



**POST SECONDARY
STUDENT SUPPORT PROGRAM**

ADMINISTRATION HANDBOOK

TABLE OF CONTENTS

INFORMATION TO STUDENTS	1
POST-SECONDARY STUDENT SUPPORT PROGRAM	1
DEFINITIONS	2
STUDENT REGULATIONS	3
I. <u>STUDENT APPLICATIONS</u>	
1. Receiving Applications	4
2. Dates of Application Deadlines	4
3. Applications to Other Administering Organizations	4
4. Determining the Amount of Support	5
5. Notification to Applicants	5
6. Funding	5
a) Approval Authority	
b) Schedule of Payments	
c) Verification of Continuing Education	
d) Suspension of Payments	
e) Reclaiming of Funds	
II. <u>ELIGIBILITY CRITERIA</u>	
1. Student Status	6
2. Resident in Canada	6
3. Acceptance by Institutions	7
4. Student Priority Categories	7
III. <u>TUITION SUPPORT</u>	
1. Student Fees	8
2. Books and Supplies	9
3. Tuition at Private and Foreign Institutions	10

IV.	<u>TRAVEL SUPPORT</u>	
1.	Approved Costs	10
V.	<u>SUPPORT FOR LIVING EXPENSES</u>	11
a)	Payment in Canadian Funds	
b)	Payments at Beginning and End of Academic Year	
c)	Advances in Living Allowances	
VI.	<u>SUPPORT TO PART-TIME STUDENTS</u>	12
VII.	<u>LIMITS OF SUPPORT</u>	
1.	Levels of Post-Secondary Education	13
2.	Unlimited Tuition Support	14
3.	Support for Travel and Living Expenses	14
4.	Duration of Support	15
5.	Additional Academic Year of Support	15
6.	Support After Dropping Out of Level II Program	16
7.	Restrictions on Level I and Level II Support	16
8.	Changing Program of Studies	16
VIII.	<u>INCENTIVES</u>	
1.	Strategic Studies Scholarship in Level II	17
2.	Academic Achievement Scholarship	18
IX.	<u>APPEAL PROCESS</u>	19
X.	<u>STUDENT REGISTRY</u>	20
XI.	<u>APPENDIX I - Rates for Resourcing Monthly Allowances</u>	21
XII.	<u>APPENDIX II - Post-Secondary Student Contract</u>	22
XIII.	<u>APPENDIX III - Probationary Contract</u>	23
XIV.	<u>APPENDIX IV - Consent Form for Release of Information</u>	24

INFORMATION TO THE STUDENTS

As part of the administration of the Post-Secondary Student Support Program, the Chapleau Cree First Nation will have in place a plan and system for providing information about the program. A brochure on the program will be attached to the application form.

THE POST-SECONDARY STUDENT PROGRAM

The objective of the Student Support Program is to support Indians and Inuit to gain access to post-secondary education and to graduate with the qualifications and skills needed to pursue individual careers and to contribute to the achievement of Indian self-government and economic self reliance. This Policy is effective April 30, 2003 and will apply to all student applications thereafter.

The Policy provides financial support to the Chapleau Cree First Nation students. The policy includes the University and College Entrance and Preparation Program (UCEP) which has been in operation since 1983.

DEFINITIONS:

- a) **“Administering Organization”** means an organization responsible for administering the Student Support Program. This may be the Department of Indian Affairs and Northern Development, bands, tribal councils, Indian education authorities or other Indian organizations, which have responsibility for the administration of the program or a portion of it.
- b) **“Post Secondary Education”** means a program of studies, offered by a post-secondary institution, for which completion of secondary school studies or its equivalent is a prerequisite.
- c) **“Program of Studies”** includes all post-secondary programs, at least one academic year in duration, leading to a certificate, diploma or degree. Programs e.g., pre-law, less than one academic year which are prerequisites to post-secondary of at least one academic year in duration are included.
- d) **“Post-Secondary Institutions”** are degree, diploma, and certificate granting institutions which are recognized by a province and include educational institutions affiliated with, or delivering accredited post-secondary programs by arrangement with a post-secondary institution. (Indian and Northern Affairs Canada will maintain a national list of recognized Canadian post-secondary institutions).
- e) **“Canadian Public Institution”** is a post-secondary institution which receives the majority of its funding from federal and provincial governments.
- f) **“Private post-secondary Institutions”** is a Canadian or foreign post-secondary institution which receives most of its funding from sources other than governments.
- g) **“Full-time students”** and **“Part-time students”** are as defined by the post-secondary institution.
- h) **“Academic year”** is as defined by the post-secondary institution, but will be not less than eight months in duration.
- i) **“Semester”** refers to a part of the academic year, as defined by the post-secondary institution. Semesters usually cover the periods from September to December, January to April, and May to August.
- j) **“Dependent spouse”** means a person who is married to the student or a person who has lived with the student as husband and wife for a period of at least one year prior to the application for educational support. This person is dependent

upon the student and does not receive income in excess of the level of income allowed for a dependent spouse by Revenue Canada, \$2500.00.

