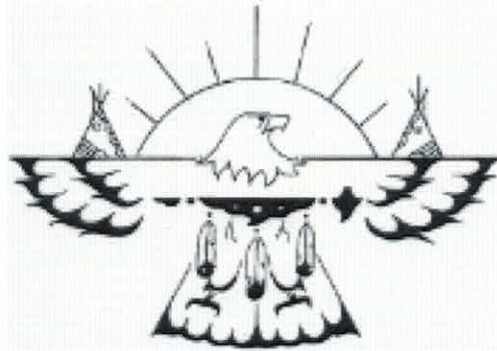


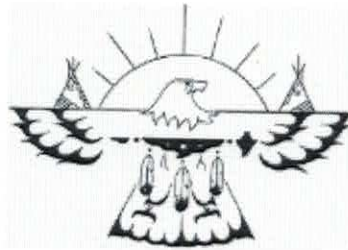
# **ANIMAKEE WA ZHING # 37**



## **POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY**

Passed by Animakee Wa Zhing #37 Chief and Council on October 10, 2017

## **Animaakee Wa Zhing #37**



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### **POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY**

**For Regina Bay and Windigo Island**

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The Animaakee Wa Zhing #37 Post-Secondary Student Support Program Policy is hereby approved by Band Resolution dated October 10, 2017. This Policy shall supersede any previous policies and shall have full force and effect. This policy or any part of it may and will be amended by resolution of the Chief and Council. This policy will be updated on a yearly basis.

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## Introduction

The Animakee Wa Zhing 37 First Nation, with funding from Aboriginal Affairs Northern Development Canada's Post-Secondary Student Support Program, provides financial assistance to eligible members of our First Nation to be used towards the costs of their Post-Secondary Education.

The Animakee Wa Zhing 37 Post Secondary Policy adheres to the expectations as required by Aboriginal Affairs and Northern Development Canada. This policy must be updated and aligned with the expectations of AANDC. These changes must reflect applicable changes by AANDC on a yearly basis as stated in:

<https://www.aadnc-aandc.gc.ca/eng/1422288926040/1422289003986>

This Education Policy defines the implementation of the Post-Secondary Student Support Program as per Animakee Wa Zhing 37.

This document outlines:

- 1) The criteria to be met by students in order to qualify for financial assistance.
- 2) The priority categories in which the approvals for assistance will be selected.
- 3) The responsibilities of the Sponsored Student and the Education Committee.
- 4) The maximum duration of support that may be provided with respect to various levels of Post-Secondary Education.
- 5) The living allowances will reflect allowable amounts as prescribed by AANDC.
- 6) The incentives will reflect education levels 1-4 as prescribed by AANDC.
- 7) The position taken with respect to changing Programs of Studies as per Animakee Wa Zhing 37 and AANDC.
- 8) The conditions of Academic Probation as per Animakee Wa Zhing 37 and AANDC.
- 9) The conditions of terminating assistance from the Post-Secondary Student Support Program as per Animakee Wa Zhing 37 and AANDC.
- 10) The appeals process to be followed regarding the Post-Secondary Student Support Program as per Animakee Wa Zhing 37 and AANDC.

## **Mission Statement**

The Animakee Wa Zhing 37 Education Committee believes... Each student is an individual who is creative and needs to succeed. Students have a responsibility to take an active role in their learning that includes: attending school regularly, having positive attitudes, completing assignments and are self-regulating.

The Animakee Wa Zhing 37 Education Committee believes... The first and most important teachers of our children are the parents. The parents and community members play a key role in determining the goals for education and for providing motivation for students to be successful to keep growing with independence and pride.

The Animakee Wa Zhing 37 Education Committee.... Seeks to create a challenging learning environment that encourages high expectations for success. The Education Committee promotes a safe, orderly, empathetic, caring, and supportive environment.

The Animakee Wa Zhing 37 Education Committee believes... Learning is a life-long process. Our Education goals must be reflective of student learning strengths and life goals that encourage intellectual, social, emotional, physical, spiritual growth and well-being.

## **Vision**

The Animakee Wa Zhing 37 Education Committee is committed to creating an education experience that is highly regarded for its academic excellence and for its contribution in actively serving and improving in the communities of Regina Bay and Windigo Island. The final objective is to have our members graduate with the qualifications and skills needed to pursue individual careers and to promote Economic Self Reliance.

## Definitions

- 1) "*Resident*" means a person who has resided in Canada for twelve consecutive months prior to application. This also includes students who have been living outside of Canada as a result of their studies.
- 2) "*Post-Secondary Education*" means a program of studies, offered by a Post-Secondary institution, for which completion of secondary studies or equivalent is a prerequisite.
- 3) "*Program of Studies*" includes all Post-Secondary programs greater than one academic year in duration, leading to a certificate, diploma, or degree.
- 4) "*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.
- 5) "*Canadian Public Institution*" is a Post-Secondary institution which receives the majority of its funding from federal and provincial governments.
- 6) "*Private Institutions*" or "*Career Institutes*" are primarily for profit organizations which offer compressed diploma or degree programs.
- 7) "*Full-Time Students*" and "*Part-Time Students*" are as defined by the Post-Secondary Institution.
- 8) "*Academic Year*" is as defined by the Post-Secondary Institution, but will not be less than eight months duration.
- 9) "*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 application for educational assistance. The person is dependent upon the student and does not receive income in excess of the level of income allowed for dependent spouse by Revenue Canada's Income Tax Regulation.
- 10) "*Dependent*" means a person who is dependent upon the student as defined by the Revenue Canada Income Tax Regulations and who does not receive income in excess of the level of support allowed for a dependent by Revenue Canada Income Tax Regulations.
- 11) "*CEGEP*" is an abbreviation for College d'enseignement general et professional. CEGEP's operate in Quebec.

