



## **BEAUSOLEIL FIRST NATION**

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## **EDUCATION DEPARTMENT**

## **POST-SECONDARY STUDENT ASSISTANCE POLICY**

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## **PREFACE**

This Post-Secondary Student Assistance Policy (PSSAP) has been developed to assist the Beausoleil First Nation Education Department to administer the program, and to assist in the eligibility selection process, for approval by Beausoleil Education Advisory Committee (BEAC) and Beausoleil First Nation Chief and Council. Further to help students understand expectations, process and eligibility requirements. The PSSAP also acts as a guide for students to understand expectations, process and eligibility requirements.

This policy is subject to amendment from time to time based on changes in the post-secondary system and the needs of the students and the First Nation. When policy change happens, Education Administration will provide notification changes to Post-Secondary students receiving assistance, however, it is ultimately the student's responsibility to check web-sites, newsletters and bulletins for updated information.

It should be noted that decisions made regarding the financial support of First Nation members are made under the provisions of this policy. Decisions will be made in the best interests of the students and are contingent upon the First Nation's ability to fund education programs and the availability of funds from year to year. Students should be aware that financial assistance under this policy is provided to assist students' with pursuing a post-secondary education. Part-time or casual employment during post secondary studies in no way disqualifies First Nation members from receiving financial sponsorship.

## **MANDATE**

The Beausoleil First Nation PSSAP is designed to encourage and support members of the Beausoleil First Nation to acquire qualifications to become economically self-sufficient and realize their individual potential. The program shall provide counseling and adequate financial support, as defined by the Beausoleil Education Advisory Committee, to First Nation members who have been accepted at eligible post-secondary institutions.

## **POLICY OBJECTIVES**

- The PSSAP is provided to students and is meant to assist students with their education and not to entirely support them while attending post-secondary programs.
- To ensure that all students are aware of the process through which these funds are accessed.
- To encourage and support First Nation members to gain access to post-secondary education; to encourage successful completion of Post-Secondary education with the qualifications they require to pursue their chosen careers. The PSSAP assists individuals to realize their potentials for contribution to the community and to society at large.
- To meet the ever-increasing demand by eligible First Nation members for post-secondary assistance and to provide post-secondary educational opportunities to as many eligible First Nation members as possible.

## **DEFINITIONS**

The following definitions are provided for all applicants and are used within this policy for information purposes.

**ACADEMIC YEAR-** is as defined by the post-secondary institution and is usually at least eight (8) months in duration for undergraduates and twelve (12) months for graduates

**CERTIFICATE PROGRAM-** usually a ten (10) month program that awards a certificate upon completion.

**CONTINGENCY FUNDING-** financial support provided to students for costs related to emergencies. Emergencies eligible for contingency funding include: individual or immediate family illness, accident or bereavement. Please be advised that the presentation of a “good reason” does not necessarily constitute an emergency. This decision for financial support in the case of emergencies is made at the discretion of the Education Director.

**DEPENDENTS-** any children who live full-time with the student and rely on the student for support.

**DIPLOMA PROGRAM-** a college-level academic program typically two (2) years in length.

**UNDERGRADUATE FULL TIME STUDENT-** a student who is enrolled in a minimum of four (4) credits per academic year.

**GRADUATE FULL TIME STUDENT-** a student who for each term or semester, takes a minimum of two (2) credit hours of course work or who are enrolled in full-time thesis research or thesis project.

**LOCAL TRAINING-** training initiatives offered on Christian Island which results in formal certified training that enhances the education and employability of the student.

**MATURE STUDENT-** an applicant over the age of eighteen who has been out of school for at least one year.

**PART TIME STUDENT-** a student who registers in less than three (3) credits or equivalent hours per semester at both the College and University levels.

**POST-SECONDARY EDUCATION-** a program of studies offered by an accredited post-secondary institute (non-private) that requires completion of secondary school or certain high school courses as a pre-requisite.

**POST-SECONDARY INSTITUTION-** certificate, diploma or degree granting institutions that are recognized by a Province and include educational institutions affiliated with or delivering accredited post-secondary programs by arrangement with a public post-secondary institution.

**PRIVATE INSTITUTION-** a privately-funded institution

**ACADEMIC PROBATION-** specific period during which a student is under strict academic guidelines, usually because of low or failing grades.