“Dependent” means a person who is dependent upon the student as defined by Revenue Canada and who does not receive income in excess of the level of income allowed for a dependent spouse from Revenue Canada.

- k) “**CEGEP**” is an abbreviation of College d’enseignement general et professionnel. CEGEPs operate in Quebec.
- l) “**Contingency funding**” means financial support provided to students for costs related to emergency situations. Emergency situations eligible include individual and family illness, accident or bereavement.
- m) “**INAC**” is an abbreviation of Indian and Northern Affairs Canada.

STUDENT REGULATIONS

1. Student Responsibilities

Students who are sponsored by the Chapeau Cree First Nation Education Program must be made aware of the following responsibilities:

- a) It is the responsibility of the student to submit to CCFN Education Program the required applications, letters of acceptance etc. and to meet all deadline dates.
- b) The education selection committee will review student applications for financial assistance; they will decide whether or not applications will be supported. Members of this selection committee will consist of the Education Committee members and Band Administrator. A student’s application is approved or refused only for the academic year. Students may re-apply in the future.
- c) Students must advise the CCFN Education program of any changes in dependents, rent or any other details which may affect their living allowances. Students must ensure that all information is accurate and complete.
- d) Students must submit an application for Post-Secondary Educational Assistance to the CCFN Education Program by June 1 of each year. At this time students will also be required to sign a Post-Secondary Student contract with the Band (Appendix II) and a release of information form which will allow access to progress reports marks and attendance.

- g) Students will not be eligible to re-apply for assistance if they do not complete the training course for reasons of unauthorized withdrawal or dropping out, or being forced to leave because of a disciplinary action. Students may not re-apply until they have demonstrated a more mature attitude and must wait for at least one academic year.

STUDENT APPLICATIONS

1. RECEIVING APPLICATIONS

Applications for financial support received by the administering office must include as a minimum:

-A completed application form issued by the Education Counsellor from CCFN (photocopies accepted)

-Documentary proof, such as status card, that the applicant is an affiliate of the Chapleau Cree First Nation;

-Documentary proof that acceptance or conditional acceptance into a post-secondary program of studies;

-Applications lacking the above documentation will not be processed until all documentation is received.

-The Administering office will make every effort to assist applicants when the need arises.

-The administering office may request additional documents or information after receipt of application.

2) DATES OF APPLICATION DEADLINES

For September Enrollment

June 1

For January Enrollment

October 1

Applications received prior to the above dates will be prioritized according to the Chapleau Cree First Nation student priorities categories.

Applications received after the above application dates must be held until it can be determined if funds are available after processing the above first batch of applications. If funds are not available, applicants will be encouraged to reapply the following year.

3) APPLICATION TO OTHER ADMINISTRATION ORGANIZATIONS

No other administration or organization will administer funds for CCFN's students without prior approval from CCFN Education Committee.

4) DETERMINING THE AMOUNT OF SUPPORT

Chapleau Cree First Nation Administering office must check the requirements of this policy with the information provided by each applicant. The administering office will contact institutions and other offices to verify information.

The amount of support for each applicant will be calculated and recorded on that the part of the of the application form designated for department use. Calculations will be made for:

- Tuition support;
- Travel support;
- Support for living expenses.

5) NOTIFICATION TO APPLICANTS

When an application is approved or rejected applicants will be informed in writing, of the support approved or the reasons for rejecting the application.

6) FUNDING

Funds will be provided to the student when:

- the application is complete;
- all documentation is provided;
- the Education Committee and/or Chief and Council approve the application.
- the administering office will establish a schedule of payments for students; and
- the administering office will require the student to verify that he or she is continuing in the program of studies.

The administering office will suspend payments:

- on notice from the student that he/she has dropped out of the program of studies;
- if the student fails, on request, to verify that he/she is continuing in the program of studies
- is notified by the Post-Secondary Institution that he/she is no longer a student
- the administering office will take action to reclaim funds from the student in respect of travel allowances and living allowance for periods of support when the student withdrew from studies. Every effort will be made by CCFN to recover the unauthorized expenditures. Failing this recapture of funds, noting the balance owing will be placed in the student's file. Should the student apply and receive

future funding, this amount owing will be deducted, and the balance paid over the academic year.

