

**Chippewas of Nawash Unceded First Nation  
Board of Education**

**Nawash Post-Secondary Assistance Program (NPSAP)  
Article 5**

**Policy**



# **Nawash Post-Secondary Assistance Program Policy**

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### **Nawash Post-Secondary Financial Assistance Application Forms**

**NOTE: All forms are available on the website.**

1. Application for Education Assistance Form
2. Permission for Consent to Release of Information Form
3. Student Responsibility & Accountability Agreement Form
4. Contingency Fund Application

**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.**

# Nawash Post-Secondary Assistance Program Policy

## Section 1.0

## Program Objectives

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. To increase post-secondary enrollment and graduation rates among Chippewas of Nawash Unceded First Nation band members.
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.
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.**

## Section 2.0

## Definitions

**Academic Standing:** Academic standing is a measure of the student's academic achievement relative to their degree requirements, and determines their eligibility to proceed in their academic program and to qualify for graduation. Failure to meet minimum average requirements may result in Academic probation or warning.

**Academic Probation:** "Academic probation" often means that a student's GPA is not high enough to continue in the school or program if they stay the same. If you are placed on academic probation you will be required to submit a revised education plan.

**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.

**Confirmation of Enrolment:** A document from your post-secondary institution stating that you are enrolled in the current academic term.

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

**Continuing/Returning Students (P2)** A Student who is currently being sponsored by the NPSAP and who will require sponsorship to continue with their current program of study.

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**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 recommendations from the Review Committee must be approved by the Chippewas of Nawash Board of Education.

**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 that are recognized by a province or territory and include educational institutions affiliated with, or delivering accredited post-secondary programs.

**Eligible Program:** A Post-Secondary education program, at least one academic year in length (or 28 weeks), leading to a certificate, diploma or degree.

**Eligible Student:** an individual must: be a registered Band Member of the Chippewas of Nawash Unceded First Nation as defined by the Indian Act; and can provide documentation indicating that they have been accepted by an eligible post-secondary institution into either a certificate, diploma or degree program.

**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. **Note:** The exception is Graduate Level students who will be defined as either full-time or part-time according to their post-secondary institution's definition of full-time or part-time studies.

**Immediate Family:** Is defined as spouse, which include same-sex partner or common law partner, son, daughter, foster child, step child, mother, father, mother-in-law, father-in-law, grandmother, grandfather, grandchild, parent by tradition and any relative who reside with the person actively on a continual basis for a period of 90 days or more are all considered immediate family for the purposes of this policy.

**Late Application:** A late application is any application received after the May 1st deadline for Fall/Winter Post-Secondary Assistance. Late applications will be placed on the waiting list by date and time received only.

**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.

**Mature Student:** is **not** defined by age, but by level of academic background and number of years since the applicant last attended formal secondary school.

**Part Time Student:** A student who is registered as a part-time student, and enrolled in courses for credit towards a certificate, diploma or degree and may carry up to a maximum of three courses

## Nawash Post-Secondary Assistance Program Policy

per semester. Part time students may receive assistance for tuition and books, but they are not eligible for living allowance.

**Part Time Anishinaabemowin:** A student who is registered as a part-time student, and enrolled in courses for credit towards a Anishinaabemowin certificate, diploma or degree and may carry up to a maximum of three courses per semester. Part time Anishinaabemowin students may receive assistance for tuition and books, and are eligible for a student supplement.

**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 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 will be paid toward any previous overpayments from failing to meet the requirements of the NPSAP policy.

**Special Needs Student:** Chippewas of Nawash Unceded First Nation band members who have identified special needs or disabilities during their post-secondary studies.

**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. Only P2 students whose programs require attendance during this semester will be eligible for funding.

**Unsuccessful 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 required in your current program, within the same academic semester to substitute for the withdrawal.

**Waiting List:** Students who are not able to be funded immediately for the year that they applied for assistance shall be placed on a Waiting List. Students must meet all of the application requirements. Applications received by the May 1st deadline will be placed on the waiting list first according for their priority designation and second by the date and time their application was received. Students on the waiting list will be given 5 business days to respond to a conditional offer of sponsorship.