**SEMESTER-** refers to a part of the academic year, as defined by the post-secondary institution. Semesters usually run from September to December (fall), January to April (winter), April to June (spring) and then a variety of summer semester schedules.

**FUNDING OVERPAYMENT** – payments made to/on behalf of a student, where circumstances have led to program failure or withdrawal. Does not include deliberate/fraudulent misuse of funds. Misuse of funds will be grounds for immediate and future ineligibility and potential criminal charges.

## **ELIGIBILITY**

Applicants must meet all of the following criteria:

- Must be registered to the Beausoleil First Nation and provide a photocopy of status card
- Must have met university or college entrance requirements
- Must be a permanent Canadian resident for six (6) months prior to the date of application
- Must submit a detailed letter outlining educational goals, current education level and the length of time required to fulfill these goals, analysis if outside of Ontario.
- Must provide an acceptance letter from the post-secondary institution or a document indicating approval to continue studies
- Must submit a completed Post Secondary Application form
- Must provide official transcripts from the most recent secondary school and/or post-secondary school attended
- Must submit a Consent to Release of Information form
- Registration form or letter showing number of courses and credits
- Evidence of satisfactory completion of last sponsored course (Marks, Official Transcripts)
- Letter of permission if attending more than one institution
- Tuition and /or Residence fees statement indicating costs and deadlines
- Employer Declaration or Letter for Tuition Sponsorship (part-time applicants only)
- Signed acknowledgement understanding and acceptance of the PSSAP must be at least two academic years in duration (some programs may be exempt e.g. Pre-Health Science, etc.)

## **LOCAL TRAINING**

- Applicants may be eligible for a small stipend, depending on the availability of funds and depending on the terms of the relevant partnership.

## **POST-SECONDARY PROGRAMS OUTSIDE OF ONTARIO**

Students may attend a post-secondary program outside of Ontario based on their proof of program choices/analysis must also be provided with application. Due to funding limitations, First Nation members who are non-residents of Canada are not eligible for post-secondary assistance.

## **CONTINUING STUDENTS**

As funding is limited, all students must re-apply each year for assistance. Continuing students must provide:

- A completed application form
- Official University/college transcripts by July 1 of each year
- Updated letter outlining educational goals and length of time needed to fulfill them

## **PRIORITY FOR FUNDING**

The following priority list will identify the priorities of funding.

1. **Continuing Students-** enrolled in post-secondary studies in the previous year and maintained a Grade Point Average (GPA) of 2.0 or better, including those students moving up a level (e.g. College to University). **A) Part-time Students-** Students who request tuition and books only. **B) Part-Time Students who wish to attend full time-** who have successfully achieved at least five (5) credits through part-time studies. **C) Students on Academic Probation-** Students who have been on academic probation the semester previous. Applicants must provide official transcripts and tuition receipts.
2. **Grade Twelve Graduates** - New grade 12 graduates who have achieved a sixty five percent (65%) average overall.
3. **Self-funded Students-** Students who have self-funded through other sources for the first academic year and have successfully passed all required courses for the first year of studies, according to their program.
4. **Mature Students who** have been offered admission as a mature student.
5. **Previously Successful Students-** Students who were successful in previous years, but not moving up a level.
6. **Applicants for Local Training-** who meet the criteria for local training and wish to enroll in a program offered locally

**The following will also be taken into consideration when reviewing applications:**

- Students who owe the Beausoleil First Nation money for previous or present education sponsorship. Student who have been classified as a funding overpayment
- Students who breach the academic probation agreement will not be considered for assistance for a period of three years or thirty six (36).months

### **APPLICATION DEADLINE**

**March 15<sup>th</sup>**  
**Spring/Summer/Fall/Winter**

### **APPROVED APPLICATIONS**

The following steps will be undertaken

1. A sponsorship letter will be faxed and mailed to the institution indicating that the Beausoleil First Nation will sponsor the student, minus any health and optional fees. On the letter, the student number will be noted if available. It will direct the institution to invoice Beausoleil First Nation directly for student tuition.
2. A letter is issued to the student indicating approved levels and limits. In addition, location of the policy noted.
3. A file is made and financial/electronic information exchanges begin happening on the student's behalf.
4. All living allowance will be deposited into student's account as per approved timelines.

