

MONTREAL LAKE CREE NATION

Box 90

Montreal Lake Saskatchewan

S011Y0

POST-SECONDARY STUDENT SUPPORT PROGRAM

(P.S.S.S.P)

STUDENT POLICY MANUAL

DEADLINE DATES:

MAY 31 - FALL TERM

OCTOBER 31 - WINTER TERM

MARCH 31 - INTER SESSION - SUMMER TERM

*(REVISED **SEPTEMBER 2014**)*

BOX 90

MONTREAL LAKE, SASKATCHEWAN

1.0 DEFINITIONS

- 1.1 Post Secondary; Post means “after” Secondary School means “high school”. So, “Post Secondary is referring to any education after high school. Could be community college, trades, university, or could be any programs or classes you completed after graduation.**
- 1.2 “Post-Secondary Institutions” are certificate, diploma and degree granting Institutions which are recognized by provincial authorities and include educational Institutions affiliated with, or delivering accredited programs by arrangements with a post-secondary Institution. Montreal Lake Cree Nation (MLCN) Post Secondary Student Support Program (P.S.S.S.P) will maintain a national list of recognized Canadian Post Secondary (PS) Institutions.**
- 1.3 “Public Institution” is a Post-Secondary Institution which receives the majority of its funding from the federal and provincial governments.**
- 1.4 “Private Institution” receives the majority of its funding from the participants in the programs it delivers through tuition and costs associated with programming.**
- 1.5 “Program of Studies” includes all Post Secondary (PS) Programs, at least one academic year in duration, leading to a certificate or degree/diploma. Programs e.g., Pre - Law, less one academic year which are prerequisites to Post-Secondary Programs of at least one academic year in duration are included.**
- 1.6 “Term” refers to a part of the academic year, as defined by the Post-Secondary Institution. Terms usually cover the periods from September to December (Fall), January to April(winter) and May to August.(spring&summer)**
- 1.7 “Full-time University Students” are required a minimum of 9 credit hours in each term, for a total credit of 18 credits per year**
- 1.8 “Part-time Students” are students who are taking less than 9 credit hours per term**
- 1.9 “Wait listed” refers to a student who has met the deadline date criteria and is wait listed due to lack of funds**
- 1.10 “Deferred Applicant” is a student who has missed the deadline date and is referred to the next intake.**
- 1.11 “Dependent” means a person other than a spouse, who is dependent upon the student as defined by Revenue Canada.**
- 1.12 “Deadline Date” all applications and related documents must be received by date specified.**
- 1.13 Approved Pending means you are not given final approval until all required documents are submitted.**

Acronyms used in this document are as follows;

Post Secondary	PS
Post Secondary Student Support Program	PSSSP
Post Secondary Committee	PSC
Montreal Lake Cree Nation	MLCN
Montreal Lake Post Secondary	MLPS
Montreal Lake Post Secondary Committee	MLPSC

2.0 GOVERNANCE AND ADMINISTRATION

- 2.1** The MLCN asserts that PS Education is a Treaty Right. Acceptance of administrative responsibility for the PSSSP does not take away the right nor the trust responsibility of the Government of Canada towards Treaty First Nations.
- 2.2** The MLPSC is mandated by the MLCN Chief and Council to assume authority and responsibility for the delivery of Post-Secondary Education for students. The policies set out in this manual are those established by the MLPSC and approved by the MLCN Chief and Council.
- 2.3** This manual provides policy directions to the MLPSC for the administration of the P.S.S.S.P and forms the basis for a set of Operating Guidelines for the staff who administer this program on behalf of the membership of the MLCN.
- 2.4** The P.S.S.S.P supports Band Membership in pursuing post-secondary studies in recognized and authorized PS Institutions.
- 2.5** The MLPSC consists of an Elder(1), Women’s Commission(1) and representative member of each electoral sector, Montreal Lake (2) Timber Bay/Weyakwin (1), Little Red (2), Urban (1), Youth (1) and one student representative.
- 2.6** The MLPSC shall meet in March to review and amend policies.
- 2.7** Support from leadership (106A) Montreal Lake and (106B) Little Red
- 2.8** Written notification to applicants when an application is approved, declined or deferred will be done within 5 working days after the next scheduled meeting for selections.