### **Section 3.0 Student Responsibility & Accountability**

1. It is the responsibility of each student to read the guidelines thoroughly and to fully understand how their 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.

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- 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 from which the student is able to receive calls or retrieve messages.
4. It is the student's 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 the person is identified on form 12F.02 or a letter of permission for release of information is 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 15<sup>th</sup> for Fall term courses, May 15<sup>th</sup> for Winter term courses and September 15<sup>th</sup> 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 for each course.
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 a Revised Education Plan, in writing, indicating how the course will be recovered. The Revised Education Plan is to be submitted within 2 weeks of notification of failed course.
7. Items to be addressed by a student when submitting a Revised Education Plan:
  - a) The students' perspective as to why they were not successful in passing their course(s).
  - b) Identify if the course (s) were mandatory or elective.
  - c) If mandatory, identify when the course will be available to retake.
  - d) Inform the Post-Secondary Coordinator 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 semester 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, and may affect future funding eligibility.

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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 taking any additional steps that the institution may require to formally withdraw.
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 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 Nawash Post-Secondary Coordinator does not receive a response from the student within three (3) business days, 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 Chippewas of Nawash First Nation Board of Education the total amount of funding misused.

## **Section 4.0**

## **NPSAP Structure**

A Review Committee will be formed to maintain program accountability and continuity. 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.
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.

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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:
  - a) Withdrawal from a program without sound justification
  - b) Failure to carry required course load for full time students as defined in the NPSAP
  - c) A student who has been requested by educational institute to withdraw
  - d) A student has not complied with the requirements of the application process
  - e) 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 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.

## **Section 5.0**

## **Eligibility for Assistance**

To be eligible for NPSAP funding, students must be registered Chippewas of Nawash Unceded First Nation band members, and have been accepted by an eligible post-secondary institution into either a degree, diploma, 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 repayment plan to be eligible for any further assistance.

Tuition assistance for eligible students includes tuition up to a maximum amount of: \$2500 per semester for a college certificate or diploma program; and up to \$3500.00 for a Bachelor/Degree, Master's or Doctoral program.

### **Full Time Students**

1. Students must be accepted 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 minimum of four courses for each semester.
2. Students wishing to attend a foreign or U.S. institution program of study will have their tuition paid in Canadian funds only and will be 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.

### **Part Time Students**



# **Nawash Post-Secondary Assistance Program Policy**

1. Students must have been accepted 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. Part time students may receive assistance for tuition and books, they are not eligible for living allowance.

## **Part Time Anishinaabemowin Students**

1. Students must have been accepted by an eligible post-secondary institution for a degree, diploma or certificate program in Anishinaabemowin of at least one year or 28 weeks. Students may carry a maximum of three courses per semester.
2. Part time Anishinaabemowin students may receive assistance for tuition and books, and are eligible for a student supplement.

## **Spring/Summer**

To be eligible for Spring/Summer funding you MUST be a student that was funded by the Nawash Post-Secondary Assistance Program in the preceding Fall or Winter semester, **or be a student registering or continuing in an Anishinaabemowin (Ojibwe Language) diploma or degree program.** Spring/Summer Post-Secondary assistance is reserved for Priority 2 (P2) students in the following situations:

P2 continuing students whose full-time program continues through the spring and/or the summer months. (May-August). Students must submit supporting documentation.

P2 continuing students who only need one or two courses to be eligible for graduation may be considered on an individual basis.

**Spring/Summer Post-Secondary assistance for Priority 1 (a) (P1-a) students must be enrolled in an Anishinaabemowin diploma or degree program; individual courses taken, while registered in another major, do not qualify for this priority designation.**

## **Full Time Co-op Placement Students**

Co-op students who are currently in a full-time program may be eligible for Living Allowance. The student must meet 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.

## **Section 6.0**

## **Financial Assistance Rates**

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.

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## Tuition

Tuition assistance includes tuition up to a maximum amount of: \$2500 per semester for college certificate or diploma programs: \$3500.00 per semester for Bachelor/Degree, Master's or Doctoral programs.

