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| Section: | POST-SECONDARY EDUCATION PROGRAM | | |
| Policy Title: | About the Post-Secondary Program | | |
| Policy #: | 10-00 | Previous Date Reviewed: | 06/16/2018 |
| Date Approved: | 07/05/2018 | Previous Date Approved: | 08/07/2003 |

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 timeframe 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.

It is the responsibility of the political leadership to advocate for increased post-secondary funding, so that our members wishing to engage in post-secondary studies are provided with the financial supports necessary to ensure a positive post-secondary experience, achievement, and success. We rely on our political leadership to work in partnership with our administration, and Education and Social Services Committee (ESSC) to negotiate with post-secondary institutions.

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 Coordinator and the Student Services Office at their post-secondary institution when they are experiencing difficulties or challenges in relation to their studies or life circumstances.



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| Section: | POST-SECONDARY EDUCATION PROGRAM | | |
| Policy Title: | Post-Secondary Education Program Funding | | |
| Policy #: | 10-01 | Previous Date Reviewed: | 06/16/2018 |
| Date Approved: | 07/05/2018 | Previous Date Approved: | 08/07/2003 |

POLICY

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

10-01.0 Additional sources of funding

10-01.1 Atikameksheng Trust

The Atikameksheng Trust may also grant funds through an application process to the Post-Secondary Education Program.

10-01.2 Atikameksheng Anishnawbek's Own Source Revenue (OSR)

The Post-Secondary Education Program will make application annually for an allocation from Atikameksheng Anishnawbek's OSR to supplement tuition and living allowance costs for post-secondary students who meet the eligibility criteria.

10-01.3 Private Donations

On occasion, Atikameksheng Anishnawbek receives private financial donations. These funds will be distributed via a scholarship program, or as instructed by the donor.

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| Section: | POST-SECONDARY EDUCATION PROGRAM | | |
| Policy Title: | Financial Planning for Post-Secondary Education | | |
| Policy #: | 10-02 | Previous Date Reviewed: | 06/16/2018 |
| Date Approved: | 07/05/2018 | Previous Date Approved: | 08/07/2003 |

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 of the financial needs that a student may encounter.

10-02.1 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 include:

10-02.1.1 Atikameksheng Trust

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

10-02.1.2 Naadmaadwiuk Employment and Training

Naadmaadwiuk Employment and Training has resources to support education and training. Post-Secondary students are encouraged to contact Naadmaadwiuk Employment and Training directly.

10-02.1.3 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.

10-02.1.4 Registered Education Savings Plans

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

10-02.1.5 Personal Savings

Students are encouraged to establish a savings account for employment earnings before they enter post-secondary education.

10-02.1.6 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.

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|----------------|----------------------------------|-------------------------|------------|
| Section: | POST-SECONDARY EDUCATION PROGRAM | | |
| Policy Title: | Eligibility Criteria | | |
| Policy #: | 10-03 | Previous Date Reviewed: | 06/16/2018 |
| Date Approved: | 07/05/2018 | Previous Date Approved: | 08/07/2003 |

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.

ELIGIBILITY CRITERIA

10-03.1 Indigenous and Northern Affairs Canada (INAC) Registry List

All applicants must be listed on the INAC Indian Registry List for Atikameksheng Anishnawbek to apply for post-secondary funding.

10-03.2 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.

10-03.3 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.

10-03.3.1 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.

Please refer to section 10-06, Tuition Provisions, for more information.

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|----------------|---|-------------------------|------------|
| Section: | POST-SECONDARY EDUCATION PROGRAM | | |
| Policy Title: | Atikameksheng Anishnawbek Post-Secondary Application Process | | |
| Policy #: | 10-04 | Previous Date Reviewed: | 06/16/2018 |
| Date Approved: | 07/05/2018 | Previous Date Approved: | 08/07/2003 |

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

10-04.1 Application Package

The Application package for financial assistance can be obtained in person from the Front Reception or the Education & Social Services Administrative Assistant (ESSAA). 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 annually. Each application is for one school year, or intersession. Continuing Education students must renew their application each year, or intersession.

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.

10-04.2 Application Deadlines

The Application due dates are as follows:

For September.....Second Friday of May

For January.....Second Friday of October

For Spring or Summer Registration.....Second Friday of February
(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.

10-04.3 Assistance to Complete the Application

Appointments can be made with the Education Coordinator or the ESSAA 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.