3.0 APPLICATION PROCESS

3.1 Applying to the Post - Secondary Institution

- a) **Applying for enrollment to the post-secondary Institution and program is the STUDENT'S RESPONSIBILITY and the rules are set by the Institutions. Students can get help from their school counseling staff or by contacting the MLCN PSSSP.**

3.2 Applying for P.S.S.S.P Funding

- a) **All Students Including Continuing students must apply on an annual basis.**
- b) **Documentation required prior to final approval of the students application for support must include:**
- **Letter of acceptance from the Post Secondary Institution,**
 - **copy of Treaty Status Card, or letter from Membership**
 - **copy of Revenue Canada child tax or benefit entitlement letter,**
 - **the most recent official transcript - Grade 12 marks for new applications.**
 - **a class registration and tracking sheet with Program information.**

b) **Deadline dates:**

Fully completed application forms and related documentation must be received at the MLCN PSSSP by the following deadline dates:

- **Approved Pending – June 30th all requested information must be submitted to the PSSSP by this date or applicant will be deferred to next intake.**

MAY 31 - For Fall Term (September) commencement;

OCTOBER 31 - For Winter Term (January) commencement,

MARCH 31- For Inter/Session and Summer Session enrollment. Special conditions may apply so contact the Post-Secondary Student Support Program for information.

c) **P.S.S.S.P Funding Application Forms.**

Applications are available by contacting the Montreal Lake Cree Nation Post Secondary Student Support Program Office.

**Contact can be made by calling toll free 1-888-303-0335 or (306)663-5100
Website: www.mlcn.ca**

3.3 APPLICATION PROCESS FOR INTER-SESSION AND/OR SUMMER SESSION

- a) A new application for funding form is required.
- b) Provide a letter of support from their program counselor that indicates the classes taken during these sessions are required as part of their program of studies.
- c) Demonstrate they have successfully completed the previous academic term by submitting official transcripts by May 31st.

3.3.1 Applicants must state on the original application form that they are completing a combination degree. The maximum cumulative total years of support as outlined in limit of support 6.1 will be adhered to.

3.3.2 The MLPS will hold interviews for those students who have used up their student months or who must appeal in order to continue their program. The following process will be followed.

- i) The PSSSP will prepare a financial breakdown of all costs accumulate to date for the student.
- ii) If a student is approved for further funding a contract will be made up between the student and Post Secondary. Example: If a student used up their Level II then they must sign a contract stating they only have so many months to complete their program and if they do not complete in this time frame then they will not ask PS for further funding but will complete on their own.

4.0 ELIGIBILITY

4.1 The student must be a member of the MLCN and be listed in the Band Membership Registry. Students, who have transferred to Montreal Lake Cree Nation from another First Nation, will have their prior education funding taken into consideration.

4.2 The student must have met entrance requirements and have been accepted for enrollment in a recognized PS Institution for a Program of Studies.

4.3 The student must be enrolled in a program of at least 8 months duration that leads to a certificate, diploma or degree and has grade 12 or equivalent (GED12) as an entrance requirement.

4.4 Support will be provided within the limits of funds available in accordance with MLCN P.S.S.S.P funding arrangements.

4.5 Deferred applicants must confirm to keep their application active and reapply each term.

DEADLINE DATES:

MAY 31 st	SEPTEMBER (FALL)
OCTOBER 31 st	JANUARY (WINTER)
MARCH 31 st	INTER-SESSION (SUMMER)

4.6 All continuing students must submit official transcripts of marks and any required documentation to maintain funding 30 DAYS AFTER END OF TERM. Failure to do so will result in disqualification of funding.

4.7 All students must sign a STUDENT CONTRACT on the application form to receive funding which will be submitted to the Institute they are attending every year.