## Section 1: Eligibility

- (a) To be eligible for assistance under the Post-Secondary Student Support Program through Animakee Wa Zhing 37 the applicant;
- i) Must be a registered member of Animakee Wa Zhing 37, who has completed probationary member period.  
**\*\*Exception\*\* If the applicant was a minor at the time of transfer.**
  - ii) Must have been a resident in Canada for twelve consecutive months prior to the date of application, and be of Anishinaabe Ancestry.
  - iii) Must have met university or college entrance requirements and have been enrolled or accepted for enrollment in a Post-Secondary Institution for a program of studies.

- (b) Post-Secondary Programs are those that require a minimum grade twelve or equivalent diploma for admission. However, applicants who have been accepted as mature students are given equal consideration for post-secondary assistance. The applicant should contact the institution which he/she plans to attend, to clarify whether a program is considered as post-secondary.

It is the student's responsibility to ensure that the post-secondary institution of their choice is recognized by AANDC and the province of Ontario Ministry of Colleges, Universities and Training. See Annex 2: List of Provincial/Territorial Ministries of Education Web Links

The Post-Secondary Education Counsellor must apply due diligence to be sure the institution is a reputable by AANDC. When the institution selected by the student is not listed on the **Annual Register of Post-Secondary Education Institutes**, AANDC's regional office in the region where the Institution is located, will request documentation from Northwest 37 to formulate a recommended action as per the **Eligible Institutions of the Nation Program Guidelines**, to the Education Branch Quarters for discussion.

- (c) The applicant must make available a Letter of Acceptance and a Transcript of Marks indicating promotion from a secondary or approval to continue studies, from a post-secondary institution.
- (d) The student must complete and sign an Educational Assistance Application Package, as attached in **Annex B**, which consists of, a Student Contract Form, a Transcript Release Form, an EI Disclosure Form, and a Student Budget Request Form. Each application is for one school year or summer or winter session. **Continuing students must complete a new application each year or after their intercession or summer courses.**
- (e) Assistance will be provided within the limits of funding set out by AANDC guidelines and regulations. If assistance for the number of eligible applicants exceeds the budget,

applications will be deferred according to the rules set out in the First Nation's operating guidelines.

- (f) Must have a repayment plan approved by the First Nation for all monies owing to the First Nation as a result of overpayments or unsuccessful completion as per Sections 10 and 11.

***Sponsorship is always dependent on the availability of funding and will be subject to the Priority Categories as set out in Section 2 of this Policy.***

## **Student Priority Categories**

- A. 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. The following criteria will be followed as in accordance to guidelines of AANDC:
  - a. Continuing Students (Students already being funded);
  - b. Recent high school graduates;
  - c. Deferred students (eligible but not funded in the past due to limited funding);
  - d. Recent Post-Secondary Graduates who wish to further their studies;
  - e. New students already studying at a post-secondary level (Students who have already completed part of their program but were previously funded by Post-Secondary Student Program;
  - f. Returning students; and,
  - g. Part-time students.

## **Section 2: Student Applications**

### **(a) Receiving Applications**

Applications for financial assistance received by the Education Committee must include as a minimum:

- i) A completed application package issued by the Animakee Wa Zhing 37 as outlined in **ANNEX B**.
- ii) Documentary proof, Status Card, that the applicant is a member of NWA 37. Documentation confirming dependents (Statement of Family Allowance benefits).
- iii) College/University Acceptance Letter
- iv) Documentary proof of Budget Request. (Book Quote, Supply Quote, Equipment Quote)

***Applications lacking the above documentation will not be processed until all documentation is received, as outlined in Section 1, of this Policy.***

Animakee Wa Zhing 37 will make every effort to assist applicants to complete their applications and may request additional documents or information (education plan) after receipt of application.



(b) Dates of Application

**April 15<sup>th</sup>** - Sponsorship deadline for students accepted into May programs.

**May 30<sup>th</sup>** - Sponsorship deadline for students accepted into July programs.

**May 30<sup>th</sup>** - Sponsorship deadline for students accepted into September programs.

**Nov 30<sup>th</sup>** - Sponsorship deadline for students accepted into January programs.

Applications received on and prior to the above dates will be prioritized according to Animakee Wa Zhing 37's Priority Categories, as set out in **Section 2** of this Education Policy.

Applications received after the above application deadline 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, these late applications will be treated as deferred applications.

### Section 3: Roles and Responsibilities

**(a) Post-Secondary Education Counsellor**

The Education Counsellor will advocate on behalf of the student. They will make recommendations to the Education Committee with regard to the student; however final approval will be determined by the Chief and Council of Animakee Wa Zhing 37.

i) Receipt of Application

A letter will be provided to the applicant **upon receipt of application** to confirm receipt and to request any additional information from applicant.

ii) Approved Applications

A letter will be provided to the **approved applicant** with the following:

The Sponsorship Letter

iii) Deferred Applications

A letter will be provided to the **deferred applicant** with the following:

- a. Date that the application was deferred
- b. Reason why the application was deferred

iv) Institution Notification

The Institution is notified in writing by NWA 37 Sponsorship Letter. A copy of this letter will be sent to the student.

**(b) Approved Applicant or Sponsored Student**

The Sponsored Student must comply with all guidelines as set out in this Policy and it is the responsibility of the Sponsored Student to provide accurate and honest representation of their current situation.

Sponsored Students must make all communications through the Post-Secondary

Education Counsellor.

A Sponsored Student must provide the Education Counsellor with all requested information, failure to do so may result in review of Sponsorship Arrangement.

The Education Counsellor will bring all pertinent information of the student to the Education Committee.

## Section 4: Limits of Assistance

To continue with full time sponsorship, you must move upward on the educational ladder (Diploma – Bachelors - Honors – Masters – Doctorate), and not move backward or remain at the same level.