10-04.4 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 given the stringency of the screening process.

10-04.5 Application Submission

Applications can be submitted to the attention of the Education Coordinator as follows:

- 10-4.5.1 In person, submit to reception at Atikameksheng Anishnawbek Administration Office by due date.
- 10-4.5.2 By mail, must be post-marked by the application due date.
- 10-4.5.3 By e-mail, must be scanned with applicant's signature and submitted by due date.
- 10-4.5.4 By facsimile to 705-692-5010, with applicant's signature and submitted by due date.

10-04.6 Acknowledgement Letters

- 10-04.6.1 An e-mail acknowledging receipt of application will be sent within 10 business days and will be followed by paper correspondence which will indicate if any part of the application package has not been received.
- 10-04.6.2 Applicants who do not receive an e-mail acknowledgement should follow up with the Education Coordinator on the 10th day to ensure that the application was received.

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| Section: | POST-SECONDARY EDUCATION PROGRAM | | |
| Policy Title: | Decision Making | | |
| Policy #: | 10-05 | Previous Date Reviewed: | 06/16/2018 |
| Date Approved: | 07/05/2018 | Previous Date Approved: | 08/07/2003 |

POLICY

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

PROCEDURES

10-05.1 Screening Applications

Upon close of the application deadline, the Education Coordinator will:

- 10-05.1.1 Review and screen application submissions for completeness and date of submission to ensure submissions are received by the deadline. **Incomplete and late application packages will be screened out of the process.**
- 10-05.1.2 **Applications will be sorted according to priority categories.**
- 10-05.1.3 The waiting list will be organized by the date and time that application was received.
- 10-05.1.4 Create an application list for post-secondary financial assistance, calculating the financial resources required to support tuition, books, training allowance and transportation.
- 10-05.1.5 Identify and make note of applicants who owe either tuition or living allowance for previous non-compliance (see Policy 10-14).



10-05.2 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 Education Coordinator.

10-05.2.1 **Confirmation of Acceptance** – The applicant must provide documentation that they have accepted an offer from an accredited post-secondary institution.

10-05.2.2 **Transcripts** – Graduating student applicants must include a copy of the transcript from the program/secondary school they are graduating from.

10-05.3 Recommendations

Once the Education Coordinator has prepared the list of screened applicants, complete with estimated budget for tuition, books, and training allowance, the Education Coordinator will:

10-05.3.1 Schedule recommendation meeting after each deadline date with the ESSC.

10-05.3.2 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 Education Coordinator.** 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.

10-05.3.3 When there is not enough funding to assist all recommended applicants, a waiting list will be generated and recommend approval by the ESSC according to the number of years an applicant has been on the waiting list, priority list, and then the date and time the application packages were received. Should an approved applicant withdraw prior to the start of their program, funding will be allocated to the next applicant on the waiting list.

A briefing note will be prepared for Gimaa (Chief) and Council for approval.

10-05.4 Notification of Post-Secondary Financial Assistance Status

Upon Gimaa (Chief) and Council's decision:

10-05.4.1 Letters are sent to notify applicants on the status of their application for post-secondary financial assistance within 10 business days of the decision.

10-05.4.2 Sponsorship letters will be issued to the post-secondary institutions within 10 business days.



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|----------------|--|-------------------------|------------|
| Section: | POST-SECONDARY EDUCATION PROGRAM | | |
| Policy Title: | Student Priority Categories for Funding | | |
| Policy #: | 10-06 | Previous Date Reviewed: | 06/16/2018 |
| Date Approved: | 07/05/2018 | Previous Date Approved: | 08/07/2003 |

POLICY

Atikameksheng Anishnawbek strives to support the post-secondary goals of all of 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

10-06.1 Continuing Students

10-06.1.1 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.

10-06.1.2 Post-Secondary Students

Continuing students are those who were funded by Atikameksheng Anishnawbek during the previous academic year and are continuing on with their present program of studies. Continuing students must maintain a 2.0 Grade Point Average (GPA) requirement.

10-06.1.2.1 Full Time Students

Those enrolled in the minimum credits required by the post-secondary institution's criteria for full time status.

10-06.1.2.2 Part Time Students

Those enrolled in the minimum credits required by the post-secondary institution's criteria for part time status.

10-06.1.3 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.

10-06.1.3.1 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 Education Coordinator.

10-06.1.4 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.