5.0 PRIORITIES FOR APPROVAL OF APPLICATIONS

5.1 Applications received within the deadline dates will be considered for the current intake.

DEADLINE DATES

MAY 31 ST	FOR SEPTEMBER (FALL TERM) ENROLLMENT;
OCTOBER 31 ST	FOR JANUARY (WINTER TERM) ENROLLMENT;
MARCH 31 ST	FOR INTER - SESSION AND SUMMER SESSION.

These criteria may be modified to accommodate specific MLCN P.S.S.S.P initiatives.

5.2 Priorities for approval of applications for students will be based on the following Criteria

- a) Continuing students will be funded up to the completion of one program length (of either certificate/diploma/degree).PROGRAM TO BE IDENTIFIED ON THE ORIGINAL APPLICATION.
- b) Grade 12 graduates entering Post-Secondary Programs
- c) Students seeking a Masters or PH.D. must have 2 years work experience upon applying for funding.
- d) Successful students who have funded themselves for one full academic year because of choice or lack of funding and have received passing grades.
- e) Students returning to the same program after a leave of absence
- f) Students returning to a different program after a leave of absence

6.0 LIMITS OF SUPPORT

6.1 Support for living expenses, tuition and books will be provided for four levels of post-secondary education and limits are placed on the duration of support according to the level of program the student is enrolled in.

LEVEL I Technical Institute, or Community College Program - 1 to 2 academic years, depending on the Institution's normal program duration.
- 24 student months (Certificate/Diploma) only allowed one level I program

LEVEL II University Undergraduate Programs (i.e.: B.A., B.Sc., B.S.W.): duration of support will be in accordance with the university's normal program.
- 40 student months for Bachelor's Degree
- 48 student months for Honours Bachelor Degree

LEVEL III i) University Professional Programs (i.e. - M.D., M.B.A.): duration of support will be in accordance with the university's normal duration.
- 32 student months

ii) Post Graduate Programs (i.e.- M.Ed., M.A., Ph.D.): duration of support will be in accordance with the university's normal program duration, however reasonable limits may be established on the basis of individual need. All applications will be dealt with on an individual basis.
- 24 student months

6.2 Students requesting a program or institute change prior to completion of the original program will be required to justify the request to the MLPSC.

6.3 Students cannot be in undeclared and/or open studies program for more than one year.

6.4 Students may be assisted in Level I after dropping out of Level II studies if not previously funded for Level I

6.5 Duration of assistance will be in accordance with the minimum full time requirements of the program as defined by the Post-Secondary institutions.

6.6 Student who have completed a Level 2, 3, or 4 programs, with or without assistance from this program, are ineligible for program assistance for lower levels.

7.0 TYPES OF SUPPORT AND ALLOWANCE

7.1 Tuition and Book Support

- a) This includes student fees for registration, compulsory tutorials, initial professional certification, practicum/internship assistance and examination fees and books.
- b) Book Support will be provided for required text books. Arrangements will be made with the Institution.
- c) Students enrolled in a foreign Institute and the actual tuition rate, including other compulsory student fees charged by the foreign Institute, when it is demonstrated that there is no comparable program available at an Institute in Canada.
- d) MLPS will not be funding private Institutions. Discussion and consideration may be considered when it is demonstrated that there is no comparable program available at an Institute in Canada.
- e) Students who require tutorial services will be asked to provide the following required documents:
 - i) request from the student for tutorial support
 - ii) support of tutorial request by the Institution
 - iii) an invoice from tutor providing name and address or receipt from the student
 - iv) student tutorial support money will be payable directly to the tutor or student upon verification.
 - v) 6 hours per class per term

7.2 Travel and Relocation Support

- 1) Students will be eligible for travel support for one round trip per term. Limit 2 trips per year.
- 2) Relocation allowance will be payable as per the following rates for first time students to assist in relocating from their home communities to the centre where the Post-Secondary Institution is located. Students must apply for this relocation allowance in writing and provide an address and Landlord contact.