Section II. Eligibility Criteria

Subsection I. Student Status

To be eligible to apply for support under the Student Support Program an applicant must be a registered Indian on the Chapleau Cree First Nation Registry.

- i) Registered Indian; Definitions see Section (a)

A person whose application for Indian Status is in process is not eligible to apply for support until he/she has a letter from the registry of the Indian Registry confirming Indian status or his/her name is formally entered in CCFN's Indian Registry.

- ii) Non-Indians;
Students may come from families which have both Status Indian and Non-Indian members. The Non-Indian Members of these families are not eligible for support under this program.

Section II. Eligibility Criteria

Subsection 2. Resident in Canada

- i) The 12 Consecutive Months Prior to Application

These are the 12 months immediately prior to the date of submitting an application, e.g., an application dated March 5, 2003 requires the applicant to have been a resident from May 2002 to April 2003.

- ii) The following are deemed to satisfy the previous point:
- a) Students who are normally a resident in Canada but for reasons of Post-Secondary education or exchange programs have been living outside of Canada for all or part of the year prior to the application for support.
 - b) Employee's of the federal and provincial governments appointed to foreign posts.
 - c) The dependent children of the above government employees who accompany the employees abroad.
 - d) Applicants who, under the authority of provincial or territorial child welfare legislation, were placed outside of Canada in a foster home, and institutions e.g., a group home, or through an adoption and have returned to Canada.

Procedures:

Where there is doubt that the applicant meets the residency requirement, the applicant will be required to furnish a notarized statement, which establishes his/her residency in Canada for the 12 month period preceding the date of application.

A Student whose application for support is approved for attendance in a foreign institution is deemed a Canadian resident.

Section II. Eligibility Criteria

Subsection 3. Acceptance by Institutions

Procedures:

1. Acceptance by Institutions

The applicant must provide a copy of the letter of acceptance for enrollment in the program of studies.

Enrollment must be in a program of studies in one of the institutions listed in the DIAND Institution Listing. If the program of studies is in a foreign institution, the applicant must provide evidence that it is recognized in Canada as an acceptable post-secondary program of studies.

Section II. Eligibility Criteria

Subsection 4. Student Priority Categories

Applications received from eligible students after the post-secondary education budget is exhausted will be deferred until the following year or until the budget for this program is reallocated.

Procedures:

Approval of applications shall be based on the priority categories listed below in the order of priority. These apply to full-time and part-time students.

Chapleau Cree First Nation Student Priority Categories:

1. Band sponsored students presently attending college or university who, with acceptable progress, have been allowed to continue to the next semester of their program.
2. High school students enrolled in a specific college or university program.
3. Level three students who were enrolled in post-secondary studies and are going on to receive their masters' degree or graduate studies.

4. Mature Students applying to attend post-secondary studies.
5. Returning Students:
 - a) Students who have successfully completed a previous Post-Secondary program and intend to continue in a related field of study; they must have submitted an application prior to the deadline. Students who apply after the deadline date will be considered for tuition and books only.
 - b) Students who have unsuccessfully attempted a Post-Secondary program may be considered for partial sponsorship only in the first year of their program. Full sponsorship may be considered in the second year based on acceptable progress.

Section III. Tuition Support

Subsection 1. Student Fees

Tuition Support includes students' fees for registration, tuition and the cost of books and supplies, which are listed as required by the post-secondary institution. Administering organizations have the flexibility to adjust tuition support to meet the needs of students attending Canadian Public Institutions at the normal rate charged by the institution for a Canadian Student.

Support will be provided for the following:

- Regular tuition fees; that is the tuition fees normally charged by the institution to Canadian students
- Mandatory registration fees indicated in the institutions calendar, including student activity fees and special testing fees
- Registration for other program activities e.g. admission interview, practicum's, tutorials; and;
- Initial professional certification and examination fees.

Procedures:

1. The tuition support is calculated using the tuition registration, transcript and application fee rates published by the Canadian Public Institution for the applicable program of studies, for the period of time for which the application is made.
2. In the case of an Indian post-secondary institution, the tuition fees will be those normally charged to Canadian students by the Associated Provincial Institutional.
3. The applicant will provide documentary evidence of tuition, registration and mandatory student activity fees.
4. Tuition support may be paid directly to the applicant, once documentation is reviewed by the CCFN Education Counsellor.

