

Chippewas of Nawash Unceded First Nation Board of Education

Nawash Post Secondary Assistance Program (NPSAP) Article 5

Policy



Policy Section	Section No.	Policy No.	Effective Year
PSS	5	5.00.00	Approved March 2 nd , 2007 Amended January 26, 2009 Amended September 22, 2009 Amended October 5, 2009 Reviewed November 9, 2009 Approved December 8, 2009 # 172-09 43/09 Reviewed February 3, 2010 Approved March 29, 2010 #248-10 56/09 Approved in principle - August 18/10 BCR# 373. Note: Noted amendments to be B.F. to Band Council for ratification. Approved September 20, 2010 #368-10 78/10 Approved December 17, 2012 #421-12 62/12 Approved January 14, 2013 BCR# 582 Approved January 17, 2014 #232-14 38/13 & Approved March 5, 2014 – BCR # 813

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Post Secondary Policy may be amended as required; 30 days written notice will be provided to the Post Secondary student. It is the student's responsibility to ensure they are aware of all changes.

The Nawash Post Secondary Assistance Program (NPSAP) objectives are to:

1. Provide financial assistance, subject to the availability of funding, to eligible Chippewas of Nawash Unceded First Nation band members in pursuit of Post Secondary education.
2. Assist Post Secondary students with the tools and resources necessary to graduate with the qualifications comparable to other Canadians with similar educational and socio-economic backgrounds.
3. Improve the employability of the Chippewas of Nawash Unceded First Nation band members by providing eligible students with access to education and skills development opportunities at the post secondary level. This is expected to lead to greater participation of students in post secondary studies, higher Chippewas of Nawash Unceded First Nation graduation rates from post secondary programs, and to improve individual, family and community well-being for band members.
4. Ensure that a maximum number of Chippewas of Nawash Unceded First Nation band members are approved for assistance under the NPSAP criteria.

The NPSAP is not a full funding program. Students who have educational costs that are higher than the maximum allowances under the NPSAP are encouraged to seek and secure supplementary financial assistance.

The following is a list of other financial sources:

Chief Ralph Akiwenzie Scholarship Fund

Ontario Student Assistance Program: <https://osap.gov.on.ca>

National Student Loans Service Centre: www.canlearn.ca

Canada Student Loans Program: www.hrsdc.gc.ca under the Jobs & Training tab

The Dream Catcher Fund: www.dcfund.ca

First Nation People's Scholarship Fund: www.communityfoundationgreybruce.com

Ontario Disability Support Program: 1-888-789-4199, or contact your local Ministry of Community & Social Services office.

As a First Nation student you can apply for any of the hundreds of scholarships that are available throughout Canada. For a start, search on:

www.scholarshipscanada.com

www.studentawards.com

<http://www.ammsa.com/community-access/scholarships>

<http://indspire.ca> under the tab Scholarships & Bursaries

BCR #	Board Motion	Effective:
Revised: 9.22.09	Motion # 117-09 27/09	-Added "an approved MTCU", deleted "Students will be required to identify all of the sources that will be used to cover their educational costs".
Revised:	Motion # 248-10 56/09	Added to 2. "Academic certification to pursue" and "(i.e.: Pre-apprenticeship...)"
BCR #421-12; 01.14.13	Motion # 421-12 12.17.12	

Academic Standing: Academic standing is a measure of the student's academic achievement relative to their degree requirements, and determines their eligibility to be admitted to and/or proceed in their academic program and to qualify for graduation. A student who meets the academic requirements for their program will be in Excellent, Good, or Satisfactory standing, depending on the program and his/her term and overall averages. Failure to meet minimum average requirements for the plan may result in a Conditional standing, Academic probation or a Failed standing.

Bereavement: For the purpose of this policy bereavement applies in the case of death of any member of the immediate family, a request to serve as a pall bearer, or perform another special function.

Chippewas of Nawash Unceded First Nation Band Member: A registered Band Member of the Chippewas of Nawash Unceded First Nation as defined by the Indian Act.

Contingency Funding: Provide funds to financially support to students for travel costs related to emergencies. Emergencies eligible for contingency funding include individual or family illness, accident or bereavement.

Continuing/Returning Students (P2) Students who are currently sponsored by the NPSAP and are continuing on with their current program of studies. Students in this category must be in satisfactory academic standing with their post secondary institution. If you are not in satisfactory academic standing with your post secondary institution at the end of your term you will be assigned a new priority designation when you re-apply for funding.

Deferred Priority Status: A sponsored student may make a request to the Review Committee, in writing, to have their priority status maintained for up to one academic year. All requests to take a leave must be accompanied by written approval from your post secondary institution's department head or Dean. All recommendations from the Review Committee must be approved by the Chippewas of Nawash Board of Education.

Distance Education: A formal educational process in which the majority of the instruction occurs when students and instructors are not in the same place. A program that is intensified and specialized where a student needs to travel to a particular locale.

Educational Assessment Plan (EdAP): A plan completed by the Nawash Post Secondary Coordinator with the student indicating: employment goal, education goal, education and training, educational readiness and maintenance, personal environmental issues and assessment summary. The EdAP is mandatory for all first time funded students and/or students experiencing difficulties in their academic program. The EdAP is where students can identify if they have any Special Needs, or a required assistive devices or resources through the EdAP interview process and forms.