10-06.2 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 ESSC and approved by Gimaa (Chief) and Council.

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

10-06.2.1 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.

10-06.2.2 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.

10-06.2.3 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.

10-06.2.4 Waiting List

The applicants on the waiting list may access or use other sources of funds to attend school and still remain on the waiting list. Any debt or expenses incurred by the applicant will not be reimbursed by the Education Program.

10-06.3 Applicants with more than one year since Graduation

10-06.4 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.

10-06.5 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. Refer to Policy 10-13 for further description.

This includes students who:

- 10-06.5.1 Have been exited from their program of study as a result of non-adherence to the policies and guidelines of their post-secondary institution.
- 10-06.5.2 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.
- 10-06.5.3 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 Education Coordinator** will be able to continue their program when they are ready to proceed, within one calendar year.



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|----------------|----------------------------------|-------------------------|------------|
| Section: | POST-SECONDARY EDUCATION PROGRAM | | |
| Policy Title: | Tuition Provisions | | |
| Policy #: | 10-07 | Previous Date Reviewed: | 06/16/2018 |
| Date Approved: | 07/05/2018 | Previous Date Approved: | 08/07/2003 |

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 – 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

10-07.1 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 |

| <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

10-07.2 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.

10-07.2.1 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.

10-07.2.2 Tuition paid will be made at the tuition rates of comparable programs at a post-secondary institution close to Atikameksheng Anishnawbek within Canada.

10-07.3 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.

10-07.4 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 10-08 and 10-09 of this policy.

10-07.5 Special Delivery Programs

Special delivery programs are those that are not delivered within the regular term or semester system i.e. Aboriginal Teacher Education Program via Queen's University and Kenjgewin TEG Technical Education Institute or Social Work Degree Program via Ryerson University and the First Nation Technical Institute.

10-07.5.1 Distance Education, On-Line Education

10-07.6 Program Transfers

Students who are withdrawing from their program of study must notify the Education Coordinator 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 taken into account when the program transfers are approved.

10-07.7 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.

10-07.8 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.



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| Section: | POST-SECONDARY EDUCATION PROGRAM | | |
| Policy Title: | Training Allowance Assistance Rates | | |
| Policy #: | 10-08 | Previous Date Reviewed: | 06/16/2018 |
| Date Approved: | 07/05/2018 | Previous Date Approved: | 08/07/2003 |

POLICY

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

PROCEDURES**10-08.1 Rates of Training Allowance Assistance**

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

Full Time Students

| | |
|---|---------------------|
| Single Students with no dependents..... | \$950.00 per month |
| With 1 dependent..... | \$1450.00 per month |
| 2 dependents..... | \$1500.00 per month |
| 3 dependents..... | \$1550.00 per month |
| Each Additional Child..... | \$50.00 per month |

Part Time Students

Cost of tuition and books for course.

10-08.2 Training Allowance Assistance

Full-time students receiving other sources of income such as E.I, ODSP, WSIB, Ontario Works or employed full-time will be required to report such income when applying for post-secondary financial assistance.

10-08.2.1 The applicant must terminate the above reported income before starting school and before receiving post-secondary training allowance. A letter from their employer/worker must be submitted prior to receiving their post-secondary training allowance, stating that they are no longer in receipt of income from their place of employment or government office.



Should the applicant not terminate the above mentioned income, payment for tuition and books will only be covered.

10-08.2.1 Monthly Allowance Deposits

Training allowance will be issued on the 1st of each month by direct deposit. Should the 1st fall on a weekend, the payment will be deposited on the Friday prior.

10-08.2.1.1 Students must provide the Education Coordinator with the completed Direct Deposit Form with the appropriate institute number, account and transit number.

10-08.2.1.2 No advances will be given under any circumstances.

10-08.3 Residence Fees

10-08.3.1 Residence Fee Payment

The total fees for residence will be deducted from the total training allowance for the student.

10-08.3.1.1 Any remaining amount will be pro-rated and issued to the approved student on a monthly basis.

10-08.3.1.2 **Atikameksheng Anishnawbek will pay the college/university residence fees directly.**



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|----------------|----------------------------------|-------------------------|------------|
| Section: | POST-SECONDARY EDUCATION PROGRAM | | |
| Policy Title: | Additional Assistance | | |
| Policy #: | 10-09 | Previous Date Reviewed: | 06/16/2018 |
| Date Approved: | 07/05/2018 | Previous Date Approved: | 08/07/2003 |

POLICY

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

PROCEDURES

10-09.1 Text Book Allowance

Each approved student is entitled to a text book allowance to purchase required text books.