5. In order to facilitate each application, each student is requested to pay his/her own Confirmation Fee. This will be reimbursed upon presentation of receipt pending approval of their application for educational assistance.
6. Ontario College/Ontario University Application Service fees can be reimbursed to the student, upon approval of their post-secondary funding application and the submission of applicable receipts.

Section III. Tuition Support
Subsection 2. Books and Supplies

Tuition Support includes student fees for registration, tuition, tutorials, initial professional certification, and examination fees and the cost of books and supplies, which are listed as required by the post-secondary institution.

Special Equipment:

Students enrolled in programs that require special uniforms or equipment (e.g. nursing or electronics) may receive assistance for those items, if the required funds are available and prior approval is obtained.

The student should have cost estimates for these additional supplies verified by an instructor or other program official.

Support for books and supplies will cover textbooks and supplies, including special equipment, officially listed as required by the university or college for a student's program of studies.

Procedures:

1. The Chapleau Cree First Nation office may provide up to \$500 for books and supplies per full school year and 80\$ per course for part-time students.
2. Any amount in excess of \$500 may be approved if a student demonstrated the need by submitting copies of the course outline and the prices charged by the institutions bookstore or suppliers. (Pending the availability of funds.)
Receipts must be submitted to indicate that an excess of \$500 has actually been spent.
3. Books and Supply allowance will be paid out in two installments, September and January, unless otherwise requested by student individually.

Section III. Tuition Support

Subsection 3. Tuition at Private and Foreign Institutions

For resourcing purposes, tuition support is provided for:

-Students attending private or foreign post-secondary institutions, at the same rate charged by the Canadian Institution which offers a comparable program.

-Students enrolled in a foreign institution at the actual tuition rate charged by the foreign institution where no comparable program is available at an institution in Canada.

1. A program of studies at a foreign institution is comparable to a program of studies at a Canadian public institution when the following conditions are met:
 - a) the minimum academic prerequisites are equivalent;
 - b) the number of credits hours are equivalent to within 10% i.e., a 20 credit hour program is equivalent to another program which has been between 18 to 22 credit hours full time over that overload; and
 - c) the course content generally covers the same subject matter.
2. An applicant enrolling in a foreign institution must provide documentation with their application, which identifies the most comparable program in the nearest Canadian Public Institution to his/her place of residence. The documentation must include application, registration, tuition and mandatory student activity fees of the Canadian Public Institution.
3. An Example of Calculating Tuition for Foreign Institutions:
A student living in Sault Ste Marie and enrolling in an equivalent business administration program in Lake Superior State, Michigan must provide documentation of the application, registration, tuition, and mandatory student activity fees for the business administration program in Ontario. If the Michigan college tuition is \$1000 U.S. and the Ontario tuition is \$700 Canadian, the tuition support provided to the student will be \$700 Canadian.
4. Students who meet entrance requirements for a program but are not accepted by Canadian Institutions because of a limited access may receive actual tuition fee costs to enroll in a foreign institution.

Section IV Travel Support

Students who are required to live away from their permanent place of residence may qualify for a travel grant, twice a semester for themselves. The CCFN Education Committee have the flexibility to adjust travel grants to meet the needs of students.

In addition, students will be provided emergency travel for individual and family illness, accident or bereavement.

Travel:

1. Travel support may be provided to the institution selected by the student. Students receive allowances to travel between home and school for four one-way trips each school year: September, December, January and April.
*Exceptions to this policy occur when continuous registration occurs after April, i.e. Intersession Courses. Such students will not receive return travel in April.
2. Seasonal travel is to be calculated using the most cost effective mode of public transportation, in accordance with treasury board rates for government travel. As between economy air fares and minimum car mileage rates the lesser amount will be paid.
3. Students who attend post-secondary institutions outside of their province of residence shall receive travel support calculated to the nearest institution offering a comparable program of studies. If the student's program of studies is not available within their province, the student will receive travel costs to the closest institution offering the program.
4. If the students program of studies is not available in Canada, the student will receive travel cost to the closest institution offering the program.
5. Master and PhD students receive travel costs to the Canadian University of their choice.

Section V. Support for Living Expenses

Chapleau Cree First Nation will use the rates in Appendix 1 for the Administration of the program. However, they will have the flexibility to change these rates in the case of individual students requiring special support for emergency situations.

Procedures:

1. The living allowance will be paid in Canadian dollars regardless of the location of the institution.
2. Living allowances are paid for Christmas and study breaks. Additional time may be allowed for students to settle into accommodation at the place of study at the beginning of the academic year and to move out at the end of the academic year.
3. a) The administering office may provide to students an advance of the living allowance i.e., rent advances.