Education Continuum: The sequence of education levels in which students continue their Post Secondary Education, for example when a student graduates from an undergraduate (BA, HBA) program, continuing on to a graduate (MA), or professional program; or from a college level program to a university program.

Eligible Post Secondary Institution: Degree, diploma or certificate granting institutions which are recognized by a province (or territory) and included in the Aboriginal Affairs and Northern Development Canada (AANDC) Post Secondary list. These institutions must be recognized by the Ministry of Colleges and Universities guidelines. All program and courses must be accredited.

Eligible Program: A Post Secondary education program is a program of studies offered by a post secondary institution that is at least one academic year or a minimum of 28 weeks in duration, and for which the completion of secondary school studies, or the equivalent, as recognized by the post secondary institution is required.

Eligible Student: To be eligible for funding student must: be a registered Band Member of the Chippewas of Nawash Unceded First Nation as defined by the Indian Act; have been a resident in Canada for 12 consecutive months prior to the date of application for funding; have been accepted by an eligible post secondary institution into either a degree, diploma or certificate program; and must maintain satisfactory academic standing within that institution.

Failed Course: Any sponsored course that is not successfully completed or does not meet the grade requirements of the institution is considered a failure. Withdrawals are counted as failures, unless you have been able to enroll in an additional course, of equal credit value, within the same academic semester to substitute for the withdrawal.

Fall/Winter Semesters: The Fall/Winter semesters are based on the school year calendar. Assistance during this period covers the months from September to April.

Full Time Co-op Placement: Students that do not have a course load, but are attending a co-op placement for a minimum of 25 hours per week.

Full Time Student: A student who is registered as a full time student and must carry a minimum course load of 4 credit courses per semester. Each course must be equivalent in weight to at least a half credit course. Note: The only exception is Graduate Level students who will be defined as either fulltime or part time according to their post secondary institution's definition of fulltime or part time.

Immediate Family: Spouse, son, daughter, foster child, mother, father, sister, brother, grandparent, grandchild, mother in-law, father in-law, parents of common law spouse, parent surrogate by tradition are all considered immediate family for the purposes of this policy.

Late Application: A late application is any application received after the May 15th deadline for Fall/Winter Post Secondary Assistance. When May 15th falls on a weekend or holiday the deadline will be the next business day at 12:00 midnight.

Letter of Academic Standing: This is required for those courses that run year long through two semesters (Sept-April), where mid-term marks are not available. An official letter from the post secondary institution outlining the student's progress will be required.

Online Education: A type of distance learning. A program of study that offers two-way communication between teacher and learner and falls under the oversight of an eligible post secondary educational institution. These institutions must be recognized by the Ministry of Colleges and Universities guidelines. All programs must be accredited.

Part Time Student: A student who is registered as a part-time student, and are enrolled in courses for credit towards a certificate, diploma or degree and who may carry up to a maximum of three courses per semester. Part time students may receive assistance for tuition and books, but they are not eligible for living allowance or travel costs.

Priority Designation: Each application will be assessed to determine the appropriate priority in accordance with the NPSAP policy. The priority system has been established to determine and ensure that post secondary assistance is allocated as equitably as possible.

Repayment Plan: A deduction of fifty dollars (\$50.00) per month, from the Living Allowance portion of a sponsored student's funding' to be paid toward their previous overpayments from failing to meet the requirements of the NPSAP policy.

Special Needs Students: Chippewas of Nawash Unceded First Nation band members who have been identified with special needs or disabilities prior to post secondary.

Spring/Summer Semesters: The spring/summer semester is based on the school year calendar. Assistance during this period will cover the months of May to August, and is equal to 1 semester for funding purposes. Only P2 continuing students will be eligible for funding during this semester.

Waiting List: Students who are denied assistance due to budgetary constraints for the year they applied for shall be placed on a Waiting List. Students must have met all of the application requirements and they must continue to reapply each year. Students will be placed on the waiting list 1st according to their priority designation and 2nd the date and time their application was received.

BCR:	Board Motion:	Effective:
Reviewed: 11.09.2009		-Added to EAP: "The EAP is mandatory...". -Replaced Letter of Academic standing: "instructor" to "institution". -Added to Letter of Academic Standing: "or institution". -Added a) and b) to Failed Courses. -Added to Full time student: "Each course must be...." -Added to Spring/Summer Semesters: "...and is equal to 1semester..." -Minor grammatical amendments.

