

POST SECONDARY EDUCATION ASSISTANCE

PROGRAM POLICY TEMPLATE



TABLE OF CONTENTS

1. Objectives	page 1
2. Definitions	page 1
3. Eligibility	page 2
4. Student Priority Categories	page 3
5. Types of Assistance	page 3-4
6. Limits of Assistance	page 4
7. Undergraduate & Graduate Student Responsibilities	page 4-5
8. Funding Probation	page 5
9. Academic and Graduation Incentives	page 6
10. Appeal Process	page 6
11. Student Information System	page 6
Appendix A - Living Allowance	page 7
Appendix B - Transcript Release Form	page 8
Appendix C - Full Time Student/Application for Education Assistance	page 9
Appendix D - Part Time Student/Application for Education Reimbursement ...	page 10
Appendix E - Application for Scholarships/Graduation Incentives	page 11

POST SECONDARY EDUCATION ASSISTANCE

PROGRAM POLICY TEMPLATE

1. Objectives:

- a. The primary objective of the *Band Name* Post Secondary Education program is to assist eligible registered band members to gain access to post secondary education to graduate with the skills and competencies needed to pursue individual careers and to contribute to the achievement of Mi kmaq self-government.
- b. This program is intended to provide financial assistance to eligible registered band members towards the costs of their post secondary education.
- c. This program policy outlines:
 - i. the criteria to be met by students in order to qualify for financial assistance;
 - ii. the types and maximum levels of allowance available through this program;
 - iii. the maximum duration of assistance that may be provided by the *Band Name* First Nation while a student attends a post secondary education program.
- d. This policy is effective September 1, 2003.
- e. This program policy shall serve as the operating guidelines for the *Band Name* First Nation while administering this program.

2. Definitions:

In this program policy,

- a. **Mi kmaq** means a person whose name is registered on the *Band Name* First Nation members band list.
- b. ***Band Name* First Nation Post Secondary Education Program** is the management unit of the Mi kmaq Council of *Band Name* which is responsible for administering this program.
- c. **Post Secondary Education** means a program of studies offered by a recognized post secondary institution for which completion of secondary school or equivalent is required for admission and is at least two years in duration.

- d. **Post Secondary Institutions** are degree, diploma and certificate granting institutions which are recognized by a province and include educational institutions affiliated with, or delivering accredited post secondary programs by arrangement with a post secondary institution (Appendix A).
- e. **Program of Studies** includes all post secondary programs (greater than one academic year in duration) leading to a certificate, diploma or degree.
- f. **Full Time Students** are students enrolled in 3 or more full time courses per academic year.
- g. **Part Time Students** are students enrolled in less than 3 full time courses per academic year.
- h. **Academic Year** is defined by the post secondary institution for the program that a student is enrolled in.
- i. **Eligible Student** means a registered band member of *Band Name* who meets all admission requirements of the post secondary institution, and the funding application requirements of the *Band Name* Post Secondary Policy.

3. Eligibility:

- a. To be eligible to apply for assistance under this program policy the applicant:
 - i must be a registered Mi kmaq band member of *Band Name* First Nation.
 - ii must have met post secondary entrance requirements.
 - iii must have read, understood and agreed to the Post Secondary Policy. Each student will be given a copy of this policy and must sign a statement agreeing to abide by this policy.
- b. Financial assistance will be provided within the limits of the funds allocated to the *Band Name* First Nation. Students will be deferred if the number of eligible applicants exceeds the annual approved budget.

4. Student Priority Categories:

Approval of applications shall be based on the priority categories listed below in their order of priority.

Category one:

Continuing students enrolled in an approved program of study :

- a. Full-time students who have successfully completed year one or subsequent years of the approved program of study. Success being defined as 1st year 100% and second and subsequent years being 75% of approved program.
- b. Part-time students in an approved program of study

Category two:

New students to the system :

- a. High school graduates.
- b. Students who have completed an undergraduate degree and continue on to an advanced degree program of studies without a break in studies.
- c. Mature students.
- d. Part time students.
- e. Students whose applications for support were deferred for lack of funds and who are re-applying for support.
- f. Students who were dismissed previously from post secondary program or who withdrew from post secondary studies.
- g. Un-successful students from previous year as defined in category 1(a)

5. Types of Assistance:

- a. The students fees for application (Note: maximum 3 universities for freshman students) registration and tuition.
- b. The cost of books and supplies which are listed as required by the post secondary

institution. \$350.00 is provided to full time students. Additional costs are covered with original, detailed receipts for books and supplies including the \$350.00. (\$70 a course \$350 max)

- c. Living allowance (Appendix B).
- d. Travel assistance - 2 round trips to institute from place of residence. Available only when a program of study is not available at the nearest local post secondary institute.
- e. Graduation costs, as determined by band.
- f. Extraordinary costs. These will be defined and funded on a discretionary basis.