- (a) Assistance may be provided for three **Levels** of post-secondary education:

**Level I** - Community College, UCEP, and CEGEP programs.

**Level II** – Undergraduate Programs (Certificate, diploma, degree)

**Level III** – Advances or professional degree programs (Master programs)

**Level IV**- Doctoral programs (PhD programs)

### Post – Graduate Studies:

**The Masters Level** usually follows the successful completion of an Honors B.A. It takes approximately 2-3 years of full-time studies to complete or 12 terms of part-time studies. A student who has successfully completed four years of Medicine, Law, Dentistry, etc. will be considered to be in Masters Studies.

**The PhD Level** follows the successful completion of a Master's Degree. A student who has successfully completed six years of full-time studies or maximum of 18 terms of part-time studies in Medicine, Law, Dentistry, etc. will be considered a Ph.D.

- (b) Assistance may be provided for the number of academic years of the program as defined by the post-secondary institution in which the student is enrolled and will be predetermined, at time of application.
- (c) Students enrolled in all levels (Level I, II, III and IV) may be assisted for up to one additional academic year per level, for medical or personal reasons if such extension is approved in writing by the institutions Dean, and Animakee Wa Zhing 37 First Nation.
- (d) For a change in their program of studies, a student must contact Animakee Wa Zhing 37 First Nation to discuss options. **Change of Programs, throughout the year is only supported as per Section 9 of this Policy.**
- (e) Due to the limits of funding available, Upgrading Programs which lead to a Secondary School Diploma or Equivalent (GED) will not be considered for funding, through this Post-Secondary Student Program.

## Section 5: Types of Assistance for Full Time Studies

The Education Committee will make every attempt to assist as many students as possible within an Academic Year to acquire a Post-Secondary Education.

**All amounts set out in a Student's Budget Request are subject to approval, and are not guaranteed to be issued to each student.**

The Council of Animakee Wa Zhing 37 reserves the right to select which requested amounts are necessary for the student to successfully complete their Academic Year, thereby possibly allowing more Members of Animakee Wa Zhing 37 to pursue a Post-Secondary Education.

### (a) Tuition

The Institution is notified in writing by a Letter of Sponsorship by Animakee Wa Zhing 37. Tuition fees are approved for payment after the Education Committee has received an official Invoice from the Institute.

#### Tuition Assistance may be provided for:

- i) Students attending Canadian Public Institutions at the normal rate charged by the institutions for a Canadian student.
- ii) Students attending Private or Foreign Institutions **may** be assisted at the same rate of the Canadian Institution where a similar program is offered, nearest to the student's place of residence when applying. All costs over and above this amount are the sole responsibility of the student.

### (b) Books

Support for books will cover textbooks only, officially listed as **required** by the institution for a student's program of studies. Binders, paper, and other items are the responsibility of the student.

Funding for books will be paid **directly** to the college or university bookstore. Bookstores will be notified by a Letter of Sponsorship of Animakee Wa Zhing 37's responsibility for the invoicing and payment. Students must notify the Post-Secondary Education Counsellor of contact information of book store at time of application.

### (c) Residency

The student will inform at time of application if they wish to live in residency. The amounts for living in residence and subsequent meal plans are to be listed in the Student Budget Request Form as set out in **ANNEX B**. The student must contact the Institute for actual residency and meal plan amounts and submit them on the Student Budget Request Form. The Post-Secondary Education Counsellor will notify the Institution upon approval of application.

### (d) Living Allowance

**\*\*The Maximum Levels of Living Allowances are set out in ANNEX A. \*\***

This support for living expenses is expected to cover such costs as food, shelter, daily transportation, child care, and contingency funding.

A student may obtain part-time employment as long as they do not exceed 30 hours per week to help supplement living expenses. Students receiving a Living Allowance are required to notify the Education Committee of a change in their employment status. If there is a failure to report full time employment, or a change in employment status, the student **may** be required to repay the living allowance amounts that they have received for the time that the increase or change has been in effect.

**Living allowance will be paid on the 25th day of each month and students must supply a valid bank account prior to the beginning of the school year to deposit the living allowance. No advances on living allowance will be made to any student during the course of the school year.**

*\*\*Those students having Full Time Employment (35 hrs. of work per week) are not eligible to receive Living Allowance benefits. \*\**

**(e) Special Equipment**

Students enrolled in programs that require special uniforms or equipment officially listed as **required** by the university or college (Nursing, Electronics, etc.) **may** receive assistance for these items, **if the required funds are available**. If supplies or equipment are not available on campus, arrangements **may** be made with the Supplier for payment from Animakee Wa Zhing 37 upon approval.

**(h) Travel Support**

Students who are required to live away from their permanent place of residence **may** qualify for a travel grant, **if funds are available**. Students **may** receive allowances to travel between home and school for **2 return trips** only from the institute to the student's home.

Travel support for students:

- Does not include moving expenses such as the removal or returning of household effects

\*Refer to the Treasury Board of Canada Secretariat's website for travel rates in Ontario. Rates change on a yearly basis.

Travel will be paid for at:

- Beginning of the school (One way)
- Christmas Vacation (Return trip)
- End of School (One way)

***\*\*Exceptions to this policy occur when continuous registration occurs after April. i.e. Intercession courses. Such students will not receive return travel in April. \*\****

## **Section 6: Types of Assistance for Part-Time Studies**

**(a) Tuition**

The Institution is notified in writing by a Letter of Sponsorship from Animakee Wa Zhing 37 regarding the role and responsibility for payment of tuition. Tuition fees are approved for payment after the Education Committee has received an official Invoice from the Institute.