Nawash Post Secondary Assistance Program Policy

Section 3.0

Student Responsibility & Accountability

- 1) It is the responsibility of each student to read these guidelines thoroughly and to fully understand how sponsorship works.
- 2) It is the responsibility of each student to know the specific requirements for their certificate, diploma or degree program. The ultimate responsibility for meeting all sponsorship and graduation requirements rests with the student.
- 3) Students must maintain regular contact with the Nawash Post Secondary Coordinator throughout their academic studies.
 - a) Where it becomes necessary, each student is responsible to report any difficulties (academic or personal) to the Nawash Post Secondary Coordinator, that will affect their academic studies in any way.
 - b) Students must provide the Coordinator with the correct mailing and email address while the student is at school, along with a phone number which the student is able to retrieve messages from.
- 4) It is the Students responsibility to make inquiries and changes to their file. Other persons will not be able to make inquiries, additions or deletions to student files unless either the person is identified on form 12F.02' or a letter of permission for release of information, indicating the name of the person who may address the file, signed and submitted by the student.
- 5) Students will be required to submit a copy of their final marks from each semester. Due date for final marks will be January 15th for Fall term courses, May 15th for Winter term courses and September 15th for Spring/Summer courses. In cases where a course is a yearlong course (Sept.-Apr.), the student will be required to submit letters of Academic Standing from each course instructor or institution.
- 6) Students must attend classes regularly, and pass all of their courses each semester.
 - a) If a student fails a course(s), the student must contact the Post Secondary coordinator and submit an Education Plan, in writing, to the Review Committee, indicating how the course will be recovered. The Education Plan is to be submitted within 2 weeks of notification of failed course.

BCR:	Board Motion:	Effective:
Reviewed: 9.22.2009	Motion # 117-09 27/09	-Added "student email address", "institution" and "by contacting this office..." removed section 5 and 7 b & c. Renumbered for clarity.
BCR #421-12; 01.14.13	Motion # 421-12 12.17.12	

Nawash Post Secondary Assistance Program Policy

Section 3.0

Student Responsibility & Accountability Continued

- 7) Items to be addressed by a student when submitting an Education Plan:
- a) The students' perspective as to why they were not successful in passing their course(s).
 - b) Identify if the courses were mandatory courses or elective courses.
 - c) Identify when the course will be available to retake.
 - d) Inform if there will be an effect on the date of graduation.
 - e) Identify the student services available to them.
 - f) Obtain student support services to ensure success.
- 8) Students who are placed on Academic Probation must notify the Nawash Post Secondary Coordinator as soon as possible. The student must provide, in writing, how they have met the requirements to proceed to the next term (i.e. Meeting with program advisor, student services accessed). Students will have until the end of the present academic term to attain "Satisfactory Academic" standing as defined by their post secondary institution. If the student is not able to attain "Satisfactory Academic" standing, their priority designation for the following application period will be amended.
- 9) In the event that a sponsored student wants to withdraw from their current semester of study, the student is responsible for notifying the Post Secondary Program Coordinator, in writing, as well as notifying the registrar's office and any additional steps that the institution may require.
- 10) Students must read, sign and submit the Student Responsibility and Accountability form and the Permission for Consent to Release Information form along with their Application for Financial Assistance.

Misuse of Funding

Misuse of Funding is any deviation from all sections 3.0, 5.0, 6.0 and 7.0 by receiving funds and not meeting the requirements of the NPSAP.

- If there has been a misuse of funding by a student, the student will be notified by the NPSAP, in writing, within 30 days of discovering the misuse.
- If the NPSAP does not receive a response from the student, funding will be terminated. A termination of assistance letter will be sent to the college or university.
- The Student will be responsible for reimbursing the NPSAP the total amount of funding misused.

BCR:	Board Motion:	Effective:
Reviewed: 9.22.2009	Motion # 117-09 27/09	-Added "warning" and "and permission for consent to release information form". Renumbered for clarity.
Reviewed: 29..3.2010		-Added "by receiving" to "Misuse of funding" 1 st paragraph.
BCR #421-12; 01.14.13	Motion # 421-12 12.17.12	

A Review Committee will be formed to maintain program accountability and continuity and shall be referred to as the Nawash Post Secondary Review Committee. All recommendations from the Review Committee must be approved by the Chippewas of Nawash Board of Education.

1. The Nawash Post Secondary Assistance Program will be monitored by the Education Administrator and the program coordination will be the responsibility of the Nawash Post Secondary Coordinator.
2. The Review Committee will be comprised of at least two (2) of the following:
 - Education Administrator
 - Post-Secondary Coordinator
 - Education Counsellor
 - And shall always include at least one Board of Education Trustee or the Councilor Liaison.

For a total quorum of three (3).

3. The Review Committee will meet as required to make recommendations to the Board of Education trustees to grant or deny applications and present budget information.
4. When an application or student issue is presented to the Review Committee it is identified by student number only. Names are withheld to protect the privacy rights of all applicants, unless otherwise instructed by the student.
5. The Review Committee reserves the right to make recommendations to the Board of Education trustees to grant or deny any application for post secondary financial assistance for just cause. Just cause includes but is not limited to:
 - Withdrawal from a program without sound justification
 - Failure to carry required course load for full time students as defined in the NPSAP
 - A student who has been requested by educational institute to withdraw (RTD)
 - A student has not complied with the requirements of the application process
 - A student who has contravened any policy governing the NPSAP
6. The Post Secondary Coordinator shall review the complete student application list for each funding period (Spring/Summer & Fall/Winter) with the Chairperson of the Board of Education or the Councilor Liaison. The Chairperson/Councilor Liaison shall determine any known conflicts.
7. Any student who wishes to appeal the decision of the Review Committee shall proceed with Section 11 of the policy.