1. Tuition assistance for part-time students is up to a maximum allowable of \$1750.00 per semester (4 months) for college diploma or certificate programs and up to a maximum of \$2750.00 per semester (4 months) for Bachelor/Degrees, post graduate or professional studies.
2. Prior Learning Assessment fees will be considered under tuition, at the discretion of the Review Committee and contingent on the availability of funding.
3. **It is the student's responsibility to opt out of any optional student fees that they are not willing to pay for, that are above their sponsorship maximum.** (For example, optional health insurance & dental programs, etc.).
4. In return for tuition sponsorship, the student is responsible for:
  - 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.
  - c. 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.
5. When required to reimburse tuition monies to the Chippewas of Nawash Board of Education, the reimbursement may involve a combination of a tuition refund from the post-secondary institution and reimbursement from the student. Any tuition reimbursement, due from the student, will be deemed a debt to the Chippewas of Nawash Board of Education, it will be noted on the student's file and may affect future eligibility for education assistance.
6. A NPSAP sponsorship letter will be forwarded to the college or university advising them of the student's sponsorship and the maximum tuition cost. The college or university will be asked to invoice the Chippewas of Nawash Board of Education directly, and payment will be issued to the college or university.
7. 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.
8. Any fees paid for tuition or residence by sponsored students may be eligible for reimbursement upon submission of receipts to the Nawash Post-Secondary office, but must not exceed the sponsorship maximum allowable.

## Book Allowance

The maximum Book Allowance assistance rates are:

- Full-time students: \$2000.00 (two semesters/8 months)
- Part-time students: \$200.00 per course, up to a maximum of \$600.00 per semester.

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Book allowances will be issued per semester (e.g., \$1,000.00/semester issued in August & December).

## Living Allowance

Living allowance will be allocated to Full Time students as defined by the NPSAP policy and paid in Canadian dollars regardless of the location of the institution.

Students that do not successfully maintain full time student 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 allocation is \$12,000.00 for two semesters or 8 months. Students will be issued their living allowance on a monthly basis by direct deposit, (\$1,500.00/month), deposits will be made on the last business day of the month.

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

i.e. NPSAP maximum living allowance:	\$12,000.00 (8 months)
Less: Residence and meal plan costs:	<u>9,300.00</u> (8 months)
Balance:	<u>\$ 2,700.00</u>

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 Residence sponsorship letter will be forwarded to the college or university advising them of the sponsorship and the maximum amount to be covered. The college or university will be asked to invoice the Chippewas of Nawash Board of Education directly, and payment will be issued to the college or university.

## Student Supplement

A Student Supplement will be allocated to part time Anishinaabemowin students only, as defined by the NPSAP policy and paid in Canadian dollars, regardless of the location of the institution.

The maximum Student Supplement assistance rates are:

- Part-time Anishinaabemowin students: \$200.00 per course per month, up to a maximum of \$500.00 per month.

Student Supplements will be issued on a monthly basis by direct deposit, (\$200/course/month up to a max of \$500/month). Deposits will be made on the last business day of the month.

## Contingency Funding

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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.

The Contingency fund is to assist students with the costs of travelling home in emergency situations as described above. Current Band mileage rates to apply.

1. The maximum amount of contingency funds available to each student per year is \$1000.00
2. Contingency funds can be requested by completing the Contingency Fund request form
3. Final approval for the Contingency Fund will be made by the Board of Education. All payments for contingency funds will be made by cheque.

## Banking Information

Sponsorship 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. Students must submit a Direct Deposit Information Form completed by their bank. It is the student's responsibility to maintain their account activity and they must inform the NPSAP of any banking changes.

## Suspension of Payment

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

## Section 7.0

## Limits of Assistance

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

- Level 1: Community college diploma or certificate programs;
  - Level 2: Undergraduate University or certificate programs or College Degree 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. Assistance may be provided to students to complete only one program at each level.
  3. 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"
  4. Students be assisted for up to one additional academic year per level if such an extension is approved in writing by the Chippewas of Nawash First Nation Board of Education. It will be

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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. Students must reapply each year to keep their file active.