Tuition Assistance may be provided for:

- a) Students attending Canadian Public Institutions at the normal rate charged by the institutions for a Canadian student.
- b) Students attending Private or Foreign Institutions **may** be assisted at the same rate of the Canadian Institution where a similar program is offered, nearest to the student's place of residence when applying. All costs over and above this amount are the sole responsibility of the student.

**(b) Books**

Support for books will only cover textbooks officially listed as **required** by the institution for a student's program of studies.

Funding for books will be paid **directly** to the college or university bookstore. Bookstores will be notified by a Letter of Sponsorship from Animakee Wa Zhing 37 regarding the responsibility for invoicing and payment. Students must provide the contact for the bookstore to the Post-Secondary Education Counsellor at time of application.

**(c) Living Allowance**

Part Time Students are **not** eligible for Living Allowance Assistance. **You must be enrolled in full time studies to be eligible.**

**(d) Special Equipment**

Students enrolled in programs that require special uniforms or equipment officially listed as **required** by the university or college (Nursing, Electronics, etc.) **may** receive assistance for these items, **if the required funds are available**. The student must have documented cost estimates for these supplies or equipment verified by a program official and submitted in their budget at time of application. If supplies or equipment are not available on campus, arrangements **may** be made with the Supplier for payment from Animakee Wa Zhing 37 upon approval.

**(e) Travel Allowance**

Part Time Students are **not** eligible for the Travel Allowance. **You must be enrolled in full time studies to be eligible.**

## Section 7: Incentives

**\*\*Each Fiscal Year, Animakee Wa Zhing 37 will provide the types of incentives listed in this section,**

- (a) Incentives for students enrolled in Level III and IV programs

A student enrolled in a Level III and IV programs will receive an incentive from Animakee Wa Zhing 37 of **\$1,500.00**.

Students will only be eligible for this incentive upon commencement of the final year of their program of studies.

(b) Incentives for students enrolled in Level I and II programs

A student enrolled in a Level I and II program will receive an incentive from Animakee Wa Zhing 37 of **\$1,000.00**.

Students will only be eligible for this incentive upon commencement of the final year of their program of studies.

These Incentives are of a competitive nature and the following attachments are required with your application:

- i) The Incentive application
- ii) Letter from the student describing:
  - \*Why they believe themselves to be the best candidate for the scholarship.
  - \*How the program of studies they are pursuing directly contributes to economic self-reliance.
  - \*Involvement in Animakee Wa Zhing 37 activities or events such as Band meetings, Health Fairs, Career Fairs, Community gatherings, Committees, Volunteering in the community, etc.
- iii) Official Transcript from the Institute
  - \*\*Students must complete and submit a scholarship application as set out in ANNEX C to the Education Committee prior to deadline to be eligible to receive an incentive. Should no student be identified for incentives, the funds will be distributed equally between all PSE students in that fiscal year.\*\*

***The deadline for Incentive Applications is June 30<sup>th</sup>. The Chief and Council and Education Committee will present incentives at a later date.***

## Section 8: Provision of Assistance

In order to receive living allowance, eligible students must be registered as a **Full Time student** with the educational institution they are enrolled in. Students must maintain this standing at all times, otherwise, they will be considered Part-Time.

***\*\*Those students having Full Time Employment (35 hrs. of work per week) are not eligible to receive Living Allowance benefits. \*\****

When mid-term/final transcripts are released you are required to submit the transcript to the Education Committee within 30 days. Failure to do so may result in a delay of your living allowance until the Education Committee has a copy of your transcript.

***\*\*This applies to all students. \*\****

Living allowance will be allocated monthly and deposited into the student's bank account on the **25th DAY** of each month.

The student must notify Animakee Wa Zhing 37 of the official last day of their course (***including final exams***) to ensure the proper disbursement of living allowance is made.

***\*\*It is the responsibility of each student to notify Animakee Wa Zhing 37 regarding their mailing address, contact information and for direct deposit, any banking information required for the direct deposit service. This information is to be completed on your application.\*\****

Living Allowance Disbursements will be as follows:

- 1) August (25<sup>th</sup>) is first allowance**
- 2) March (25<sup>th</sup>) is final allowance**

A partial allowance **may** be given to those students whose courses run into May, if the Education Committee is notified of your correct final date – **this includes final exams.**

## **Section 9: Changing Program of Studies**

Animakee Wa Zhing 37 will not support the voluntary transfer of programs and/or institutions throughout any year. Occurrence of such activity will subject the student to termination of their assistance as outlined in **Section 12 (a)** of the policy.

In the event that the situation is beyond the student's control, the student must contact Animakee Wa Zhing 37 to discuss their options with the Post-Secondary Education Counsellor.

## **Section 10: Academic Probation**

If a Sponsored Student fails to comply with the regulations as set out in this policy, the Post-Secondary Education Counselor will recommend that the Student be placed on Academic Probation, for a minimum of 1 semester, and the sponsorship will be reviewed.

**A student will be placed on "Academic Probation" when;**

- i) Poor attendance records, and/or
- ii) If the student **has failed 2 or more courses** on their midterm and final transcript, and/or
- iii) The post-secondary institution has placed the student on academic probation/warning.

Sponsorship may be immediately suspended, if the Education Committee receives no reasonable explanation or discussion regarding the above mentioned situations.

***Communication with the Education Committee is essential in this instance.***

While on probation, a student will be required to sign **ANNEX D: Student Academic Probation Contract** before further sponsorship is continued. The student will agree to the following:

- i) Have the student's attendance monitored on a monthly basis for every class, as well as,
- ii) Maintain minimum grades of "Satisfactory" ("S") or the minimum grades in to remain "in good standing" at both mid-terms and/or finals of the Probation

- Semester,
- iii) Must contact the Post-Secondary Education Counsellor to discuss their academic progress.