BCR:	Board Motion:	Effective:
Revised: 10.05.2009	Motion # 134-09 29/09	-Replaced "Two (2) with One (1) on # 3. -Edited grammatical error pt. 4. -Amended "quarterly" to "on an as needed basis" pt. 4. -Added # 6.
Reviewed: 11.09.2009		-Removed #5, pt 1:"course or" and -Removed pt. 4 "A student who owes money to the P.S.P."
Reviewed: 02.03.2010		-Amended "quarterly" to "as required" #4.
BCR #421-12; 01.14.13	Motion # 421-12 12.17.12	

To be eligible for NPSAP funding, students must be registered Chippewas of Nawash Unceded First Nation band members, who have been a resident in Canada for 12 consecutive months prior to the date of application for funding, and have been accepted by an eligible post secondary institution into either a degree or certificate program, or a University/College entrance program, and maintain continued satisfactory academic standing within that institution.

Students owing any debt to the Chippewas of Nawash Unceded First Nation Board of Education must agree to a suitable repayment plan to be eligible for any further assistance from the NPSAP. Funding is not guaranteed and each case will be assessed on individual merits by the Review Committee, to determine further eligibility.

Tuition assistance for eligible students includes tuition fee(s) up to a maximum allowable amount: College: \$1850.00 for Fall Semester, \$1850.00 for Winter Semester, \$1850.00 for Spring/Summer Semester. University: \$2850.00 for Fall Semester, \$2850.00 for Winter Semester, and \$2850.00 for Spring/Summer Semester.

Full Time Students

1. Students must have met and been accepted as a Full-Time student by an eligible post secondary institution for a degree, diploma or certificate program with a duration of at least one academic year. Each semester must have a duration of at least fourteen (14) weeks and students must carry and maintain a full course load of a minimum of four courses for each semester.
2. Assistance will not be provided to students wishing to attend a foreign or U.S. institution unless the program of study is not offered in Canada. Justification must be made in writing and will be considered by the Review Committee. Approved U.S or foreign institutions, requiring payment in American funds, will be paid in Canadian funds up to the maximum allowable as outlined in the NPSAP policy.
3. Students applying for assistance to participate in an International Exchange program must submit a copy of their exchange program acceptance letter and must submit a cost breakdown.
4. Accredited On-Line, and Distance Education Programs are eligible on an individual basis. Students must be taking four (4) courses each semester.

Part Time Students

1. Students must have been accepted as a Part Time student by an eligible post secondary institution for a degree, diploma or certificate program of at least one year or 28 weeks. Students may carry a maximum of three courses per semester.
2. Distance Education, and On-Line Education programs are considered eligible for funding.
3. Part time students may receive assistance for tuition and books, but they are not eligible for living allowance or travel costs.

BCR:	Board Motion:	Effective:
Reviewed: 11.09.2009		-Amended 2 nd paragraph. Grammatical amendments to Full Time Students: #1, 3, 5 and Part Time Students: # 2. Removed sentences in: # 2, 4, & 5. Renumbered.
Reviewed: 02.03.2010		-Removed wording in FT Students #1, 5 & 2. "(as defined by the institution)" PT Students "College...programs"
Revised: 29.03.2010	Motion # 248-10 56/09	-Added "Tuition assistance for eligible students...". Paragraph 3. Amended Full Time Students: #2. Added "In class portion of" and deleted "may be considered for approval". -Amended Part Time Students: #1. "two" replaced with "three". #2. Deleted "from the Nawash...")"
BCR #421-12; 01.14.13	Motion # 421-12 12.17.12	

Nawash Post Secondary Assistance Program Policy

Section 5.0

Eligibility for Assistance Continued

Spring/Summer

Spring/Summer Post Secondary assistance is reserved for Priority 2 (P2) students in the following situations:

1. P2 continuing students whose full time program continues through the spring and/or the summer months. (May-August). Students must submit supporting documentation as to the schedule of their program.
2. P2 continuing students who only need one or two courses to be eligible for graduation may be considered on an individual basis.
3. Maximum tuition for Spring/Summer for University is \$2850.00 and \$1850.00 for College.

Full Time Coop Placement Students

Co-op students who are currently in a full-time program may be eligible for Living Allowance. This is regardless of whether their co-op placement is paid or not, providing the Post Secondary student has met all other requirements of the NPSAP policy.

Placements must be a minimum of 25 hours per week to receive living allowance.

Funding provided under Co-op placement is inclusive of the total length of program as determined by the post secondary institution.

Cases will be dealt with on an individual basis at the discretion of the Chippewas of Nawash Review Committee.

Distance Education

Full time distance education students are eligible to receive living allowance, based on the definition of the intuitions definition of a full time program.

Cases will be dealt with on an individual basis at the discretion of the Chippewas of Nawash Board of Education.

BCR:	Board Motion:	Effective:
Reviewed: 11.09.2009		-Amended 1 st sentence and # 2. -Added # 4. -Added "Placement" to Coop Students; Minor grammatical amendments. -Added paragraph "Placements must be"
Reviewed: 02.03.2010		-Added "Full Time" and "25" to Coop Placements.
Revised: 29.03.2010	Motion # 248-10 56/09	-Added Spring/Summer #5. -Added to F/T Coop Placement Students, 2 nd paragraph "to receive living allowance".
BCR #421-12; 01.14.13	Motion # 421-12 12.17.12	

Chippewas of Nawash Unceded First Nation members who are approved for financial assistance are eligible to receive assistance for Tuition fees, Living allowance and Book allowance. The NPSAP will not be responsible for the repayment of student loans. The following will explain the type of assistance and maximum rates the NPSAP allocates.