RELOCATION STUDENT RATES

<i>Under 200 km</i>	-	<i>\$175.00</i>
<i>200 - 399 km</i>	-	<i>\$200.00</i>
<i>400 - 599 km</i>	-	<i>\$250.00</i>
<i>600 - 799 km</i>	-	<i>\$300.00</i>
<i>Over 800 km</i>	-	<i>\$350.00</i>

Damage Deposit based on a repayment plan and will automatically be deducted from the Living Allowance. One time only

7.3 Part-time Studies Support

- a) **Part-time students will be eligible for assistance to pay for tuition and books.**
- b) **Students enrolled in Post-Secondary correspondence or other distance education courses may qualify for tuition and book fees.**
- c) **Part-time students must follow the same admission procedures as full time students.**

7.4 Living Allowance

- 1) **The support for living Allowance is expected to cover such costs as food, rent, utilities, transportation, clothing, daycare, and damage deposit.**
- 2) **The living allowance rate structure and entitlement will be reviewed and set annually by the administering organization. Montreal Lake Cree Nation P.S.S.S.P will examine the adequacy of current living allowance rates.**
- 3) **Student allowance rates are as follows,**

1)	SINGLE STUDENT	as per Canada Student Loan rate
2)	STUDENT WITH 1 DEPENDENT	\$ 1,550.00
3)	STUDENT WITH 2 DEPENDENTS	\$ 1,750.00
4)	STUDENT WITH 3 DEPENDENTS	\$ 1,950.00
5)	STUDENT WITH 4 DEPENDENTS	\$ 2,150.00
6)	STUDENT WITH 5 DEPENDENTS	\$ 2,350.00
7)	STUDENT WITH 6 DEPENDENTS	\$ 2,550.00 Max.

Students with dependents and Employed/E.I spouse will receive a single rate as per Canada Student Loan rate

7.5 Allowance for Student with a Disability

- 1) **Students with a disability (i.e. physically challenged individuals) requiring additional assistance related to their post-secondary programs shall have their requests considered on an individual basis.**

7.6 Contingency Assistance

- 1) **Contingency assistance may be paid to eligible full time P.S.S.S.P students to defray costs associated with emergency or special situations not covered by other provisions of this policy. At the discretion of the PSSSP Coordinator Contingency assistance may be provided for the following:**
 - **Individual or family illness, accident or bereavement**

7.7 Graduation Bursary

1 year program	\$ 200.00
2 year program	\$ 300.00
3 year program	\$ 400.00
4 year program	\$ 500.00

Assistance must be requested as soon as possible in advance of a Graduation /Convocation ceremony. Proof of Graduation/Convocation must be submitted.

7.8 Educational Trips

A letter of request must be submitted to the P.S.S.P. Coordinator at least a month in advance outlining the type of assistance required. A letter from the institute attending must accompany the request verifying that the trip is part of the program curriculum.

Rates for students attending educational trips:

Meals: Breakfast	\$10.00 per day	Mileage: \$0.44 per kilometer
Lunch	\$20.00 per day	Accommodations: at cost
Supper	<u>\$20.00 per day</u>	
Total	\$50.00 per day	

7.9 Scholarships and Incentives

The Montreal Lake Cree Nation, in conjunction with the MLPSC, will award Scholarship and establish a process for administration and disbursement of Scholarships.

Scholarships and Incentives include the following types of awards:

1. Dr Sean Lessard Academic Scholarship	\$1000.00
2. Academic Excellence Scholarship (University)	\$1000.00
3. Outstanding Academic Scholarship (University-1)	\$ 750.00
(University-2)	\$ 500.00
4. Academic Excellence Scholarship(Technical Institute)	\$ 500.00
5. Academic Excellence Scholarship (University)	\$ 500.00
6. Outstanding Academic Scholarship (University)	\$ 500.00
7. Outstanding Academic Scholarship(Technical Institute)	<u>\$ 500.00</u>
Total	\$ 5250.00

7.9.1 Scholarships in Academic Excellence Scholarship: Students may receive Scholarships upon commencement of the final year of their program. Students may be awarded one Scholarship in each program in level II and III. Scholarships in level II or III are subject to a maximum of \$1000.00

7.9.2 DR. Sean Lessard Scholarship: In recognition of academic excellence, a scholarship may be awarded to a student enrolled in any university. Students may be eligible upon successful completion of one year of studies and on the basis of academic excellence achievement. Academic Excellence Scholarship (University) is subject to a maximum of \$1,000.00

7.9.3 Outstanding Academic Scholarship (University): In recognition of outstanding academic performance, scholarships may be awarded to students enrolled in any university. Students may be eligible upon successful completion of one year of studies and on the basis of outstanding academic achievement with awards based on marks. Outstanding Academic Scholarships (University) are subject to: 1 for \$750.00 and 3 for \$500.00 each.