5. Students may be assisted in Level 1 studies after dropping out of Level 2 studies if not previously funded for Level 1.
6. 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.
7. The total number of academic years or semesters used within a level will be counted, regardless whether the students change programs or institutions.
8. 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.
9. 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.
10. 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.
11. Student files and records of student debt will be kept for a time period of seven (7) years.
12. 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.

Example table for a Repayment Schedule

Courses Taken per term	Courses Completed per term	Unsuccessful Courses per term	Amount to be repaid
4	4	0	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

# Nawash Post-Secondary Assistance Program Policy

4	0	4	Full tuition and living allowance
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\*Refer to Section 3.0 for the definition of a “Unsuccessful 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”

## Section 8.0

## Special Needs

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 should identify what barriers may affect their studies at the beginning of the semester of study, with the Post-Secondary Coordinator.
2. Upon request, students must provide documentation that they have registered with the college or university student services for their accommodations.
3. Should funding be available for Special Needs, students must submit a request in writing including quotes for equipment and resources.
4. Individual students may be eligible for up to \$3000.00 for special needs funding, dependent upon the availability of funding.

## Section 9.0

## Application Process

It is the responsibility of all applicants to obtain an application package from the Nawash Post-Secondary Coordinator. Packages will be sent when requested. It is the student’s responsibility to obtain the application package each application period. The most current application packages are available on the website at [www.nawash.ca](http://www.nawash.ca) under the Programs tab: Board of 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)
- A void cheque or Direct Deposit information completed by your financial institution
- Residence Fee Breakdown (If you plan on staying in residence)
- Letter of Acceptance
- Copy of Secondary School Transcript or other Post-Secondary transcripts

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- Valid E-mail address

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

Application Deadline Dates
<b>Spring/Summer (May-August) Application Deadline: March 1<sup>st</sup></b> <b>Fall/Winter (September-April) Application Deadline: May 1<sup>st</sup></b>
* Application may be submitted by: email, facsimile, regular mail or dropped off to the Board of Education office - during business hours only: Monday – Friday 8:30 AM to 4:30 PM EST*

A Special meeting of the Board of Education trustees will be held annually no later than May 31<sup>st</sup> of each year to review and approve Nawash Post-Secondary Assistance Program applications for the Fall and Winter terms.

An application list will be reviewed by the Review Committee. Notification of sponsorship, student approval and denial will be issued within 15 business days of the Chippewas of Nawash First Nation Board of Education meeting.

1. 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. Students will be responsible in accessing any strike information in regards to grades or course completion.
2. 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 31<sup>st</sup>). All applicants must reapply each year.
3. In the event that an approved student declines or withdraws from their studies the NPSAP funding will be considered for reallocation. Consideration will be made to the applicants on the Waiting List.
4. Funding will be immediately suspended if a student does not comply with any NPSAP policy.
5. 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. The Nawash Post-Secondary Coordinator will notify all students of such changes within 30 days of the change coming into effect.
6. No applications for funding for the current academic year will be accepted after October 31<sup>st</sup> of that year.
7. Any outstanding documentation for applications on the waitlist is due no later than October 31<sup>st</sup>. Incomplete applications will be removed from the waiting list after the October 31<sup>st</sup> deadline.



# Nawash Post-Secondary Assistance Program Policy

## Section 10.0

## Application Priority Designation

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.

Students who have been identified as owing the NPSAP must agree to a repayment plan prior to receiving a priority designation.

**Priority 1 (a) (P1-a):** 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-a 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 1 (b) (P1-b):** Students seeking to register, or continue studies in a Anishinaabemowin (Ojibwe language) diploma or degree program.

**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 to the next level of the post-secondary education continuum, and there has not been a break in funding.

**Priority 4 (P4):** Mature students and/or students that have completed their GED, and/or students who have never attended a post-secondary institution.

**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, or owe funds to the Board of Education.

## Section 11.0

## Student Appeal Process

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



## **Nawash Post-Secondary Assistance Program Policy**

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.