Tuition

1. Tuition assistance for eligible full or part-time students includes tuition fee(s) up to a maximum allowable amount of \$3,700.00 for two semesters, (8 months) for college and up to a maximum of \$5,700.00 for university.
2. Prior Learning Assessment fees will be considered under tuition, only up to the maximum approved amount under the NPSAP and subject to the availability of funding as follows. (a) one Prior Learning Assessment course; and (b) two Prior learning assessment challenges. (c) one time transfer fee. Unique circumstances may be considered for additional sponsorship if the Prior Learning Challenge(s) result(s) in tuition and program time reduction.
3. When applying for education assistance, it is the student's responsibility to provide the best estimate of tuition costs. Once actual tuition fees are known the fee statement must be submitted to the Post Secondary Program. Any amounts over and above the amount indicated on the sponsorship letter will be the student's responsibility.
4. **It is the student's responsibility to opt out of any optional student fees if they are not willing to pay for the said fees, that are above the maximum allowable tuition allocation.** (For example, many institutions have optional health insurance, dental programs, association fees, etc.) Any fees that may be returned from the tuition paid by the NPSAP will be returned to the NPSAP. Late registration fees are also the students' responsibility.
5. In return for tuition sponsorship, the student is responsible for one of two things;
 - a. either a passing grade; or
 - b. full reimbursement of expended tuition costs for each sponsored course failed/withdrawn from, or proof of self funding for the course or a course having the same equivalency value.

In addition, if a post-secondary institution determines that a student does not meet Satisfactory Academic Standing requirements to continue in a program of study, then education assistance will be discontinued.

BCR:	Board Motion:	Effective:
Reviewed: 11.09.2009		-Amended #1. from \$5100.00 to\$5500.00 -Remove #2. "Per academic year". -Removed #3. Renumbered for clarity. -Removed #4. Sentence "No additional... -Added Note to #6. -Added to #7 pt 2...failed/withdrawn...
Reviewed: 02.03.2010		-Added to #2 (c) and amended grammatical errors. #6 Removed "***Please note..." added to 1 st sentence.
BCR #421-12; 01.14.13	Motion # 421-12 12.17.12	

- When required to reimburse tuition monies to the NPSAP, the reimbursement may involve a combination of a tuition refund from the post secondary institution and direct reimbursement from the student. Any tuition reimbursement, due from the student, will be deemed a debt to the NPSAP, it will be added to the student's file and may affect the student's future eligibility for education assistance.

It is to the student's advantage to make program and course choices carefully, to be successful in all courses, and to know the refund schedule of the post secondary institution. If there is no refund forthcoming from the post secondary institution then the student will be fully responsible for the full course tuition reimbursement.

- A NPSAP sponsorship letter will be forwarded to the college or university advising them of our sponsorship and the maximum tuition cost that will be covered. The college or university will be asked to invoice the NPSAP directly, and payment will be issued directly to the college or university.
- If a student receives an invoice it is their responsibility to forward a copy of the invoice to the post secondary office for payment. Any late fees incurred will be the students' responsibility.
- Any registration fees paid by the approved student for a required deposit for tuition or residence will be eligible for reimbursement, based on the limits of the approved funding amount. Any fees paid by approved students may be eligible for reimbursement upon submission of receipts to the NPSAP and not exceeding the maximum allowable.
- The Chippewas of Nawash Unceded First Nation Board of Education will only fund tuition costs for a course once. If the student wishes to repeat a course, the associated costs will be at their own expense.

Book Allowance

The maximum Book Allowance assistance rates are:

Full-time students: \$1000.00 (two semesters/ 8 months)

Part Time students: \$100.00 per course, up to a maximum of \$300.00 per semester.

Book allowances will be issued per semester (eg.\$500.00/semester issued in Sept & Jan.)

BCR:	Board Motion:	Effective:
Reviewed: 11.09.2009		-amended #9 –"will" replaced by "may". Removed #9 –"until debt paid in full". -replaced # 10-"Prior approval..." to "Any registration..." -added #11 -amended- book allow. To \$400 per sem. Add P/T \$80 per course. - Removed section Re: Submission of book receipts N/A.
Reviewed: 02.03.2010		-Added to #10. "approved", "to approve" and "Any fees paid...allowable"
Revised: 29.03.2010	Motion # 248-10 56/09	-Amended P/T students: "\$150.00" to "\$200.00".
BCR #421-12; 01.14.13	Motion # 421-12 12.17.12	

Living Allowance

A living allowance will be allocated to Full Time students as defined by the NPSAP policy.

- Students identified as full time but not successfully achieving full time status at the end of each semester, will be assessed on an individual basis by the Review Committee, to determine an appropriate repayment plan and /or eligibility for future funding.

The maximum living allowance assistance allocation is \$8000.00 for two semesters or 8 months. Students will be issued their living allowance on a monthly basis through direct deposit, (\$1,000.00/month). Living Allowance will be deposited on the last business day of the month.

Students who have been accepted to a college or university Student Residence, may receive a monthly living allowance dependant on the balance remaining after calculating the Residence cost and meal plan fees.