**If, the above conditions have not been met by the student, funding will be discontinued immediately for one academic year.**

Once a student is placed on Academic Probation by the Animakee Wa Zhing 37 Education Committee, the student will receive **Annex E: Monthly Progress Record** from the Post-Secondary Education Counsellor that must be brought to every class and be initialed by the instructor for every class attended. At the end of the month, (a day before monthly allowances released), the student must send in or bring in a copy of the current Monthly Attendance Record for review by the Post-Secondary Education Counsellor. Provided that **ANNEX E: Monthly Progress Report** is acceptable, the monthly allowance will be released and the next blank Monthly Attendance Record will be provided to the student by the Post-Secondary Education Counsellor.

Upon successful completion of the semester while "on Probation" and according to the official final grade report, the student will be cleared from the requirement for monitoring of their monthly attendance. The student will be notified by the Education Counsellor that the Probation period has come to an end.

While on probation, if, at any time, the students' attendance and progress remains to be not acceptable (i.e. unexcused absences, assignments/tests missing or late, etc.), he/she will be discontinued as a Full-Time student, therefore they will no longer be eligible to receive a living allowance.

Each Academic Probation situation will be reviewed at the middle and end of each semester. The Post-Secondary Education Counsellor will notify the student when the Academic Probation is completed upon satisfactory grades point average is achieved. The student will have met the agreement as stated in **ANNEX D: Student Academic Probation Contract**.

If the student is not making any attempt to improve, the sponsorship may be discontinued. If a student is discontinued, he/she may reapply for Full-Time sponsorship after two complete calendar years. All eligible guidelines will apply. It is the expectation the student will maintain the GPA of the institution for the duration of his/her studies.

If a student withdraws without consulting the Education Committee, they may be asked to refund all expenses incurred by the Post-Secondary Education Counsellor. The student will not be eligible for applying for Post-Secondary Education funding again until all amounts are repaid to the First Nation, and two complete calendar years have passed.

**The Post-Secondary Education Counsellor will forward all pertinent information regarding students to the Animakee Wa Zhing 37 Education Committee.**



## Section 11: Termination of Sponsorship

### Grounds for Termination of Sponsorship

The following are some (but not limited to) of the main reasons why your sponsorship may be terminated or discontinued:

1. Providing false information or falsifying/tampering with documents or other information will result in a student being terminated immediately from sponsorship;
2. When the transfer of programs and/or institutions by the student occurs at any time throughout the school year, without Animakee Wa Zhing 37 being notified or approved.
3. Failure to contact or avoids being contacted by the Post-Secondary Education Counsellor;
4. If at any time, the student, has any unexcused absences exceeding 10 days. Supporting documentation must be submitted to the Post-Education Counsellor for excusable absences (i.e. sick, death in family, etc.)
5. Failure to submit required documents to the Animakee Wa Zhing 37 Education Committee;
6. If the school determines that you do not meet the academic requirements necessary to continue in your program of students (required to exit you program), your sponsorship will be discontinued;
7. Failure to abide by the conditions of the Probation Contract;
8. Failure to abide by the regular expectations of a student (according to signed Student Contract with the Animakee Wa Zhing 37 Education Committee, you agreed to attend all classes and complete all required assignments/projects, write quizzes, tests and exams as scheduled);
9. Until a student enrolls in a more advanced program if:
  - a. He/she has met graduation requirements for in College diploma or University degree.
  - b. He/She has used up the total number of student months allocated for any one Level
10. When the student on academic probation fails to improve his/her situation, as outlined in **Section 11** of the policy.

***The Post-Secondary Education Counsellor will make every effort to assist all students in maintaining their Sponsorship through communication and counseling.***

***The decision to Terminate Sponsorship will be made by the Animakee Wa Zhing 37 Education Committee. If the student is satisfied with the decision, he/she has the option to appeal the decision.***

***Any and all appeals of this decision are subject to the terms outlined in Section 13 of this policy.***

## Regaining your Eligibility

Students may be able to regain eligibility for future sponsorship if he/she falls into one of these categories:

1. Recovering from discontinuation due to Academic Probation conditions or Academic Suspension by your school. **After two academic year** from this breach of the Animakee Wa Zhing 37 Post-Secondary Education Policy and the student's Probation Contract, the student will be **assigned Priority f – Returning student** and will be subjected to the "priority" list.
2. Recovering from Submission of Falsified Information: **After two academic years** from this serious breach of the Animakee Wa Zhing 37 Post-Secondary Education Policy, the student will be **assigned Priority f – Returning student** and will be subjected to the "priority" list.
3. Recovering after dropping out or quitting school: **After two academic years** from these breach of the Animakee Wa Zhing 37 Post-Secondary Education Policy, the student will pay back all costs incurred in their last semester of attendance for which he/she quit. All costs include tuition, living allowance, travel and book fees, etc. The student will be **assigned Priority f – Returning student** and will be subjected to the "priority" list.

## Section 12: Appeal Process

To ensure fairness and equitable treatment under the policy, Animakee Wa Zhing 37 must have an appeal process in place. This process must incorporate the following basic elements:

- a) Formal statement and public distribution of the said policy and said procedures.
- b) Ensuring that the student has the right to an established appeal process. This includes the existence of an impartial appeal board.
- c) Ensuring that the student has the right to have support in the form of an advisor or advocate.
- d) The establishment of specific time frames for the appeal hearing to be set and for decisions to be made.
- e) Confirmation that all parties will abide by the Animakee Wa Zhing 37 Appeal Board's decision.

***\*\*Students may not appeal to the AANDC on decisions made by the Chief and Council, Education Committee and Appeal Board, regarding the Post-Secondary Student Support Program.\*\****

## Application

1. When a student is convinced that the Animakee Wa Zhing 37 guidelines are not being fairly applied to his/her situation then the student has access to an appeal hearing.
2. There is no appeal against refusal of assistance because funds are not available.
3. The student is to address the appeal to the Animakee Wa Zhing 37 First Nation.