- b) Where a student is provided an advance, the administering office may spread the adjustment over the payment periods of the academic year and make the appropriate deductions from the living allowances for each payment period. For example, if an \$800 advance is provided and if living allowances are paid monthly over the academic year from September to April, then the level of living allowance will be paid accordingly to Appendix 1, less \$100. The CCFN Education Committee will review each request on an individual basis.
- 4.
- a) Where two applicants are married to each other, and have no dependents, the living allowance for each will be calculated as a married student with employed spouse.
 - b) Where two applicants are married to each other, and have dependants: One of them will be designated as a married student with employed spouse with dependants, the other will be designated as a married student with employed spouse.
 - c) For the purpose of calculating Living Allowances the term “single” will refer to those students who are not married and requested to pay room and board.
 - d) In the case that the student is separated or divorced from his/her spouse legal separation papers are required before she/he will be classified as “single”.
 - e) For the purpose of this guideline a “spouse” is a person who has lived with the student as husband or wife for a period of no less than one year prior to application for educational assistance. If the spouse is legally married to the student, no time factors are applicable.

Section VI. Support to Part-Time Students

Part-time students may receive support for tuition and the cost of books and supplies which are listed as required by the Post-secondary institution. (to a maximum of \$80 per course)

- i) Part-time students will be supported, provided their program of studies is at least one academic year in duration and leads to a diploma, certificate or degree.
- ii) The duration of support for tuition and books and supplies is unlimited on the condition that the courses are in the related field of study.
- iii) Tuition support for part-time students will be provided in accordance with procedures for Tuition Support.

Section VII. Limits of Support
Subsection 1 Levels of Post-Secondary Education

Support will be provided for three levels of Post-Secondary Education:

Level I -Community College and CEGEP diploma or certificate programs

Level II-Undergraduate programs

Level III-Professional degree programs, Master and Doctoral programs.

- i) A program of studies must be at least one academic year in duration;
- ii) P1 Level I Programs include:
 - Community college program of studies which have as a prerequisite completion of secondary school or equivalent and which results in the awarding of a certificate or diploma;
 - CEGEP programs comprising CEGEP 1, 2 and 3 Professional and CEGEP 1 and 2 general;
 - Technical institute program of studies, which have as a prerequisite completion of secondary school or equivalent (eligible technical institutes are listing in the INAC Institution Listing).
- iii) P2 Level II programs include:
 - undergraduate degree programs; and
 - bachelor degree programs which have as a prerequisite an undergraduate degree
 - grade 12 or mature student (university)
- iv) P3 Level III programs include:
 - all programs established as graduate degree programs by post-secondary institutions.
- v) DISTANCE EDUCATION PROGRAMS
 - all distance education programs will be funded for tuition, books and supplies, and living allowance if the program of studies is listed in the Institution's calendar as a full time program. All other distance education program will be reviewed on an individual basis for tuition and books only.

Procedures:

1. Applicants for support for Level I program must provide documentation that the community college or technical institute program of studies has completion of secondary school or mature student equivalent as a prerequisite and that the program is at least one academic year in duration or be one of the Native specific programs listed below:

Native Language Teachers Program
Native Counsellor Training Program
Native Classroom Assistant Program
Tutor Escort Program; etc

2. Applicants for support for Level II programs must provide documentation that the additional bachelor degree has as a prerequisite grade 12 and a mature student, and undergraduate degree, i.e., in some provinces a B. ED requires a first undergraduate degree.
3. Applicants for support for Level III programs must provide documentation that they are enrolled or accepted for enrolment in a graduate studies program.

Section VII Limits of Support

Subsection 2 Unlimited Tuition Support

Tuition support will be provided to students enrolled in all three levels without limits.

Tuition support provided to both full-time and part-time students will be restricted to one program of studies at each post-secondary level.

Tuition support will be provided for in accordance with Section III.

Section VII Limits of Support

Subsection 3. Support for Travel and Living Expenses

Support for travel and for living expenses will be provided to students to complete one program at various levels.

Procedures:

1. The Chapleau Cree First Nation Education committee must ensure that support is provided for one program only at each level, except for;
 - i) Level II where support can be provided for one undergraduate degree and one Bachelor degree, which has as a prerequisite, an undergraduate degree.
2. For Travel support, see Section IV. For support for Living Expenses, see Section V.

SECTION VII Limits of Support
Subsection 4. Duration of Support

The duration of support will accord with the official length of the program as defined by the post-secondary institution in which the student is enrolled.