I.e. Nawash maximum living allowance assistance:	\$8000.00 (8 months)
Less Residence and meal plan costs:	<u>\$5300.00</u> (8 months)
Balance:	\$2700.00

The balance remaining will be divided into equal monthly deposits.

In the event that the institution changes or increases this amount, adjustments to monthly payments will be made accordingly.

A NPSAP sponsorship letter will be forwarded to the college or university advising them of our sponsorship and the maximum amount to be covered. The college or university will be asked to invoice the NPSAP directly, and payment will be issued directly to the college or university.

BCR:	Board Motion:	Effective:
Reviewed: 11.09.2009		-added "...as defined by both CNUFNBOE policy and the Institution". -added pt: "Students identified as full time..."
BCR #421-12; 01.14.13	Motion # 421-12 12.17.12	

Contingency Funding

Contingency funding provides financial support to students for costs related to emergencies. Emergencies eligible for contingency funding include individual or immediate family illness, accident or bereavement.

- 1) Contingency funding is to be used by students to assist with the costs of travelling home in emergency situations as described above. Current Band mileage rates to apply.
- 2) The maximum amount of contingency funding available to each student per year is \$500.00
- 3) Contingency funds can be requested by completing the Contingency Funding request form. All contingency funding emergencies must be verified.
- 4) The definition of Immediate Family is found in the definitions section of the NPSAP policy.
- 5) Final approval for contingency funding will be made by the Board of Education. All payments for contingency funds will be made by cheque.

Banking Information

Approved students will be required to submit their bank account information for the purpose of receiving their Living Allowances via direct deposit. Bank accounts must be from a Canadian Financial Institution. Approved students must submit a Direct Deposit Information Form completed by their bank or a void cheque along with their application. It is the student's responsibility to maintain their account activity and must inform the NPSAP of any banking changes.

Suspension of Payment

When a suspension of payment occurs due to non-compliance minimum of five (5) business days will be required to reinstate payment and the cheque will be sent by regular post mail.

BCR:	Board Motion:	Effective:
Reviewed: 11.09.2009		-Removed "book receipts" from Suspension of Payment requirements.
Reviewed: 02.03.2019		-Amended "Suspension of Payment" last sentence.
Revised: 29.03.2010	Motion # 248-10 56/09	-Added: "Travel Allowance – The maximum amount ... is \$1,000.00."
BCR #421-12; 01.14.13	Motion # 421-12 12.17.12	

Nawash Post Secondary Assistance Program Policy

Section 7.0

Limits to Post Secondary Assistance

Assistance can be provided at four levels of post secondary education:

Level 1: Community college diploma or certificate programs;

Level 2: Undergraduate University programs;

Level 3: Advanced or professional degree programs, or Masters programs; and

Level 4: Doctoral programs

1. Students may be eligible for financial assistance for tuition, compulsory fees and books at each of the four levels
2. Living allowance may be provided to full-time students to complete one program at each level.
3. Level 2 may include assistance at the bachelor level for an additional degree which has a prerequisite undergraduate degree (example: Teacher's Certificate)
4. The duration of assistance will accord with the official length of the program as defined by the post secondary institution in which the student is enrolled, as long as the student is in satisfactory academic standing at the institution as per the institution's definition of "satisfactory academic standing"
5. Students enrolled in Levels 1 and 2 may be assisted for up to one additional year per level if such an extension is approved in writing by the institution's Dean or the department head. Students in Level 3 or 4 may be assisted for up to one additional academic year for medical or personal reasons. It will be the responsibility of the student to notify the college or university of their withdrawal/ leave. Students may be eligible to hold their priority for up to 1 year, upon written request to the Review Committee. Further students must reapply each year to keep their file active.
6. Students may be assisted in Level 1 studies after dropping out of Level 2 studies if not previously funded for Level 1. NPSAP policy conditions to apply .
7. Students who have completed a Level 2, 3 or 4 program, with or without assistance from the Nawash Post Secondary Assistance Program, are ineligible for program assistance at lower levels. The only exception is a post graduate degree or certificate program.
8. Students' support will not exceed the limits set out in the points above.
9. The total number of academic years or semesters used within a level will be counted, regardless whether the students changes programs or institutions.
10. When a student takes a leave from their studies the time off will not affect their total funding eligibility, but the academic years or semesters used prior to the leave will be counted for assistance purposes.

11. Students who become eligible for assistance and who have previously completed a portion of post secondary studies without assistance from the NPSAP may receive assistance for the balance of their program of studies, but will not be reimbursed for previous expenses.
12. Students, who request a program change or transfer, may only do so after successful completion of a semester. Prior approval from the Review Committee is required for all requests. These requests need to be made in writing and must justify their program change or transfer.

BCR:	Board Motion:	Effective:
Reviewed: 11.09.2009		-added Level 1 (No. of semesters) to program length. -added Level 3 "to 3 years" to Assistance Limit.
Reviewed: 02.03.2010		-Approved 1 st bullet point. -Added "Files and records of student..."
Revised: 29.03.2010	Motion # 248-10 56/09	-Added to point two: "An exception maybe applicable...Tuition only." -Moved Files and records: "A record of student ...7 years." To pg 18.
BCR #421-12; 01.14.13	Motion # 421-12 12.17.12	

13. It is the responsibility of each student to research and apply for scholarships and bursaries. The Post-Secondary Coordinator may be able to provide general information on possible awards, bursaries and other sources of funding, but it is the students' responsibility to apply.
14. Student files and records of student debt will be kept for a time period of seven (7) years.
15. All students are required to submit a copy of their final marks each semester, when a student has unsuccessful attempts indicated by their grades, the following repayment schedule will apply. Please also refer to Section 2.0 6a) regarding other options to make up a failed course.