## Procedures

1. The student informs the Animakee Wa Zhing 37 First Nation in writing of the intent to appeal.
2. The student will provide the following information when appealing:
  - (i) Student's name, address, email contact, and telephone number.
  - (ii) Institution attended and program of studies.
  - (iii) Reason for appeal, citing relevant sections of the Policy.
  - (iv) Name, address, and telephone number of student's representative.
3. The student will send the appeal letter to the Animakee Wa Zhing 37 First Nation.
4. The Education Committee will confirm receipt of the appeal in writing and set a date to hold the appeal process.
5. The Appeal Board will conduct hearings as they are required.
6. An Appeal Board will be set up with the following members:
  - i) 1 Chief or Council Member;
  - ii) 1 Band Administrator of Animakee Wa Zhing 37;
  - iii) 1 Elder Band Member agreed upon by both parties;
  - iv) 1 Former Graduate of the Post-Secondary Student Support Program who is a Band Member, agreed upon by both parties; and
  - v) 1 Official from another education authority, excluding AANDC employees.
7. The Education Committee will arrange with the Board Members and Student, the date, time and location of the appeal hearing.
8. Animakee Wa Zhing 37 **will not** provide the costs for Appeal Board Members, Advocates or students to attend the appeal hearing.
9. The Appeal Board's ruling will be based on the majority decision.
10. The Appeal Board's ruling must be consistent with the intention of the Post-Secondary Student Support Program Policy and Guidelines.
11. The appeal and its hearing will be kept on file for reference.
12. The Appeal Board's decision is final.

# FORMS

ANIMAKEE WA ZHING 37  
PO Box 267,  
SIOUX NARROWS, ON  
POX 1N0

## ANNEX A: Maximum Levels of Monthly Living Allowances

*Allow rates increased Sept, 2020*

a) Single Student living with employed parents -Student who live with their employed parents in the same home while attending institution of choice	\$1300.
b) Single Student living on own	\$1500.
c) Student with Employed Spouse	\$1400.
1 additional dependent	\$1600.
2 additional dependents	\$1800.
3 additional dependents	\$2000.
4 additional dependents	\$2200.
5 additional dependents	\$2400.
d) Student with Dependent Spouse	\$1575.
1 additional dependent	\$1775.
2 additional dependents	\$1975
3 additional dependents	\$2175
4 additional dependents	\$2375
5 additional dependents	\$2575
e) Single Parent with 1 dependent	\$1895
2 dependents	\$2095
3 dependents	\$2295
4 dependents	\$2495
5 dependents	\$2695

ANIMAKEE WA ZHING 37  
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## ANNEX B: Application Package Instructions

Whether you are considering entering into Post-Secondary education for the first time, or are returning for another year this package will help us determine your eligibility, and update our files for any changing information.

Please read and complete **all required forms** carefully and ensure that all **supporting documents are attached**. Missing information, signatures or supporting documents, will render the application incomplete, delaying processing and possibly affecting the student's entrance into their chosen school.

### Applications for financial educational assistance must include the following:

1. A completed "Application for Educational Assistance Form"
2. A signed and dated "Student Contract Form"
3. A completed "Transcripts Release Form"
4. Documented proof as follows:
  - **copy of your status card**
  - **letter of acceptance from school, or copy of transcripts.**
  - **copy of family allowance benefits for dependents, if applicable**
  - **proof of dependent / employed spouse, if applicable**
5. A budget of costs - tuition(**paid directly to institute**), books(**paid directly to institute**), special equipment and travel -**with documents of proof**, (Bookstore Quote etc.)
6. Banking Information: Living allowance is **directly deposited** to your account on the 25th day of the month, so please include your bank account number, transit number and bank number; **you can call your branch to send you a paper with this info on it, also include a consent form so finance can have access to your banking information on file.**
7. A completed EI Disclosure Form.

**Application Deadlines:**      **April 1<sup>st</sup> for Summer Enrollment**  
   **June 1<sup>st</sup> for September Enrollment**  
   **October 1<sup>st</sup> for Winter Enrollment**

**Mail your completed Application to the Education Councillor at the above address. Include any other relevant Contact Names and Numbers from your school on a separate sheet.**

**Should you have any questions on completing the application, please feel free to call me for help.**

Thank you and good luck in your Post-Secondary endeavours.

*From your friendly Education Counsellor*

## Application for Post-Secondary Educational Assistance

### STUDENT INFORMATION

Surname	Given Name	<input type="checkbox"/> Male	<input type="checkbox"/> Single
		<input type="checkbox"/> Female	<input type="checkbox"/> Married / Common-law
DOB (mm/dd/yyyy)	Status #	SIN #	
Address			
Phone #	Fax #	Email:	

### Banking Information – For Direct Deposit purposes only....

Bank Name	Bank#	Transit #	Account #
<b>Is Living Allowance Required?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Residency Fees
<input type="checkbox"/> Employed Full Time	<input type="checkbox"/> Employed Part Time	<input type="checkbox"/> Unemployed	
<input type="checkbox"/> Spouse Employed Full Time	<input type="checkbox"/> Spouse Employed Part Time	<input type="checkbox"/> Spouse Unemployed	
<b>Dependent Name</b>	<b>Relationship</b>	<b>Date of Birth</b>	