6. Limits of Assistance:

- a. Assistance will be provided to eligible students attending:
 - i UCEP - a program that requires completion of secondary school or equivalent as a prerequisite for that program.
 - ii Undergraduate program - as defined by post secondary education institution.
 - iii Advanced Undergraduate Program - that requires an undergraduate degree to enter program.
 - iv Graduate Program - masters and doctoral level.
- b. Program with Professional Certificate - LLB, BEd
- c. The duration of assistance will be the official length of the program as defined by the post secondary institution.
- d. Students enrolled in undergraduate level programs will be assisted for up to one additional academic year if an extension is approved in writing by the faculty chair or the program s dean.
- e. Students may be eligible for an additional year of funding to complete professional certification i,e, LLB articling, MD internship.

7. Undergraduate & Graduate Student Responsibilities:

- a. Student may apply to the post secondary institutions of their choice. Conditional acceptance and final acceptance shall not be assumed that financial assistance will automatically be approved by the *Band Name* First Nation.
- b. Students must register for courses as required by the post secondary institution and provide a copy of his/her course registration form to the Director of Post Secondary Education. Late registration fees are the responsibility of the student.
- c. Students must sign a transcript release form (Appendix C) prior to the start of the academic semester. Tuition payments and living allowances may be withheld if verification of registration and the post secondary file access permission form are not submitted.
- d. Students who plan to drop or add courses must notify the Post Secondary Education Program. Course selection is extremely important and students may be required to reimburse the *Band Name* First Nation for courses dropped without a valid reason. Students who add courses to their plan will be eligible to have the tuition, books and supplies paid for providing prior approval has been given by the Director of Post Secondary.
- e. An application for student financial assistance must be submitted by all students by April 15 of each calendar year. Verification of approval for funding will be confirmed by June 30 of each calendar year.
- f. Student allowance cheques will be issued on the last Thursday of each month. August 31, 2000 student allowance will represent the payment for September. The *Band Name* First Nation will produce an annual schedule of payment dates. Students who fail to meet all of their responsibilities will have cheques withheld until requirements are met. The *Band Name* First Nation reserves the right to adjust this schedule as per program cash management.
- g. No advances will be paid under any circumstances.

8. Funding Probation:

- a. Students who are dismissed from an undergraduate program will be required to wait one academic year prior to reapplying for full time post secondary assistance from the *Band Name* First Nation.
- b. Students can be asked to withdraw from post secondary studies when a) limits of assistance have expired or b) when the *Band Name* First Nation believes a

student is not fulfilling his/her responsibilities.

- c. Students who do not achieve a level of success as defined in sec. 4. ss. 1(a).

9. Scholarship and Graduation Incentives:

- a. In recognition of academic achievement the community may award achievement scholarships to students enrolled as full time students and who have achieved a grade level of B in their program of studies.
 - i The amount of scholarships awarded by the *Band Name* First Nation may be up to \$500.00 annually.
 - ii
 - a. Students are eligible for the scholarship upon successful completion of each year (see sec. 4. ss. 1(a)) of their program of studies in undergraduate and graduate schools.
 - b. Students who graduate from Level I, II, III or IV are eligible for a graduate incentive.
 - iii Students are required to submit an official copy of their transcripts in order for a scholarship to be awarded.
 - iv Graduation costs up to \$350.00 will be paid for by *Band Name* First Nation.

10. Appeal Process:

- a. A student will have access to an appeal hearing if the student believes his/her application for funding was not fairly and objectively handled by the Director of Post Secondary Education Program.
- b. Students must write a letter to the Director of Education who will review the case in detail. A written response will be sent to the student and an appeal hearing will be set.
- c. The appeal committee shall consist of the Director of Education of the *Band Name* First Nation, and Education Director from another Band who manages a post secondary program and student to be named by the student under appeal.
- d. The Appeal Board must agree by consensus either for or against.

11. Student Information System:

The administrating organization is responsible for maintaining a student registry. All data collected will remain confidential.

APPENDIX A

LIVING ALLOWANCE

Full Time:

- a) Student in an approved full-time programs **\$ 1050.00**

Part-time:

Any student taking less than 3 courses per year. Part time students are eligible for reimbursement for tuition (actual cost and related fees) and books (\$70.00) see 5.B for additional costs.

Procedure:

Students must:

- 1. submit application for (reimbursement) prior to commencing course.**
- 2. student must provide documentation that they have successfully completed course(s) to be eligible for reimbursement.**

APPENDIX B

TRANSCRIPT RELEASE FORM

AVAILABLE FROM UNIVERSITY