Example table for a Repayment Schedule

Courses Taken per term	Courses Completed per term	Failed Courses per term	Amount to be repaid
4	4	0	
4	3	1	Cost of course and 25 % of living allowance
4	2	2	Cost of courses and 50% of living allowance
4	1	3	Cost of courses and 75% of living allowance
4	0	4	Full tuition and living allowance

*Refer to Section 3.0 for the definition of a “failed course”. All students receiving living allowance must meet the requirements of a full time student as outlined in Section 3.0 and Section 5.0 “Full Time Students”

BCR:	Board Motion:	Effective:
Reviewed: 11.09.2009		-removed #4 and renumbered for clarity. -added #7 “(See chart on page 15)”
Reviewed: 02.03.2010		-Added to #2, #3, #4, and #8.
Revised: 29.03.2010	Motion # 248-10 56/09	-Added #9 and # 10. -Amended #2. Deleted “As reviewed by...” Added “The only exception...” -Amended University tuition amount from \$5,100.00 to \$ 5,500.00.
Revised: 20.09.2010	Motion # 368-10 78/10	-Added # 11 and Repayment schedule – chart.
BCR #421-12; 01.14.13	Motion # 421-12 12.17.12	

The NPSAP recognizes that there may be band members with special needs or disabilities, who may require additional accommodations in their pursuit of higher education at the post secondary level.

1. In order for NPSAP to provide accommodations, students must self identify at the beginning of the semester of study, with the Post Secondary office.
2. Upon request, students must provide documentation that they have registered with the college or university student services for their special needs accommodations.
3. Although there may not be additional funding available each year for special accommodations the, Board of Education will consider special requests on an individual basis.
4. Should funding be available for Special Needs, students must submit a request in writing including quotes for equipment and resources.
5. Individual students may be eligible for up to \$2000.00 for special needs funding, dependent upon the availability of funding.

BCR:	Board Motion:	Effective:
BCR #421-12; 01.14.13	Motion # 421-12 12.17.12	

Nawash Post Secondary Assistance Program Policy

Section 9.0 Application Process for Nawash Post Secondary Financial Assistance

- 1) It is the responsibility of continuing students and all new applicants to obtain an application package from the Nawash Post Secondary Coordinator for each funding term. Packages will be sent when requested. All Nawash Post Secondary students that are currently being funded will be sent packages by email. Although we make every attempt to be accurate with this it is still the student's responsibility that they obtain the application package. The most current application packages are also available on the website at www.nawash.ca under the Programs tab: Education.

The package will include:

- A copy of the Nawash Post Secondary Assistance Program Policy
- A Nawash Post Secondary Financial Assistance Application Form
- A Consent to Release of Information Form
- A Student Responsibility and Accountability Agreement Form

Along with the above-mentioned forms, applicants must submit the following information:

- A copy of their Indian Status Card (both sides)
- Attach a void cheque or Direct Deposit information completed by your financial institution
- Tuition Estimate
- Residence Fee Breakdown (If you plan on staying in residence)
- Letter of Acceptance
- Copy of Secondary School Transcript or other Post-Secondary transcripts
- Valid E-mail address

Application Deadline Dates	
<p>Spring/Summer (May-August) Application Deadline: March 15th Fall/Winter (September-April) Application Deadline: May 15th</p>	
<p>* Application may be submitted by: email, facsimile, regular post mail or dropped off to the Board of Education office - during business hours only: Monday – Friday 8:30 AM to 4:30 PM EST*</p>	

It is the applicant's responsibility to ensure all the required information is submitted.

BCR:	Board Motion:	Effective:
Reviewed: 02.03.2010		-Removed #2. Renumbered for clarity. -Amended #3 "a week" to "10 business days"
BCR #421-12; 01.14.13	Motion # 421-12 12.17.12	

Nawash Post Secondary Policy

Section 9.0 Application Process for Nawash Post Secondary Financial Assistance Continued

An application list will be reviewed by the Review Committee. Notification of sponsorship, student approval and denial will be issued within 10 business days of the Chippewas of Nawash First Nation Board of Education meeting.