### STUDENT EDUCATION PLAN

Type of School:	<input type="checkbox"/> Community College	<input type="checkbox"/> University Diploma	<input type="checkbox"/> B. A.	<input type="checkbox"/> M. A.	<input type="checkbox"/> Ph. D
<input type="checkbox"/> New Student	<input type="checkbox"/> Full Time	<input type="checkbox"/> Final Acceptance	Length of Program _____		
<input type="checkbox"/> Re Enrollment	<input type="checkbox"/> Part Time	<input type="checkbox"/> Continued Acceptance	Year of Study _____		
<input type="checkbox"/> Conditional Acceptance					
Course Description and Code					
Start Date					
End Date					
School Name					
Address					
Phone Number					
Fax Number					
Enrollment Counselor or Contact					
Contact Email or Phone Ext					

### Academic Level Completed

<input type="checkbox"/> High	<input type="checkbox"/> Level I	<input type="checkbox"/> Level II	<input type="checkbox"/> Level III	<input type="checkbox"/> Level IV	<input type="checkbox"/> UCEPP
<b>For Office Use - Only</b>	<input type="checkbox"/> Priority	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended	<input type="checkbox"/> Funding Dependent	

**PLEASE NOTE:** This application **SHALL NOT** be considered complete and **WILL NOT** be processed until **ALL** supporting documents as listed on Cover sheet of Application Package are attached and received by the Education Committee.

## Student Contract Form

As a student receiving financial assistance for Post-Secondary purposes you must comply with the following:

1. Read and understand the Animakee Wa Zhing 37 Education Policy.
2. Attend your classes regularly.
3. Should you miss two or more days, a justified reason is required (i.e.: doctor certificate).
4. You cannot use this assistance program for personal gain. (Car payments, credit cards, personal expenses, etc.).
5. Should you use this assistance for personal gain, you will be disqualified and you will no longer receive assistance from the Band for Post-Secondary Education purposes.
6. Must notify Animakee Wa Zhing 37 Education Counsellor of withdrawal from school. If notification does not occur, full fees will be requested as repayment from your First Nation community. With notification, any funding received after the month of retirement from school, will be reimbursed by the student.
7. Must submit your transcript to the Education Counselor to determine eligibility. If the transcript warrants academic probation, the Education Counselor will activate the actions from Section 10.

My signature below, confirms that I have read the above terms and conditions, and agree to abide by them.

Student Signature \_\_\_\_\_

Dated \_\_\_\_\_

Education Counsellor Signature \_\_\_\_\_

Dated \_\_\_\_\_



ANIMAKEE WA ZHING 37  
PO Box 267  
Sioux Narrows, ON  
POX 1N0

## Transcript Release Form

College or University:	Student Name:
	Student Number:

I, \_\_\_\_\_, hereby authorize, \_\_\_\_\_  
Student Name School Name

to release my transcripts and attendance records to the Animakee Wa Zhing 37 Education Counsellor while I am enrolled in the following program.

\_\_\_\_\_  
Program/Course Program Length Year of Study

In the event that I have to withdraw from the above program, notification shall be sent to the Animakee Wa Zhing 37 Education Counsellor, and any tuition to be refunded shall be made payable and sent to:

Animakee Wa Zhing 37 First Nation

Student Signature \_\_\_\_\_

Dated \_\_\_\_\_

Education Counsellor Signature \_\_\_\_\_

Dated \_\_\_\_\_

## Student Budget Request Form

Submit COMPLETE BUDGET for the year.

Name:			
School:			
Course of Study:			
Start Date:		End Date:	

Submit **COMPLETE BUDGET** for the year. Once all budgets are reviewed by the Education Committee and accepted, any additional costs after application deadlines will be considered as a request to Chief and Council will be subject to the sole discretion of the Chief and Council.

PARTICULARS	REQUESTED AMOUNT Student to fill out	AMOUNT APPROVED For office use only
TUITION (Total for the Year)		\$
BOOKS (Total for the Year)		\$
RESIDENCE FEES – from school # ___ mos X \$ _____ per mos = →	_____	\$
MEAL PLAN – from school # ___ mos X \$ _____ per mos = →	_____	\$
<b>OR</b>		
LIVING ALLOWANCE # ___ mos X \$ _____ per mos = → (See education policy for eligible amounts.)		\$
SPECIAL EQUIPMENT ( <i>REQUIRED</i> to complete course (Scrubs, snowshoes, stethoscope) see course Outline <i>if funds available</i> _____ (enter items that you need) _____ (please get a quote from supplier)	_____ _____	\$
		\$
TRAVEL ALLOWANCE- Travel to and from school Least expensive mode of transport (max 2 – 1way trips) <i>if funds available</i> # Trips _____ X mileage (.54 per km) \$ _____ or (Air/Bus/Boat) Fare \$ _____		\$

<i>For Office Use Only</i>	Amount Requested	\$	Amount Approved	\$
----------------------------	------------------	----	-----------------	----

Student Signature \_\_\_\_\_ NWA37 Signature \_\_\_\_\_

## Request for Disclosure of EI Program Eligibility

I, \_\_\_\_\_ do hereby consent to the disclosure and/or use of  
Name of Individual

Personal information dealing with current & dormant Employment Insurance Claims only for the purpose of establishing eligibility for EI Supports and Measures.

For which purpose my personal information has been requested by and may be disclosed to:

SHOONIIYA WA-BIDOONG AND ANIMAKEE WA ZHING 37.

a) Current BPC c/w \_\_\_\_\_ Start Date: \_\_\_\_\_  
Anticipated Expiry Date: \_\_\_\_\_ Benefit Rate \$ \_\_\_\_\_/Week  
Date of First Week Benefits are Payable \_\_\_\_\_  
Or

b) Dormant BPC c/w \_\_\_\_\_ Date of Last Week Benefits Paid \_\_\_\_\_  
(Reachback Client's who have qualified for EI in Past 3 Years)  
Or

c) Dormant Maternity/Parental/Sick BPC c/w \_\_\_\_\_ Start Date: \_\_\_\_\_  
(Reachback for Special Benefits Recipients Commencing Within the Past 5 Years)

Comments if any: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature of Individual Giving Consent)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Address)

( ) \_\_\_\_\_  
(Telephone Number)

**\*\*Note:** If the individual wishes to refuse consent he/she should destroy this form.

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

## Checklist for Education Package

This Checklist for New and Continuing Students has been created to ensure that all applications are fully completed, **NO APPLICATIONS WILL BE ACCEPTED THAT ARE INCOMPLETE**, and that all students are aware of the responsibilities that they will be facing as a full time student.