- 10-09.1.1 Approved full time students starting in the fall term/semester will receive \$600.00 for the academic year.
- 10-09.1.2 Approved full time students who begin studies in the winter term/semester will be issued \$300.00 for the remainder of the academic year.
- 10-09.1.3 Part time students are eligible to receive \$100.00 per course towards books. Additional funds may be provided if required.
- 10-09.1.4 Students are asked to keep all receipts when purchasing required text books. They will be required when requesting for additional funding for books. If receipts are not submitted no additional funds will be issued. ****Subject to availability of funds.***



10-09.2 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 (Chief) and Council.

10-09.2.1 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 Education Coordinator.

10-09.3 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.***

10-09.4 Other Types of Assistance

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

10-09.4.1 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.

Confirmation and application fees will only be covered for Secondary student graduates and continuing students moving onto higher levels of programs. All other students are responsible for paying their own application fees. The application fees will be reimbursed once the student has been approved for funding. ***Receipts must be submitted.***



10-09.4.2 Travel Allowance

Travel allowance is available to students attending a post-secondary institution that is a distance of more than 100 km from their usual place of residence.

10-09.4.2.1 The amount will be calculated based on student return bus fare rates.

10-09.4.2.2 The travel allowance is provided at the beginning of the school year and with the December payment.

10-09.4.2.3 A portion of international travel allowances will be subsidized to a maximum of \$400.00 annually.
Subject to availability of funds.

10-09.4.2.4 Students may receive \$100.00 a month to subsidize for the cost of Public Transit or parking passes.
Subject to availability of funds.

10-09.4.3 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 Education Coordinator 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 text books.

10-09.4.4 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 as per the initial travel allocation.

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

10-09.4.5 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 Education Coordinator of travel plans and provide receipts for accommodations as proof of attendance.

10-09.4.6 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 Education Coordinator.

10-09.4.7 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 Education Coordinator of travel plans and provide receipts for accommodations as proof of attendance.

10-09.4.8 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.***

10-09.5 Procedures for Requesting Other Types of Assistance

10-09.5.1 Notify the Education Coordinator

Students need to notify the Education Coordinator as soon as they encounter any of the expenses described in this policy. The Education Coordinator will advise if funds are available to assist with the expenses.

10-09.5.2 Require Invoice of Proof of Payment

Students must provide an invoice and/or proof of payment to the Education Coordinator to process direct payment to the provider or reimbursement to the student.

10-09.5.3 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. Cheques will be either mailed or can be picked up in person as specified by the student.

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| Section: | POST-SECONDARY EDUCATION PROGRAM | | |
| Policy Title: | Post-Secondary Student Orientation Sessions | | |
| Policy #: | 10-10 | Previous Date Reviewed: | 06/16/2018 |
| Date Approved: | 07/05/2018 | Previous Date Approved: | 08/07/2003 |

POLICY

Once an applicant has been approved for financial assistance, they will be required to attend an Orientation Session with the Education Coordinator.

PROCEDURES

10-10.1 Post-Secondary Student Orientation

At this session, the Education Coordinator 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 Education Coordinator and make alternative arrangements.

10-10.2 Forms

The following forms will also be completed at orientation or with the Education Coordinator.

10-10.2.1 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.

10-10.2.2 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.

10-10.2.3 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: | POST-SECONDARY EDUCATION PROGRAM | | |
| Policy Title: | Requirement for Mid-Term Marks | | |
| Policy #: | 10-11 | Previous Date Reviewed: | 06/16/2018 |
| Date Approved: | 07/05/2018 | Previous Date Approved: | 08/07/2003 |

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

10-11.1 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

10-11.1.1 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 Education Coordinator will verify the date that post-secondary institutions upload student marks.

10-11.1.2 Students are responsible to notify the Education Coordinator about any delays that will affect when a student can submit marks.

10-11.2 Failure to Submit Marks

When students do not submit their marks on the due dates, without reasonable cause, the Education Coordinator will:

- 10-11.2.1 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.
- 10-11.2.2 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.
- 10-11.2.3 Upon receipt of marks the manual cheque will be released.