- 2) In the event that the colleges or universities strike, mid-term or mid-semester, students will remain eligible to receive their living allowances until the term or semester is over. The NPSAP will request in the sponsorship letter that should there be any rebate of the tuition amount it will be returned to the NPSAP. Students will be responsible in accessing any strike information in regards to grades or course completion.
- 3) Nawash Post Secondary Financial Assistance will be provided within the assistance rates and according to the annual budget. If the amount of eligible applicants exceeds the budget, eligible applicants will be placed on a Waiting List until the end of the fiscal year (March 31st). Applicants must reapply each year so that their file will remain active. Applicants will be placed on the waiting list according to Priority, and the date and time their application was received.
- 4) In the event that an approved student declines or withdraws from the NPSAP the funding will be considered for reallocation. Consideration will be made to the applicants on the Waiting List. In the event that there are no applicants on the Waiting List a public call for applications will be made via community newsletter.
- 5) Funding will be immediately suspended if a student does not comply with any NPSAP policy.
- 6) The Chippewas of Nawash Unceded First Nation Board of Education maintains the sole discretion in setting, changing and revising policy as and when the need arises and the Nawash Post Secondary Coordinator will notify all students of such changes within 30 days of the change coming into effect.
- 7) No applications for funding for the current academic year will be accepted after October 31st of that year.
- 8) Any outstanding documentation for applications on the waitlist is due no later than October 31st. Incomplete applications will be removed from the waiting list after the October 31st deadline.

BCR:	Board Motion:	Effective:
Reviewed: 02.03.2010		-Amended #5 and #6. Minor grammatical errors. -Added # 9
Revised: 29.03.2010	Motion # 248-10 56/09	-Amended # 8. Replaced "N.P.S.R.C" with "CNUFNBOE". -Added to #9. "in 30 working days".
Revised: 20.09.2010	Motion # 368-10 78/10	-Removed "Ineligible appeals" table.
BCR #421-12; 01.14.13	Motion # 421-12 12.17.12	

Each application will be given a Priority Designation. The priority system has been established to determine and ensure that post secondary assistance has been allocated as equitably as possible. The following are the priority designations:

Students who have been identified as owing the NPSAP must enter into a repayment arrangement prior to receiving a priority designation.

Priority 1 (P1): Students in this category will be given first consideration for post secondary assistance. These students must have successfully completed the requirements for their Secondary School Diploma; have grade twelve academic standing and be entering a post secondary program for the first time (GED will not be considered for this category). Applicants under this priority must apply for post secondary assistance within one year of their secondary school completion date.

P1 students have the option of deferring their application for one year after completing their secondary school diploma, as long as they have notified the Post Secondary Coordinator in writing of their intentions.

Priority 2 (P2): Students who are currently being funded by the NPSAP and are continuing with their program of study.

Priority 3 (P3): Students who have successfully graduated from their program of study, who are now moving up to the next level of the post secondary education continuum, and there has not been a break in funding.

Priority 4 (P4): Mature students or students that have completed their GED, or students who have never attended a post secondary institution for a post secondary program.

Priority 5 (P5): Students who are returning to post secondary studies after withdrawing from their program of study for 2 or more years for a clearly justified reason which shall be identified in their post secondary application (such as: emergency or medical).

Priority 6 (P6): Students who were not successful in completing their program while sponsored by NPSAP as set out in the NPSAP policy, and are required to be on a repayment plan.

BCR:	Board Motion:	Effective:
Reviewed: 02.03.2010		- Added to 2 nd paragraph. -Added #d).
Revised: 29.03.2010	Motion # 248-10 56/09	-Added to #1 c). "and that there has not..."
Revised: 20.09.2010	Motion # 368-10 78/10	-Amended 2 a) and 4 a). -Added "Priority 3", 3 b). and "Priority 4".
BCR #421-12; 01.14.13	Motion # 421-12 12.17.12	

Every student shall have the right to appeal to the Chippewas of Nawash Unceded First Nation Board of Education for an interpretation of policy.

1. An appeal by a student must be made in writing and sent to the attention of the Review Committee within 15 working days, stating the reasons for the appeal and outlining relevant sections from the NPSAP policy. Students are advised to submit any supporting documents along with their letter of appeal.
2. The Post Secondary Coordinator will bring forward to the Review Committee information requested to determine the basis for the appeal. The Review Committee will provide a decision based on the NPSAP policy.
3. Students may choose to attend the appeal hearing in person or be represented by a designate. The designate must provide written permission from the student to represent them at the meeting. If the designate does not have such written permission from the student, they will be asked to leave the meeting prior to the appeal being heard.
4. The student shall be notified, in writing, of the decision made by the Review Committee. Any decision made by the Review Committee can be appealed to the Chippewas of Nawash Unceded First Nation Board of Education for ratification.
5. Once the appeal has been dealt with by the Board of Education Trustees, a formal letter will be sent to the student by the Chairperson of the Board of Education notifying them of the decision.
6. If the student is not satisfied with the Board of Education decision, students have the option to appeal to the Chippewas of Nawash Unceded First Nation Chief and Council.

BCR:	Board Motion:	Effective:
Reviewed: 02.03.2010		-Replaced "Nawash Post Secondary Application Review Committee" with "the Chippewas of Nawash Unceded First Nation Board of Education" in 1 st paragraph, #2, #3 & #5. -Amended #2. "Request information from PSC..." -Removed wording "If further action..." replaced "15" with "30" days. -Added "30 working days" to #5.
Revised: 29.03.2010	Motion # 248-10 56/09	-Amended #2. Replaced "CNUFNBOE" with "PSRC". -Amended #3. Replaced "CNUFNBOE" with "PSRC", deleted "The decision..." and added "and can be appealed to the CNUFNBOE". - Amended #5. Replaced "CNUFNBOE" with "PSRC", and "presented" with "appealed".
BCR #421-12; 01.14.13	Motion # 421-12 12.17.12	