7.9.4 Academic Excellence Scholarship (Technical Institute): In recognition of outstanding academic performance, a scholarship may be awarded to a student enrolled in any Technical Institute.(ie: SIAST,SIIT, etc.) Students may be eligible upon successful completion of one year of studies and on the basis of outstanding academic achievement. Academic Excellence Scholarships (Technical Institute) are subject to a maximum of \$500.00

SCHOLARSHIP APPLICATION PROCESS

1. Students must apply for the Scholarships and Incentives by filling in the application form (available at the back of this handbook) and submitting to the MLCN/PSSSP by August 31th, of each year.
2. Students must submit transcripts with the application. Students stating why they are applying for a Scholarship ex. Academic goals, career objective, Interest
3. All applications will be reviewed by the MLCN/PSSSP staff and committee to determine successful applicants.

7.9.5 Students may be awarded only one Scholarship in an academic year from MLPSSSP.

7.9.6 Any Scholarships programs established by the MLPS will be publicly advertised among eligible students.

7.9.7 It is the students' responsibility to apply for the scholarships each year.

8.0 ACCOUNTABILITY

8.1 Every effort will be made by the MLC.N P.S.S.S.P administration to recover overpayments to students who misuse funding by not fulfilling the terms of the P.S.S.S.P or who misrepresent their marital, dependent or program status on application or other required documentation. If a student is in overpayment to Post Secondary and starts working for the MLCN then a deduction agreement will be enforced and deductions made accordingly.

8.2 When misuse of post-secondary funds is discovered, MLC.N P.S.S.S.P will adopt the following procedures:

Write a letter to the individual stating the findings and if the student is, in fact, found to be negligent of Post-Secondary funding, MLCN P.S.S.S.P may withhold or terminate funding.

8.3 Students will be responsible for paying back tuition for classes that have N.P. or A.F.(No Grade) ABS, INC, INCF, WF.....absent, incomplete, incomplete failure, withdrawal failure on their transcripts.

8.4 Students will be responsible for repaying costs for any classes from which they withdrew without a valid reason and this must be done in writing. The overpayment will be required to be paid back to the Post Secondary administration before the end of the present term. The following guidelines will be followed regarding dropped classes:

- 1) Submit a written request to MLCN/PSSSP to withdraw the class/s with a letter of explanation.**
- 2) Submit all supporting documentation obtained from the Institution.**
- 3) Drop the class at the Institute in person - sign and date the form(s).**
- 4) All withdrawals must be done within the Institute deadline dates or student is responsible for all withdrawal fees. Student must ask the Institute for deadline dates.**

Consequences for not adhering to MLCN/PSSSP Student Policy regarding dropping/withdrawing from class/s:

- 1) Student status changes from full time to part time - the student does not receive living allowance but MLCN/PSSSP will pay for tuition and books.**
- 2) Student is placed in repayment - must pay back all or a portion of the living allowance, tuition and books received for the class(s).**
- 3) Student funding is pro-rated to the number of classes enrolled in. Medical document authorized situation.**
- 4) Student funding is terminated and student will not be approved for funding for two (2) terms from date of termination.**

8.5 Students who fail 50% of their classes in one term will be placed on probation with the condition that they must pass all three (3) consecutive classes in order to remain eligible for continued funding in the following term.

- 8.6** Students will be allowed to take a class over once but when a student retakes a class for the third time they will have the tuition deducted from their current term allowance.
- 8.7** An annual report and financial review of post-secondary funds will be made available to the membership of the Montreal Lake Cree Nation.
- 8.8** It is understood that the Post-Secondary Student Support Program is intended to provide support for students with a serious intent to succeed in post-secondary education. Expectations are that the student will attend classes regularly, submit assignments as required by their programs, and generally apply themselves to their studies. Students are expected to conduct themselves so as to bring credit to their peers and to themselves and to MLCN...

