.1 Notify the Finance Department to stop direct deposit of the next month's training allowance and process a manual Cheque and hold until further notice.
- 50.2 Notify the student by email that the next training allowances direct deposit will not be issued until the mid-term and/or final marks have been received.
- 50.3 Upon receipt of marks the manual cheque will be released.



Section:	<b>POST-SECONDARY EDUCATION PROGRAM</b>		
Policy Title:	<b>Student Support</b>		
Policy #:	02-51.0	Previous Date Reviewed:	07/06/2021
Date Approved:	07/28/2021	Previous Date Approved:	03/23/2020

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**POLICY**

Where students require emotional and/or counseling support to deal with student life, adjustment to transitions, and illness and/or crisis, it is important to access services and supports as early as possible to avoid or mitigate any negative impacts to personal well-being and issues for future post-secondary financial assistance.

**PROCEDURES**

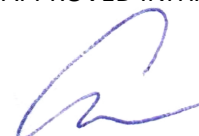
**51.0 Personal Crisis**

Students who are not attending classes because of a personal crisis need to contact the Post-Secondary Education Support Worker. Students are encouraged to contact their academic advisor and/or student services to determine an education plan.

- 51.1 Students who are attending school outside of the Sudbury area can call the Administration Office at 1-800-661-2730.
- 51.2 All students are encouraged to utilize the student services counseling units available through the college or university.
- 51.3 A referral may be made to the Atikameksheng Anishnawbek Circle of Care.

**52.0 Post-Secondary Education Support Worker Contact**

Early in each term, the Post-Secondary Education Support Worker will be in contact with each student in receipt of financial assistance from Atikameksheng Anishnawbek, to schedule a visit either in person or by telephone, teleconference, or by video conference.



Section:	<b>POST-SECONDARY EDUCATION PROGRAM</b>		
Policy Title:	<b>Withdrawing from Academic Studies</b>		
Policy #:	02-53.0	Previous Date Reviewed:	07/06/2021
Date Approved:	07/28/2021	Previous Date Approved:	03/23/2020

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**POLICY**

When there is no other course of action but to withdraw from a program due to personal crisis, a lack of academic performance, students will be supported by the Post-Secondary Education Support Worker Education Coos assist with a development of a plan of action.

**PROCEDURES**

**53.0 Withdrawing from an Academic Program**

Students who are withdrawing from their program of study must notify the Post-Secondary Education Support Worker in order to complete the necessary forms with the post- secondary institution and Atikameksheng Anishnawbek. In the event the student owing money for receiving ineligible monthly training/ living allowance, the student will be notified by the Post-Secondary Education Support Worker.



Section:	<b>POST-SECONDARY EDUCATION PROGRAM</b>		
Policy Title:	<b>Academic Probation</b>		
Policy #:	02-54.0	Previous Date Reviewed:	07/06/2021
Date Approved:	07/28/2021	Previous Date Approved:	03/23/2020

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**POLICY**

All funded students must maintain a minimum 2.0 Grade Point Average (GPA). Where students do not meet the minimum GPA required, they will be placed on academic probation.

**PROCEDURES**

**54.0 Attendance Requirements**

The Post-Secondary Education Support Worker will provide attendance forms to students on academic probation.

- 54.1 Students will get these forms signed by instructors and/or professors for each class.
- 54.2 These forms must be submitted by email (scanned copy) or faxed as determined by the Post-Secondary Education Support Worker.
- 54.3 Failure to submit the completed attendance forms will result in monthly student allowance being held. When forms are received, a cheque for the monthly training/living allowance will be processed.

**55.0 Meeting with Academic Program Coordinator**

At the mid-term of a semester or mid-way through the current term, the Post-Secondary Education Support Worker will establish a meeting with the student and the Program Coordinator for a status update on the student’s achievement.

If the student demonstrates academic improvement in their marks and attendance, the attendance form requirement will be withdrawn.



Section:	<b>POST-SECONDARY EDUCATION PROGRAM</b>		
Policy Title:	<b>Termination of Financial Assistance</b>		
Policy #:	02-56.0	Previous Date Reviewed:	07/06/2021
Date Approved:	07/28/2021	Previous Date Approved:	03/23/2020

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**POLICY**

Where a student is unable to meet the requirements of their probationary status with the Post-Secondary Education Program, a student’s financial assistance may be subject to termination in part or in full.

**PROCEDURES**

**56.0 Non-Compliance**

A student’s assistance will be temporarily, partially, or fully cancelled where a student has failed to comply with the conditions set out in this policy.

56.1 Any student, whose funding was terminated for poor academic performance or attendance reasons, will not be eligible for further post-secondary funding for a period of two academic years.

**57.0 Application to Return to Post-Secondary Studies**

Students who have withdrawn and/or been exited from their program of study for a second infraction will not be considered for full time sponsorship until three calendar years after this breach of sponsorship occurred. After each time, sponsorship is dependent upon available funding and will be subject to Section 15.0

**58.0 Fraudulent Reporting**

Where a student is found to be submitting incorrect marks, and it is further determined that the marks have been tampered with, funding will be immediately withdrawn.





Section:	<b>POST-SECONDARY EDUCATION PROGRAM</b>		
Policy Title:	<b>Appeal Process</b>		
Policy #:	02-59.0	Previous Date Reviewed:	07/06/2021
Date Approved:	07/28/2021	Previous Date Approved:	03/23/2020

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**POLICY**

All students whose post-secondary financial assistance has been terminated can access the appeal process.

**PROCEDURES**

**59.0 Appeal Submission**

Students can submit their appeal for “Termination of Post-Secondary Financial Assistance” in writing to the attention of the Director of Education, using the Atikameksheng Anishnawbek Suggestion & Concerns Form, which can be found on the Atikameksheng Anishnawbek website.