Procedures:

1. The Chapleau Cree First Nation Education Counsellor must verify the duration of the program. The duration of a program of study can be found in the post-secondary institution's calendar.
2. If the duration of a program of studies is expressed in units other than academic years, it must be converted into academic years in consultation with the institution.
3. If the duration of a program of studies is not listed in the institution's calendar or other office document, then the student must obtain a statement from the institution's registration as to the duration of the program.
4. Support is provided only if the duration of the program is at least one academic year in duration.

SECTION VII LIMITS OF SUPPORT
Subsection 5 Additional Academic Year of Support

Students enrolled in Levels I and II will be supported for up to one additional academic year if the institution's Dean or head of the department approves such an extension in writing.

Students requiring an extension for sponsorship will be considered for partial sponsorship only/or tuition and books only.

Procedures:

1. Level I and II

It is the student's responsibility to obtain a letter of explanation for the additional academic year from the Dean or the head of the department of the student's program of studies.

2. Level III

It is the student's responsibility to provide a medical certificate for an additional academic year of study for medical reasons. Additional support for personal reasons must be sustained according to the circumstances.

SECTION VII Limits of Support
Subsection 6 Support After Dropping out of a Level II Program

Students may be supported in Level I studies after dropping out of Level II studies. If a student resumes Level II studies, the previous time spent at Level II would still be counted for support purposes.

This applies to students who drop out of their first undergraduate degree and enroll in a Level I program of studies. Students who drop out of a second undergraduate degree will not be supported for a Level I program and students who complete a Level I program will not be supported to take a second Level I program.

Procedures:

1. In applying for support for a level I program, a student must indicate on his/her application if he/she had dropped out a Level II program of studies. Students who drop out of a second undergraduate degree will not be supported for a Level I Program. The student must provide documentation to verify his/her academic record.
2. Students who complete a Level I program will not be supported to take a second Level I program.
3. If the student resumes Level II studies then the administering office must inform the student, in writing, the period of support, which will be counted towards Level II studies.

SECTION VII Limits of Support
Subsection 7 Restrictions on Level I and Level II Support

Students who have completed a Level II program, with or without support from this program, are ineligible for Level I support.

Student who have completed a Level III program, with or without support from this program are ineligible for Level I or Level II program support.

Section VII Limits of Support
Subsection 8. Changing Program of Studies

Where students change programs within one of the levels, the academic years used for each program within this level will be counted for support purposes.

Procedures:

1. Students must inform the CCFN Education Counselor of the program change and provide documentation of the program change.

2. The CCFN Education Counsellor must inform them in writing of the period of support already used for the first program of studies with the Level and the remaining support the student has for the second program of studies within the same level.

SECTION VIII Incentives
Subsection 1. Strategic Studies Scholarship in Level II

In order to encourage students to engage in studies that directly contribute to achieve self-government and economic self-reliance, the administering organization may award incentive scholarships.

Eligible students are students who are currently receiving financial support under the Student Support Program and who are enrolled as full-time students in a program of studies at an institution listed in the INAC guidelines.

The amount of the scholarship award by the administering organization will be up to a maximum of \$1000 annually. This award may be divided among qualifying students.

The Strategic Studies Scholarship will be available to the Chapleau Cree First Nation post-secondary students. The Chapleau Cree First Nation Education Committee will determine recipients of the scholarship. One scholarship will be available per school year pending the availability of funds.

1. A completed application form must be sent in prior to September 30th.
2. This scholarship applies to student enrolled in a Level II, University studies.
3. The scholarship will be offered on an annual basis providing that the students meet the criteria. There will be no retroactive awards for previous years.
4. The scholarship is for a full academic year commencing in September. There will be no partial awards of this scholarship. For example, a student who enrolls in January will not be entitled to half of the scholarship.

Examples:

- a) A student who has completed the first year of the program of studies and who is continuing onto the second year may receive the scholarship;
- b) A student who has completed the first year in a Level II program of studies but who is not continuing in the same program will not receive the scholarship;
- c) A student in a three year program of studies who has completed the fourth year will not receive the scholarship.

Procedures:

Criteria that will determine the awarding of this scholarship:

- a) highest grade point average (must have official transcript)
- b) must be taking a full course load as required by the institution
- c) must in the same program of study
- d) other determining criteria may be added to break any ties

SECTION VIII Incentives

Subsection 3. Academic Achievement Scholarship

In recognition of academic achievement, the Chapleau Cree First Nation Education Committee may award scholarships to students in Level I who are enrolled as full-time students and who have achieved a "B" grade in their program of studies. College preparation and upgrading courses will not qualify for this incentive scholarship.