9.0 FUNDING APPEALS PROCESS

- 9.1** Every student has a right to appeal a coordinator's interpretation of the policy and the decisions made regarding funding. However, when a student application for funding has been refused because available funds are fully committed, this appeal process will not be considered.
- 9.2** The student will discuss the matter first with the Coordinator, if unresolved; the student may then appeal the matter in writing to the MLPSC. This appeal will be brought to the attention of the PSC at the next scheduled meeting. Notification of appeal response will be issued within 5 days of scheduled meeting. The MLPS decision is final. Political Interference will not be tolerated, if political interference occurs the student may have their funding revoked
- 9.3** The student has a right to attend the appeal hearing in person,
- 9.4** Student Handbook Guidelines should be strictly followed.

10.0 GRIEVANCE PROCEDURES

If a student or a group of students has a grievance regarding post-secondary education matters other than funding, the grievance procedures shall be as follows:

- 10.1** The student(s) submit(s) by mail, a letter to the Coordinator with a copy (c.c.) to the chairperson, which will then be presented to the MLPSC at the next scheduled meeting. Notification of grievance response will be issued within 5 days of scheduled meeting.
- 10.2** The MLPSC will review the grievance and arrive at a decision of the matter.

11.0 CONFIDENTIALITY

11.1 All student files will remain confidential and only information will be released when deemed necessary. The student will be notified of the information released.

12.0 OBLIGATIONS OF STUDENTS

12.1 Students will be dealt with, fairly and equitably, under the MLPSSSP and are expected to fairly and equitably apply themselves to their duties as students.

12.2 Staff and Committee work with professionalism and diligence to serve its Band Members. There is ZERO TOLERANCE policy towards any abusive behavior directed to our staff and committee, this includes:

- 1) Physical abuse or threaten staff or Committee members**
- 2) Verbal abuse; swearing or causing a disturbance.**
- 3) Being intoxicated within the Post Secondary Offices**
- 4) This includes social media, in person or by phone**

12.3 Student who verbally abuses the Post Secondary Staff, Committee and Leadership in performance of their duties will be documented and reported to the MLPSC for review. Upon review a warning may be issued or other possible results will be documented such as suspension or termination of support.

12.4 Family member of the student who is abusive may also jeopardize the student support, students are encouraged to develop a professional attitude.

12.5 In the event that the student, through his/her performance, indicates a distinct lack of possibility of success in his/her studies. The Post Secondary office will contact the department head of the institute they attend and is borne out through the Institution being attended and using transcripts as proof, it will be necessary to reallocate resources by terminating the student's support.

12.6 Students have access to the appeal and grievance processes outlined in Section 9 and 10 of this student policy manual.

12.7 Students who drop out from any Institution without making proper arrangements with the P.S.S.S.P office, must wait two (2) terms before they are eligible for P.S.S.S.P funding.

13.0 OBLIGATIONS OF ADMINISTERING ORGANIZATION

13.1 The administering organization will clearly set out obligations to and of students in the Policy Manual and related documents such as a student policy manual.

13.2 The administering organization/Committee will provide P.S.S.S.P orientation seminars for students at each of the four (4) activity centres, 1) La Ronge, 2) Prince Albert,3) Saskatoon, and 4) Regina. During the first month of each term in which there is a significant intake of students. It is mandatory that all MLPSC members attend all seminars.

14.0 STUDENT REGISTRY

14.1 The Montreal Lake Cree Nation P.S.S.S.P will maintain documentation with respect to student identifying information, academic record and support provided. Disclosure of academic information requires the informed consent of the student. Personal information is subject to the terms of privacy provisions.

14.2 The Montreal Lake Cree Nation P.S.S.S.P will maintain a student registry for statistical submission purposes to AANDC Education Branch in Ottawa as required by the post-secondary education data and information system.

15.0 POLICY REVIEW

15.1 Student representatives will be asked to participate in Policy Review activities. This review will take place annually at the end of March.

