

TABLE OF CONTENTS

PHILOSOPHY 1.0	2
GOVERNANCE AND ADMINISTRATION 2.0	2
GOALS AND OBJECTIVES 3.0	3
ELIGIBILITY 4.0	3
Deadline dates	4
REQUIRED DOCUMENTS.....	5
APPLICATION PRIORITIES 5.0	6
LIMITS OF SUPPORT 6.0	7
TYPES OF SUPPORT 7.0	8
Tuition and book support	8
Travel and relocation	9
Part time study	9
Living allowance	9
Special needs students	9
Special contingency	10
ACCOUNTABILITY 8.0	11
APPEALS PROCESS 9.0	12
GRIEVANCE PROCEDURES 10.0	12
CONFIDENTIALITY 11.0	12
APPENDIX A	13

1.0 PHILOSOPHY

1.1 The belief of the people of Poundmaker Cree Nation is for all members to have the opportunity for Post Secondary Education, a right established by the Treaty Six obligation. This is available to all members for the development of well- rounded, responsible caring individuals who are healthy in body, mind and spirit, and to contribute to society.

2.0 GOVERNANCE AND ADMINISTRATION

2.1 The Poundmaker Post -Secondary Education is mandated by the Poundmaker Chief and Council and they assume full and final authority and responsibility for the delivery of Post-Secondary Education for Poundmaker students. The policies set out in this manual are those established and approved by the Poundmaker Cree Nation Chief and Council.

2.2 The Post Secondary Student Support Program (hereinafter referred to as P.S.S.S.P.) supports Poundmaker Band Members in pursuing Post Secondary studies in recognized and authorized Post Secondary Institutions.

2.3 This manual provides policy directions to the Poundmaker Chief and Council for the administration of the P.S.S.S.P and forms the basis for a set of Operating Guidelines for the Post-Secondary administrator who will administer this program on behalf of the members of the Poundmaker Cree Nation.

2.4 The Poundmaker Chief and Council shall meet annually to review the Poundmaker Post-Secondary Policy Manual.

2.5 The Poundmaker Policy Review Committee shall consist of Poundmaker Chief and Council, and two (2) student representatives. In the event that the representatives are not elected by September 30th, the Chief and Council shall appoint the student representatives.

2.6 Applicants will be informed in writing of the support approved or for the reasons for rejecting or deferring the application. Applicants will be informed within a reasonable time after the deadline date.

2.7 A deferred Application is where an eligible applicant refuses funding for one academic year.

2.8 Deferred/Waitlisted applicants must contact the Post-Secondary Counselor after each term to keep their application active. The deferred/waitlisted applicants will then be added to the May 31st new applications. They will be prioritized in the proper categories according to policy. The advantage to the deferred applicant who remained active is that their original application date will prioritize them in sequence within their appropriate categories.

2.9 Students will only be allowed (1) deferment (one year) throughout the duration of the academic program.

3.0 GOALS AND OBJECTIVES

3.1 The goals of the P.S.S.S.P. is to provide opportunities for pre-qualified, eligible students to fulfill and achieve their academic aspirations.

3.2 The objectives of the P.S.S.S.P. are to encourage and support pre-qualified, eligible students to acquire University, Technical Institute, College or professional qualifications so that they can become economically self-sufficient and develop their individual potential to further their own aims and contribute to the progress of the Indigenous community, the province, the country and the global community.

4.0. ELIGIBILITY

4.1 The student must be a member of the Poundmaker Cree Nation and have a 24- credit grade 12, Adult 12 or ABE 12.

4.2 The student must have met entrance requirements and must have been accepted for enrollment in a recognized Post Secondary Institute for a program of studies.

4.3 The student must be enrolled in a program of at least eight (8) months duration that leads to a recognized certificate, diploma or degree and meets the application funding guidelines

4.4 The student must be enrolled in a minimum of four (4)classes (24 credits) or a full time program, as determined by an Institute's policies and approved by the Poundmaker Chief and Council to be designated as a full-time student.

4.5 If a student requires 1 or 2 classes to complete a program, full funding will be provided if these classes are taken during Intersession/Summer School, or it is the student's final semester. Part-time funding will be provided if such classes are taken during a regular semester.

4.6 If a student fails their final term of funding, or their internship/practicum they will be responsible for their own funding to complete their program.

4.7 Support will be provided within the limits of funds allocated by INAC. If support for the number of applicants exceeds the budget, applications will be accepted according to the criteria set out by the Poundmaker Cree Nation Post Secondary Policy Manual.