### Applications:

#### HAVE YOU?

- **Fully Completed** all required Sections in the Application
- Attached A Copy of your Status Card
- Attached Your Acceptance Letter
- Attached any required proof, –Quotes – Proof of Dependents (Family Allowance Statement)
- Attached Direct Deposit Banking Paper(contact your branch) or Filled in Correct Banking Info
- Completed and signed Student Contract
- Completed and signed Transcript Release Form
- Completed Budget Request- the more information on your **True or Complete** course cost, the quicker Council can decide on your application. These numbers need to have required proof (Book Store quote)
- In the Travel Allowance, The Animakee Wa Zhing 37 Education / Finance Office will calculate the cost.
- Completed and signed EI Disclosure Form, if applicable

#### It is the responsibility of the student to:

- Contact Your Enrollment Councilor or Student Councilor (Native Liaison) and Bookstore to obtain all of your necessary information, i.e. Contact Information, Tuition Fees Residency Fees, Book Fees (**get written quote from Bookstore**) etc.
- Finance their own moving costs and any deposits for utilities, such as gas, hydro, telephone, etc.
- Arrange for accommodations that will be affordable based on the amounts stated in your approval letter.
- Ensure that accommodations are at a reasonable distance from the school or institution so that you are able to commute to and from school in a timely, affordable manner. (i.e. Public transit, walking.)
- Budget yourself according to the amount stated on the approval letter. This allowance is to be used for groceries, rent, utilities, transportation, parking and any other necessities.
- It is the responsibility of the student to maintain and communicate with the Post-Secondary Education Counsellor to ensure funding remains uninterrupted.

ANIMAKEE WA ZHING 37  
 PO Box 267  
 Sioux Narrows, ON  
 P0X 1N0

## ANNEX C: Application for Post-Secondary Studies Incentive

Surname	Given Name	Date of Birth M                  D                  YR
Address		
Telephone No.	Fax No.	Sex M <input type="checkbox"/> F <input type="checkbox"/>
Status No.	Email Address	

I am applying for:

- Level IV incentive**
- Level III incentive**
- Level II incentive**
- Level I incentive**

Program of Study/Course Description					
Level of Program:				Attendance	
Community College	University Diploma	B.A.	M.A.	PhD	
Length of Program		Years of Attendance	Graduation Date		Current GPA
Yrs.			M	YR	
Name of Institution					
Institution Address					
Telephone No.			Fax No.		
Highest Level of Academics Completed					
High School	Level I	Level II	Level III	Level IV	CEGEP

**All applications must include a letter describing:**

1. Why they believe themselves to be the best candidate for the scholarship.
2. How the program of studies they are pursuing directly contributes to achieving self-government and economic self-reliance.
3. Your involvement in Animakee Wa Zhing 37 activities or events such as Band meetings, Health Fairs, Career Fairs, Community gatherings, Committees, Volunteer Activities, etc.

**AND -- A copy of your most recent school transcript.**

**NOTE: APPLICATIONS WILL NOT BE PROCESSED IF INCOMPLETE OR MISSING DOCUMENTS**

Please send to: Animakee Wa Zhing 37  
 Attn: Education Committee  
 PO Box 267  
 Sioux Narrows, ON  
 P0X 1N0

**\*\*DEADLINE FOR SUBMISSION OF APPLICATIONS IS APRIL 30<sup>TH</sup> . \*\***

## ANNEX D: Student Academic Probation Contract

Student Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Cell/Phone: \_\_\_\_\_ Program of Study: \_\_\_\_\_  
Current cumulative grade point average: \_\_\_\_\_ GPA must be raised to: \_\_\_\_\_  
Institution: \_\_\_\_\_ Student Number: \_\_\_\_\_

### Part 1: I understand that I must meet the following conditions:

1. Attend all classes regularly;
2. Maintain minimal grade point average for continuing in your program of studies;
3. Completion of course work and submitting assignments on time;
4. Provide the Animakee Wa Zhing 37 Education Committee with a copy of transcripts for each semester;
5. I need to update my Post-Secondary Education Counsellor of any changes or information that is required of me;
6. Submit **ANNEX E: Monthly Progress Reports** before allowance can be release; and
7. Talk to my instructor(s)/professor(s) to see how I may improve my grades in the course (s).

### Part 2: I will request supports offered by the institution that I attend to help me improve in: (check any that apply to you)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Academic writing skills | <input type="checkbox"/> Research skills           | <input type="checkbox"/> Study skills    |
| <input type="checkbox"/> Study Skills            | <input type="checkbox"/> Proof reading             | <input type="checkbox"/> Time management |
| <input type="checkbox"/> Workshops               | <input type="checkbox"/> Counselling/Elder Support | <input type="checkbox"/> Other: _____    |

### Part 3: I agree to the above terms:

I have read, understand and agree to meet the conditions listed above. If these requirements are not met in full, I understand that funding for Post-Secondary Education may/will be suspended.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Post-Secondary Education Counsellor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ANNEX E: Student Monthly Progress Report

Name: \_\_\_\_\_ Month: \_\_\_\_\_

Program: \_\_\_\_\_ Institute: \_\_\_\_\_

Name of Course	Current Grade	Attendance	Comments/Action Required	Instructor's/Professor's Signature

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Post-Secondary Education Counsellor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_