A completed application must be submitted prior to September 30th.

- a) Students currently receiving support under the Student Support Program are eligible for scholarships in recognition of academic achievement.
- b) The amount of the scholarship awarded by the administering organization will be up to a maximum of \$1000.00 annually.
- c) The Academic Achievement Scholarship will be available to Chapleau Cree First Nation post-secondary students. Recipients of the scholarship will be determined by the Chapleau Cree First Nation Education Committee (one scholarship will be available depending on the availability of funds). This award may be divided among qualifying students.

Procedures:

In selecting students for a scholarship in recognition of Academic Achievement, the CCFN Education Committee must verify that these students are in Level I programs, which are a minimum of two years in length.

Criteria:

1. Highest grade point average (must have official transcript).
2. Maximum course load for program.
3. Continuing in the same program that scholarship is awarded for.
4. Other determining criteria may be added to break ties.

SECTION IX Appeal Process

To ensure fairness and equitable treatment under the policy, the CCFN Education Committee has an appeal process in place. This process incorporates the following basic elements:

- a) Formal statement and public distribution of the said policy and procedures.

- b) Ensuring that the student has the right to an established appeal board which will be established with consent of the CCFN Council and student.

- c) Ensuring that the student has the right to have support in the form of an advisor or advocate.

- d) Ensuring that CCFN Education Committee has an adequate level of participation in the appeal process and its structure.

- e) The Chapleau Cree First Nation will provide costs for board members and the student to attend the appeal hearing pending the availability of funds.

- f) The establishment of specific time frames for the appeal hearing to be set and for decisions to be made.

- g) Confirmation that the CCFN Education Committee will abide by the appeal board's decision.

Students may not appeal to Indian and Northern Affairs Canada decisions made by other administering organizations. This includes administrative and appeal rulings.

Where student is convinced that the Chapleau Cree First Nation guidelines are not being fairly applied to his or her situation then the student shall have access to an appeal hearing.

There is no appeal against the refusal of assistance because funds are not available.

Procedure:

1. The student contacts the Chapleau Cree First Nation Band Administrator, in writing of the intent to appeal.
2. The student is sent an appeal form to provide the following information:
 - students' name, address and telephone number;
 - the institution attended and program of studies enrolled in;
 - the reason for the appeal, citing the relevant sections of the policy or guidelines, and;
 - name, address and telephone number of the person to represent the student.
3. The student returns the appeal request form to the CCFN Education Counsellor.

4. The Education Counsellor confirms the receipt of the appeal request form in writing and sets a date to hear the appeal.
5. If required, the appeal board hearing may be conducted once each semester.
6. The Chapleau Cree First Nation office will set up an appeal board with the following members:
 1. Member of the Chapleau Cree First Nation Band Council,
 2. A person selected by the student and identified by the student in the appeal request form; and
 3. An official from an Education Authority not administering the CCFN Post-Secondary Student Support program, excluding INAC employees.
7. The Chapleau Cree First Nation office will arrange with the board members and the student the date, place and time of the appeal hearing.
8. The Chapleau Cree First Nation Education Committee will, with the board members and the student, attend the appeal hearing pending the availability of funds for this purpose.
9. The Board's ruling will be based on the majority decision.
10. The Board's ruling must be consistent with the intent of the Student Support Program's policy and guidelines.
11. The report will include a copy of the student's appeal request form, names and position of the appeal board members and the board's ruling and kept on file in the student's file. The Education Counsellor will be responsible for completing this report.
12. The Board's ruling is final.

SECTION X Student Registry

The Chapleau Cree First Nation will maintain a student registry. The Chapleau Cree First Nation will identify the information requirements, which will include the student's name, the institution attended, the program of study, the support provided, the degree/diploma/certificate obtained and any additional information, which may be required from time to time. This information will be used for statistical purposes only and will remain confidential. The CCFN Education Counsellor must report this information annually to Indian and Northern Affairs Canada.

The confidentiality of the information will be managed in accordance with the Privacy of Information Legislation.