4.8 The new applications must have been received by the deadline date set out in this Policy Manual. Failure to submit required documentation by deadline dates will result in delays and / or disqualification from funding.

DEADLINE DATES

A. FALL TERM (SEPTEMBER-DECEMBER)

- a.) **April 30**-Send out applications for FALL term to continuing students.
- b.) **May 31st-DEADLINE DATE FOR NEW AND CONTINUING STUDENT APPLICATIONS.**
- c.) **July 31st**-Deadline date for required documents for continuing and new students.
- d.) **September 1st**-Send out student / institute sponsorship letters for **FALL** term are sent to students / institutes.

B. WINTER TERM (JANUARY-APRIL)

- a.) **September 30th**- Applications for WINTER term are sent to continuing students.
- b.) **October 31st- DEADLINE DATE FOR NEW AND CONTINUING APPLICATIONS.**
- c.) **November 30th**-Deadline date for required documents.
- d.) **December 1st**-Student / institute sponsorship letters for **WINTER** term are sent to student / institutes.

C. INTERSESSION/ SUMMER TERM

- a.) **January 31**-Send out applications to **continuing** students who to wish to take INTERSESSION/SUMMER CLASSES.
- b.) **February 28-DEADLINE DATE FOR CONTINUING APPLICATIONS FOR INTERSESSION/SUMMER SESSIONS.**
- c.) **March 31st**-Deadline date for required documents.
- d.) **April 1st**-Student / institute sponsorship letters for **INTERSESSION/ SUMMER** are sent out to students /institutions

4.8 All **NEW** and **CONTINUING** students must submit official transcripts of marks and any required documentation to maintain funding. Failure to do so will result in disqualification of funding.

4.8.1 The following Required Documentation should accompany the application forms or submitted to the office on or before the deadline date.

***Failure to submit required documentation by deadline dates will result in delays and/or disqualification from funding. ***

- 4.8.1.1 **STATUS CARD VERIFICATION**
(Photocopy of card)
- 4.8.1.2 **INSTITUTE ACCEPTANCE**
(Copy of letter from the institution)
- 4.8.1.3 **DEPENDENT VERIFICATION**
Child must be residing with student in order to claim
(Revenue Canada Child Tax Credit Form)
- 4.8.1.4 **FINAL REGISTRATION**
(Official form from institution listing classes in which you
will be enrolled in) upon approval of funding due to the
financial obligation you will have when you register.
- 4.8.1.5 **TRACKING SHEET OF CLASSES**
(Upon approved funding with the assistance of and
academic counselor send a list of courses required to
complete your
DEGREE/CERTIFICATE/DIPLOMA)
- 4.8.1.6 **MOST RECENT TRANSCRIPTS** indicating successful
completion of GRADE 12/ ADULT 12/ ABE 12.
- 4.8.1.7. **PROGRAM INFORMATION**
(Verification that program has entrance requirement level
of grade 12, adult 12 or ABE 12) and is eight months in
length.
- 4.9 All students must sign a **STUDENT RELEASE FORM**
on the application form, which will be submitted to the
institute they are attending.

5.0 APPLICATION PRIORITIES

5.1 Mandatory Orientation for Post Secondary Students:

Students who attend Post Secondary Institutions in Saskatoon and Regina, who have been approved for funding **must** attend an annual orientation session at the beginning of each academic year. The first term book allowance will be distributed at that time. All other students are required to contact the Post Secondary Counselor prior to the beginning of the term for a telephone orientation, after which the book allowance will be released.

5.2 All students seeking Post Secondary funding for the next academic year must apply annually by May 31st, and must be in grade 12 or have their grade 12. It is understood that students who qualify for Post Secondary funding will be conscientious in pursuing their academic program by attending classes regularly and passing all their classes.

Students who are required by the Institution to take less than a full program will have their funding pro rated accordingly.

5.3 Priority for funding will be based on post-marked dates on the application form.

5.4 Priorities for approval of applications for student funding will be based on the following criteria.

5.4.1. GROUP 1

5.4.1.1. Continuing students will be funded up to the completion of one program (**of either a certificate / diploma / degree**). **PROGRAM TO BE INDICATED ON THE ORIGINAL STUDENT APPLICATION. (What the student puts on their application is what the student will receive).**

Priority funding will be granted to those closest to completing their program.

5.4.1.2 Grade 12 graduates entering Post Secondary programs

(24 credits/ABE 12/ADULT 12).