### **FUNDING**

#### **TUITION FEES**

Fees will be paid directly to the institution to the **maximum** amount of:

- \$8,000.00 per year

Tuition assistance is limited to the tuition costs for a student attending a Canadian public post-secondary institution. When you apply for education assistance, it is your responsibility to provide the best estimate of tuition costs and mandatory fees. Once the actual tuition fee statement is received, it must be forwarded to the Education Department immediately. It is the student's responsibility to opt out of any optional fees that you are not willing to pay yourself (e.g. Health and dental fees, etc.). Late registration fees are also the student's responsibility.

## **BOOK ALLOWANCE**

Book/Supply allowance will be provided to a maximum of \$300.00 for College and \$400.00 for University level courses per semester. Book receipts will be submitted to the Education office after each semester.

## **CONTINGENCY**

**Contingency Funding For Emergency Travel** - In the event of death or serious illness in the immediate family, full-time students are eligible for one trip at the rates most economical rate for travel.

## **LIVING ALLOWANCE**

### **EFFECTIVE APRIL 1<sup>ST</sup>, 2015**

#### **POST-SECONDARY FUNDING RATES FOR LIVING ALLOWANCES**

	<u><b>MAXIMUM MONTHLY</b></u>
<b>SINGLE STUDENT</b>	
Living with parent	\$800.00
<b>SINGLE STUDENT</b>	\$1,000.00
<b>STUDENT WITH:</b>	
1 dependent	\$1,100.00
2 dependents	\$1,200.00
3 dependents+	\$1,300.00

#### **\*Notes:**

1. Proof of dependents must accompany the application form. Copies of Indian Registry Cards (Status Cards), birth certificates and medical cards are all valid. Dependents must be 18 years and younger and live with the student during the school year to qualify.

## **PROBATION & TERMINATION OF FUNDING**

A student will be placed on immediate academic probation if they fail two (2) or more courses in a semester or if their GPA drops below 2.0. Continuing students who take a leave from studies after the withdrawal date without penalty will be placed on automatic academic probation for a period of one semester, and may be subject to a repayment.

The following procedures will be used: upon reinstatement a probation agreement is required before assistance is processed.



## **TWO COURSES FAILED IN A SEMESTER:**

This will result in an automatic probation period for two semesters, with a signed probation agreement.

In order to show commitment to education, the student may be recommended to take out a student loan for one term. After successful completion of all courses, the student will be considered for future funding following the same application procedures as regular applicants with the official transcripts for the most recent term.

## **WITHDRAWALS**

- **from a course** will result in a review of the students' full time eligibility status
- **from a program** will result in immediate withdrawal from student sponsorship.

## **APPEAL PROCESS**

The student will present his or her case **in writing** to the **Beausoleil Education Advisory Committee at 11 O'Gema Miikaan, Christian Island, Ontario, L9M 0A9**. The chairperson will inform the Education Department to have this appeal added to the agenda of the next meeting. The envelope must be marked CONFIDENTIAL.

The student is notified in writing of the date and time of the Beausoleil Education Advisory Committee meeting when his or her case is being presented. The student has the option of being present or having a representative there on his or her behalf. The student appellant should present his/her position directly to the BEAC if attending the meeting in person. All attempts to accommodate the student to present their case will be made (i.e. an out of province student may request a conference call, or communication video conference or another electronic method compatible with Beausoleil First Nation technology).

The Education Director will provide the BEAC members with documentation on the case, in writing.

The student can appeal to Beausoleil First Nation Chief and Council if he or she is unsatisfied with the BEAC decision. The decision of the Chief and Council will be final.

## **FUNDING LIMITS**

### **Limits of Assistance**

Students are expected to progress "up" through the education levels and are limited to education assistance involving full-time assistance allowance for one diploma or degree at each level. Concurrent programs are exempt from this restriction.

There is a thirty six (36) month waiting period to be eligible for a second diploma or degree at the same or lower level of study. Essentially, a previously successful student would wait three (3) years before re-applying for a second diploma or degree for consideration.