APPENDIX I

RATES FOR RESOURCING MONTHLY ALLOWANCES

Category	Monthly Allowances
a) Single student living with employed parent	\$ 490.00
b) Single student	\$ 875.00
c) Married student with employed spouse	\$ 875.00
with 1 dependent	\$ 1050.00
with 2 dependents	\$ 1230.00
with 3 dependents	\$ 1405.00
\$50.00 per month for each additional dependent	
d) Married student with dependent spouse	\$ 1095.00
with 1 dependent	\$ 1245.00
with 2 dependents	\$ 1405.00
with 3 dependents	\$ 1555.00
\$50.00 per month for each additional dependent	
e) Single Parent	
with 1 dependent	\$ 1245.00
with 2 dependents	\$ 1405.00
with 3 dependents	\$ 1555.00
\$50.00 per month each additional dependent	

APPENDIX II

Chapleau Cree First Nation - Post-Secondary Student Contract

As a student sponsored by the Chapleau Cree First Nation, under the Post-Secondary Education Program, I agree and accept the following conditions and responsibilities:

1. To satisfy the academic requirements specified by the school, including attending all classes and to ensure that at all times I am enrolled in sufficient courses to be considered a full-time student at the institution I am attending.
2. That other income such as U.I. or Mother's Allowance will be reported when applying for Educational Assistance. However, Bursaries, Scholarships or income from a part-time job will not affect sponsorship.
3. That any program changes, including course withdrawals must be approved by an Education Counsellor from the college or university with final approval by the counselor from the CCFN Education office. Also that if I withdraw, without authorization from CCFN Education office from the course before completion of the semester, that the CCFN will not sponsor me for at least one academic year, and I will be required to pay back any allowances which I received while not in school.
4. To notify the CCFN Education office immediately if withdrawing from the school and to complete the necessary withdrawal forms.
5. That when tuition or residence fee payments are required, such notice will be forwarded to the CCFN Education office immediately. Delays may mean losing a place in a program or residence.
6. That transcripts for each school semester must be submitted to the CCFN Education office as soon as they are available from the college or university.
7. That should a student receive education assistance to which he/she is not entitled, he/she will be required to repay the full amount before further assistance is approved. Failing this, should education assistance funding be approved in the future, the full amount will be deducted from any approved funding.
8. That I will provide the CCFN education office with the documents requested, especially a letter of acceptance from the institution, prior to the living allowance being issued;
9. I will agree to sign a consent form for the release of information, Appendix IV

If one or more of the above conditions or responsibilities are not met, educational assistance will be withdrawn. I understand and agree to the above conditions and responsibilities.

Date: _____ Student Signature: _____

Date: _____ Student Witness Signature: _____

Date: _____ Counsellor Signature: _____

APPENDIX III
Probationary Policy

Each student's progress will be reviewed at the end of each school semester and/or school year, throughout the period of sponsorship. If a student is unsuccessful in achieving a minimum standard, sponsorship may be withdrawn or that student may be placed on probation. A minimum standard is four university credits or equivalent per year, or a Grade Point Average of 2.4.

A Probation Committee, consisting of the Education Counsellor, Committee members and Band Administrator will exist to monitor and supervise all probationary students and to address any probationary appeals.

In addition to the standard Student Contract, students placed on probation will be required to sign a Probationary Contract.

Chapleau Cree First Nation
Probationary Student Contract

As a student sponsored by the Chapleau Cree First Nation Education Department, under the Post-Secondary Education Program, I agree to and accept the following conditions and responsibilities of being on probation:

1. That a minimum standard of four university courses or equivalent per year must be completed successfully, or a minimum Grade Point Average of 2.4 at Community College must be attained.
2. That, where feasible, the student will discuss his/her progress on a bi-weekly basis with a designated Education Counsellor. In addition, attendance reports will be submitted to the CCFN Education office.
3. Students on probation will receive their living allowances in two installments each month. The first payment each month will be for 75% of the monthly rate. The second installment will be for the balance of 25%, which will be issued two weeks later provided the student has submitted an attendance report. Deductions will be made should the student have any unauthorized absences. **Proof of attendance is the responsibility of the student.**
4. That should progress not improve to a minimum standard during the probationary period, the student will be responsible for his/her own tuition fees for the subsequent year or semester, provided the student is allowed to continue by the school. Full sponsorship will resume when progress improves to the minimum standard.

If one or more of the above conditions or responsibilities are not met, educational assistance will be withdrawn. I understand and agree to the above conditions and responsibilities.

Date: _____ Student Signature: _____

Date: _____ Student Witness Signature: _____

Date: _____ Counsellor Signature: _____

CHAPLEAU CREE FIRST NATION

CONSENT FOR RELEASE OF INFORMATION

I, _____, give permission to my sponsoring agency, the Chapleau Cree Education Program, to have access to my progress reports, attendance etc. from the post-secondary institution which I am attending.

Name of College/University: _____

Year: _____

Signature of Student: _____

Date: _____