5.4.1.3 Part-time students who do not qualify for alternative funding.

5.4.1.4 Students who are enrolled in distance education and who do not qualify for alternative funding. (Labor Force Development)

5.4.1.5 Students who have funded themselves for one full academic year.

5.4.2 Group 2

5.4.2.1 Students returning to the same program after a leave of absence (due to reasons other than being required to Discontinue (RTD))

5.4.2.2 Students returning to a different program after a leave of absence (due to reasons other than RTD)

5.4.2.3 Students seeking a second degree or a Masters or PH.D

5.4.3 Group 3

5.4.3.1 “Required to Discontinue” students who have been re-admitted by the Institute, will be responsible for the first term tuition. Poundmaker P.S.S.S.P. will provide funding for living allowance and books. Upon successful completion of Term 1, full funding will be reinstated.

5.4.4 Group 4

5.4.4.1 Students who have previously graduated from a PRIVATE INSTITUTE.

5.4.4.2 Continuing students who transfer from a UNIVERSITY or TECHNICAL COLLEGE to a PRIVATE INSTITUTE during their funding

***Continuing students who transfer to a PRIVATE INSTITUTE will have a tuition limit based on the amount of funds previously allocated. The original application will also be used to determine the length of time a student is to be further funded.**

6.0 LIMITS OF SUPPORT

6.1 Support for Post-Secondary Education expenses will be provided for the four levels of Post Secondary Education and limits are placed on the duration of support according to the level or program the student is enrolled in:

* **Level 1**-Community College/Technical Institute/Private Institute (two years duration of program)

* **Level 2**-Undergraduate program i.e.: B.A., B. Ed. G. Sc. etc/ (Up to 32 months for 3 years; up to 40 months for 4-year program)

* **Level 3** -Professional programs i.e.: M.D., L.L.B., (University’s normal duration of program)

* **Level 4** -Graduate programs (University’s normal duration of program)

*** Funding may be provided to a private institute ONLY if a similar program is unavailable at a public institute.**

6.2 Students requesting a program or institute change prior to completion of the original degree or certificate program will be required to make special application and justify the request to the Chief and Council.

6.3 Continuing students may be assisted for an additional academic term of four (4) months for documented and authorized leave approved by the Chief and Council providing the Institute allows the student to continue to the original length of the program.

6.4 Continuing students may be assisted for an additional academic term of four (4) months, for purposes of compassion or bereavement and upon the acknowledgment of the institute and approved by the Chief and Council.

7.0 TYPES OF SUPPORT

7.1 Tuition and Book Support

7.1.1 These include student's fees for registration, tuition, compulsory tutorials, initial professional certification, examination fees and books, and laptop computer.

7.1.1.1 Administrative staff will have the flexibility to adjust the book support of \$250.00 per term, if such requests are accompanied by appropriate documentation.

7.1.2 Tuition fees for all Post Secondary students attending foreign institutes will be limited to \$5,000.00 in Canadian funds.

7.1.3 Students who require tutorial services will be asked to provide the following required documents. **Tutorial support is dependent on availability of funds.**

7.1.3.1 Request from the student for tutorial support

7.1.3.2 Support of tutorial request by the institution

7.1.3.3 Letter from tutor providing name and address.

7.1.3.4 Student tutorial support money will be payable directly to the tutor upon invoicing and verification.

7.1.3.5 Documentation should include the length of time the tutorial assistance is required and the cost per hour-not to exceed two hundred fifty (\$250.00) dollars per student year.

7.1.3.4 Tuition support will not be provided for students attempting to raise their grade point average in a particular course.

7.2 Travel and Relocation

7.2.1 Students will not be supported for relocation assistance. However, upon availability of funds after the October 31 deadline date for New Winter students. There will be a \$100.00 travel allowance for each student who are on funding from the Fall term.

7.3 Part-Time Study

7.3.1 When a student is enrolled in studies for what is termed less than full time by the Poundmaker Chief and Council that student will only be eligible for tuition and books assistance.

7.3.2 Students enrolled in correspondence or other distance education courses and may qualify for tuition fees and book assistance as required by the institution.

7.4 Living Allowance

7.4.1 The support for living allowance is expected to cover such costs as food, shelter, transportation, clothing, daycare, damage deposit and housing costs.

7.4.2 The living allowance rate structure and entitlement will be reviewed and set annually by the administering organization. The Poundmaker Chief and Council will examine the adequacy of current living allowance rates. See Appendix A.

7.4.3 Individual (s) to be classified as a dependent child must be under the age of eighteen (18), as of September 30 of that year, and is living with the student receiving funding and is enrolled in an educational program. They must not be receiving income from any other source of funding.