<b>Level</b>	<b>Program</b>	<b>Time Limit/Funding Limitations</b>
<b>1.</b>	<b>College</b> - Certificate - Diploma	2 semesters  2 or 3 year program (6 semesters max for 2 year; 8 semesters maximum for 3 year)
<b>2.</b>	<b>Undergraduate</b> - University Degree - Professional Designation e.g. CGA, CA, B.Ed., etc.	3 or 4 year degree  1 year
<b>3.</b>	<b>Graduate</b> - Masters Degree (M.A.) - Doctoral Degree (Ph.D.)	As defined by the Provincial Institution

### **Level 1- Community College Certificate or Diploma Program**

- a) Students may receive financial assistance to complete a maximum of **one (1) certificate and one (1) diploma** program at Level 1. (e.g. pre-health science)
- b) If a student changes from one program at Level 1 to another program at Level 1, the total time spent in both programs will count for the purpose of the time limit/funding limitations.
- c) Students who were previously enrolled in, but did not complete, a Level 2 program (because they withdrew or changed programs) **are** eligible for funding for a Level 1 program. Subject to thirty six (36) month waiting period.
- d) Students who have already completed a program at Level 1, 2 may be eligible funding for Level 1 programs – to enhance or increase their qualifications for employability.

### **Level 2- Undergraduate University Programs**

Students may receive financial assistance to complete a maximum of one (1) program at Level 2 in the undergraduate program and may be allowed to take one (1) extra year for a Professional designation.

### **Level 3- Graduate Programs**

Students may receive financial assistance to complete a maximum of two (2) programs at Level 3.

## **APPLICATION PROCESS**

### **Responsibilities**

#### **Students:**

Students must ensure they understand the eligibility requirements/application deadline for submitting complete applications with all the required documents including transcripts to the Education Department, prior to the deadline date.

#### **Education Director/Education Manager:**

The Education Director and the Education Manager screen all incoming post-secondary funding applications to ensure eligibility and that applications are complete with the available supporting documentation.

#### **Beausoleil Education Advisory Committee:**

Applications are confidential; the BEAC only approves aggregate totals and ensures policy has been followed.

#### **Beausoleil First Nation Chief and Council:**

The Beausoleil First Nation Chief and Council will meet no later than four (4) weeks after the March 15<sup>th</sup> deadline to review the submitted post secondary budget based on recommendations of the BEAC and Education Department and makes a formal motion to approve aggregate totals for assistance.

The Education Director/Education Manager will act on this motion and contact all applicants regarding the decision of the Beausoleil First Nation Chief and Council regarding approvals, in time to meet institutional deadlines.



## ACADEMIC PROBATION AGREEMENT

The following terms of probation are between:

\_\_\_\_\_  
(Student name)

And

Beausoleil First Nation

I, \_\_\_\_\_ a student sponsored by the Beausoleil First Nation, agree to the following terms of probation:

- 1) Probationary period will last from \_\_\_\_\_ to \_\_\_\_\_.
- 2) I agree that I will maintain financial responsibility and budget funds accordingly.
- 3) I will submit a schedule of classes to the Education Director and the Education Manager.
- 4) I agree that I will attend all classes, without exception unless with a professional notification such as a Doctor's note. Such note must be faxed to the Education Director within five days of visit.
- 5) I agree that I will undertake full time studies to maintain full funding status.
- 6) I agree to maintain the passing grade standards (C or 2.0 GPA) of the Beausoleil First Nation Chief and Council requirements for funding assistance.
- 7) I agree to submit regular interim reports on my progress within each class. I will make arrangements with my instructors to submit these at mid-term.
- 8) I agree that if I encounter difficulties with my studies, I will notify the Education Director and \_\_\_\_\_ Student Support Services  
(Post Secondary institution) for direction and tutorial assistance.
- 9) I agree to communicate regularly with the Education Director, at least twice per month.
- 10) I agree to have my file reviewed on a monthly basis (on the 10<sup>th</sup> of each month of sponsorship); and
- 11) If I have neglected the responsibilities of this agreement, my sponsorship funding will be suspended.
- 12) If I do not submit this signed document before the commencement of my program of study, I agree that I waive sponsorship.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 201 \_\_\_\_\_

Students Name: \_\_\_\_\_

Witness: \_\_\_\_\_