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| Section: | POST-SECONDARY EDUCATION PROGRAM | | |
| Policy Title: | Student Support | | |
| Policy #: | 10-12 | Previous Date Reviewed: | 06/16/2018 |
| Date Approved: | 07/05/2018 | Previous Date Approved: | 08/07/2003 |

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

10-12.1 Personal Crisis

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

10-12.1.1 Students who are attending school outside of the Sudbury area can call the Administration Office at 1-800-661-2730.

10-12.1.2 All students are encouraged to utilize the student services counseling units available through the college or university.

10-12.2 Education Coordinator Outreach Contact

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

Pending availability of funds, the Education Coordinator will schedule in person visits with out of town students.

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| Section: | POST-SECONDARY EDUCATION PROGRAM | | |
| Policy Title: | Withdrawing from Academic Studies | | |
| Policy #: | 10-13 | Previous Date Reviewed: | 06/16/2018 |
| Date Approved: | 07/05/2018 | Previous Date Approved: | 08/07/2003 |

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 Education Coordinator to assist with a development of a plan of action.

PROCEDURES

10-13.1 Withdrawing from an Academic Program

Students who are withdrawing from their program of study must notify the Education Coordinator 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 Education Coordinator on the process.



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|----------------|----------------------------------|-------------------------|------------|
| Section: | POST-SECONDARY EDUCATION PROGRAM | | |
| Policy Title: | Academic Probation | | |
| Policy #: | 10-14 | Previous Date Reviewed: | 06/16/2018 |
| Date Approved: | 07/05/2018 | Previous Date Approved: | 08/07/2003 |

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

10-14.1 Attendance Requirements

The Education Coordinator will provide attendance forms to students on academic probation.

- 10-14.1.1 Students will get these forms signed by instructors and/or professors for each class.
- 10-14.1.2 These forms must be submitted by email (scanned copy) or faxed as determined by the Education Coordinator.
- 10-14.1.3 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 mailed to the student.

10-14.2 Meeting with Academic Program Coordinator

At the mid-term of a semester or mid-way through the current term, the Education Coordinator will establish a meeting with the student and the Program Coordinator of their program for a status update on the student's achievement.

If the student is able to demonstrate academic improvement in their marks and attendance, the attendance form requirement will be withdrawn.



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| Section: | POST-SECONDARY EDUCATION PROGRAM | | |
| Policy Title: | Termination of Financial Assistance | | |
| Policy #: | 10-15 | Previous Date Reviewed: | 06/16/2018 |
| Date Approved: | 07/05/2018 | Previous Date Approved: | 08/07/2003 |

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

10-15.1 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.

10-15.1.1 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.

10-15.2 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 10-04.

10-15.3 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.



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| Section: | POST-SECONDARY EDUCATION PROGRAM | | |
| Policy Title: | Appeal Process | | |
| Policy #: | 10-16 | Previous Date Reviewed: | 06/16/2018 |
| Date Approved: | 07/05/2018 | Previous Date Approved: | 08/07/2003 |

POLICY

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

PROCEDURES

10-16.1 Appeal Submission

Students can submit their appeal for "Termination of Post-Secondary Financial Assistance" in writing to the attention of the Education Coordinator.

Students who have issues with preparing a written submission are encouraged to access technology or family/friend support to scribe a written submission.

10-16.2 Appeal Process

Appeals will be reviewed by the Education and Social Services Committee (ESSC).

The Education Coordinator will:

- 10-16.2.1 Issue a letter to the student within ten (10) business days to acknowledgement receipt of the request for an appeal.
- 10-16.2.2 Assemble the Appeal Review Board to meet within 30 calendar days of receipt of the request to review the appeal and case history.
- 10-16.2.3 The Appeal Review Board consists of the ESSC or where conflict of interest exists, a combination of Committee Members and Directors or Managers.

- 10-16.2.4 The student requesting an appeal will be notified in writing about the date of the appeal review so that they have time to plan to attend in person or via teleconference.

The Education Coordinator will:

- 10-16.2.5 Prepare the student file and a case history and forward the file to the Director of Education and Social Services.

The Appeal Review Board will:

- 10-16.2.6 Review the case history of the student.
- 10-16.2.7 Decide whether to uphold or reverse the decision to terminate post-secondary financial assistance.

Note: Students who appeal directly to Gimaa (Chief) and Council will be asked to submit their request for appeal directly to the Director of Education and Social Services.