7.5 Special Needs Students

7.5.1 Students with special needs (i.e.: physically disabled) requiring additional assistance related to their Post Secondary programs shall have their requests considered on an individual basis.

7.6 Special Contingency

7.6.1 Contingency allowances (**dependent on availability of funds**) will be granted to the following:

7.6.1.1 Grad Award- Grad award disbursement will be in accordance to the following schedule and will be a once only payment for each category.

Grad award:	
Certificate/diploma	\$500.00
Degree	\$500.00
Masters/Doctorate	\$500.00

7.6.1.2 Practicum – A one- time grant of four hundred dollars (\$400.00) to defray the costs of a required practicum is available. The practicum must be a required part of the student’s program. In the event that there are a number of practicums that the student must serve, the student must use the grant for the practicum of the longest duration. The practicum allowance for the Nursing students will be \$1000.00 to be used for the practicum of the longest duration.

7.6.1.3 Dependent-A three hundred dollar allowance will be given to the students who have acquired a new dependent while on funding.

7.7 Advances

7.7.1 No advances will be made except for glasses/contacts/hearing aids where costs are to be recovered from the living allowance in the next term and payment is made directly to the optometrist.

7.7.2 Damage Deposit will be authorized upon documentation from the landlord and will be sent directly to the landlord. The Direct Deposit will be deducted during the course of the academic year.

*****Direct deposit will be on the third last banking day of the month.*****

8.0 ACCOUNTABILITY

8.1 Every effort will be made by Poundmaker Chief and Council to recover overpayment to students who misuse funding by not fulfilling the terms of the P.S.S.S.P., or who misrepresent information which they have provided on the application or other required documentation. A letter will be sent to the student with information of the situation and all funding will be terminated immediately.

8.2 Students will be responsible for repaying costs for any classes from which they withdrew for reasons other than a valid medical reason. The institution they attend must accept the medical reason(s). Any living allowance or other overpayments will be deducted from their monthly living allowance. The student will be sent a letter with a possible repayment schedule; the overpayment will be required to be paid back to the Post Secondary Administration before the end of the present term.

8.3 A medical withdrawal will apply to any classes in which the student has registered for that term. Living allowance of students with medical withdrawals will be prorated in accordance to their remaining courses. Students with medical withdrawals will remain on the continuing

8.4 Upon submission of medical documentation students may be granted one medical leave during their Post Secondary funding period. Further medical leave request will be considered through the appeal process.

8.5 Students with complete medical withdrawals will be required to sit out the next consecutive term and will require a medical letter confirming the health status of the students before registering for the next semester.

9.0 APPEALS PROCESS

9.1 Every student has a right to appeal a Chief and Council's or administrator's interpretation of the policy. However, when a student application for funding has been refused because available funds are fully committed, this appeal process will not be considered.

9.2 The student will discuss the matter first with the counselor.

9.3 If unresolved after discussion with the counselor, the student may then appeal the matter in writing to the Poundmaker Chief and Council. This appeal must be sent to the Post Secondary Counselor, which will then be brought to the attention of the Chief and Council at the next meeting. The Chief and Council will then review the appeal and their decision will be final.

9.4 The student has a right to attend the appeal hearing in person, or be represented by a designate, at the student's expense.

9.5 **Policies** and the **Guidelines** will be strictly adhered to.

10.0 GRIEVANCE PROCEDURES

10.1 If a student or group of students, have a grievance regarding Post Secondary matters other than funding, the grievance procedure shall be as follows:

10.2 The student(s) submit (s) by mail a written report and supporting documentation to the Post Secondary Counselor which will be presented to the Poundmaker Chief and Council at the next scheduled meeting.

10.3 The Poundmaker Chief and Council will review the grievance and arrive at a decision on the matter, and their decision will be final.

11. CONFIDENTIALITY

11.1 The Poundmaker Chief and Council shall have access to all student files and information. No confidential information regarding students will be released unless the situation is warranted. Information will be released to other parties if students involve them in the situation. The student will be advised of information released.

11.2 Confidential information or representation will only be released upon written documentation giving permission for release of information by the student.

APPENDIX A

The following structure will be maintained in determining allowances:

- Single student
- Married student with dependent spouse
- Single student with dependent children

	Monthly rates
a.) Single student	950
b.) Students with dependents	
-with 1 dependent	1245
-with 2 dependents	1405
-with 3 dependents	1555
\$50 per month for each additional dependent	