



**Shawanaga First Nation
Education Department**

**POST - SECONDARY
FUNDING POLICY**

&

APPLICATION FORMS

R.R. #1
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***REVISED & APPROVED BY CHIEF AND COUNCIL – JUNE 2016
(MOTION 16/06/036BM – June 23, 2016 Business Meeting)***

Post-Secondary Funding Policy

1. All students must apply by May 1st of the calendar year.
2. All students requesting funding must submit a detailed budget for the course and name of the institute they are attending.
3. The Education Administration will review and make a submission to Council by June of the calendar year based on INAC funding.
4. Council will then review the submissions and approve any funding for the upcoming year.
5. Notices are sent out to all qualifying applicants by no later than June 30th of each calendar year.

Funding Criteria for Post-Secondary Education

If funding is available, the funding priority and criteria are:

1. Students who are already receiving post-secondary funding.
2. Students graduating from Grade 12 in the current calendar year.
3. Community members living in Shawanaga FN who have not received funding before.
4. Community members living off reserve who have not received funding before.
5. Trade courses at INAC recognized education institutions that are more than one year in length may be funded.
6. Trade courses less than one year in length may be eligible through Gezhtoojig Employment and Training Centre, Sudbury, ON Tel. 1-800-361-9256. Contact: Sandra Martin, Email: smartin@gezhtoojig.ca Website: www.gezhtoojig.ca. Gezhtoojig may be available for Shawanaga First Nation Band Members.
7. All other funding will be allocated for courses or degrees greater than the one year duration.
8. It is mandatory for all students to complete post-secondary forms.
9. Incomplete applications will not be considered for funding.

Shawanaga First Nation Post-Secondary Support Program

1. Introduction

The objective of the Student Support Program is to support members of Shawanaga First Nation enabling access to post-secondary education, to enable graduation with the qualifications and skills needed to pursue individual careers and to contribute to the achievement of self-government and economic self-reliance.

The Student Support Program provides financial assistance to eligible band members towards the cost of their post-secondary education.

This document outlines:

- I. The criteria to be met by students in order to qualify for financial support;
- II. The types and levels of allowances and incentives available through the Student Support Program;
- III. The maximum duration of support that may be provided with respect to various levels of post-secondary education.

This policy has been in effect since September 2005. This policy will apply to all student applications. This policy will be reviewed annually.

Guidelines pursuant to this policy will be issued by Shawanaga First Nation.

2. Definitions

In this document:

- a. Members of Shawanaga are all members on the band list.
- b. “Department” and “Band” are as defined by the Indian Act.
- c. “Administering Organization” means Shawanaga First Nation Education Department that is responsible for administering the Student Support Program.
- d. “Post-secondary Education” means a program of studies offered by an accredited post-secondary institution that offers a certificate, diploma or degree.
- e. “Program of Studies” includes all post-secondary programs, leading to a certificate, diploma or a degree.

- f. “Post-secondary Institutions” are degree, diploma, and certificate granting institutions which are recognized by a province and include educational institution affiliated with or delivering accredited post-secondary programs by arrangement with a post-secondary institution. The Department of Indian and Northern Affairs will maintain a national list of recognized Canadian post-secondary schools.
- g. “Canadian public institution” is a post-secondary institution which receives the majority of its funding from the federal and provincial governments.
- h. “Private post-secondary institution” is a Canadian or foreign post-secondary school which receives the majority of funding from sources other than the federal and provincial government.
- i. “Full time and part time students” are as defined by the post-secondary institution.
- j. “Academic year” is as defined by the post-secondary institution.
- k. “Semester” refers to 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.
- l. “Dependent spouse” means a person who is married to the student or who has lived with the student as husband/wife for a period of at least one year prior to application for educational support. This person is dependant upon the student and does not receive an income in excess of the level of income allowed for a dependent spouse by Revenue Canada.
- m. “Dependent” means a person who is dependent upon the student as defined by Revenue Canada and who does not have an income in excess of the level of income allowed for a dependent by Revenue Canada. Dependents must be a registered Shawanaga First Nation Band Member.
- n. “CEGEP” is an abbreviation of College d’enseignement general et professional. CEGEP’s operates in Quebec.

3. Eligibility

- a. To be eligible to apply for support under the Student Support Program an applicant:
 - i) must be on the Shawanaga First Nation Band list.
 - ii) must have met university or college entrance requirements and have been enrolled or accepted for enrolment in a post-secondary institution for a program of studies.

- b. This program is not available to Shawanaga members who are eligible for support under special arrangements for post-secondary funding, e.g. OSAP; Scholarships for full-tuitions; Grants from other funding institutions (Assistance for living allowances may be considered if funds are available).
- c. Support will be provided within the limited funds available to Shawanaga First Nation. If support for the number of eligible applicants exceeds the INAC budget, applications may be deferred to a waiting list for the next semester of the current school year. Students need to reapply annually as applications are not carried over to the next year.

4. Type of Support - Full Time Students

- a. **Tuition Support** may include student fees for registration, tuition, tutorials, initial professional certification, examination fees, and up to a total of \$400.00 per semester for books. Shawanaga First Nation has the flexibility to adjust tuition support to meet the needs of students.

For resource purposes tuition support is provided for:

- i) Students attending Canadian public institutions at the normal rate charged by the institution for a Canadian client.
 - ii) Students attending a private or foreign post-secondary institution at the same rate charged by the Canadian institution nearest the student's place of residence at the time of application offering a comparable program.
- b. **Travel support** is provided for students to assist them at the end of each semester. Students will be given \$100 each semester to assist with travelling for schooling purposes to and from residences. (The \$100.00 is added to living allowance cheques at the end of November and at the end of March.)
 - c. **Living Allowance:** The allowances set out in Appendix I (page 9) is for resource purposes. The support for living expenses is expected to cover such costs as food, shelter, daily transportation, day care, and rental costs.

5. Types of Support for Part-time Students

Part time students may receive support for tuition and the cost of books; however are not eligible for a monthly living allowance.

6. Limits of Support

- a. Support may be provided for up to three levels of post-secondary education if funding is available during the fiscal budget year:

Level I - Community College and CEGEP diploma or certificate programs

Level II - University degree programs

Level III - (i) Professional degree programs or
(ii) Masters and Doctoral programs

- b. Funding will be provided until completion of a student's program and this funding may continue to accommodate completion of Level III if funding is available during the fiscal budget year.
- c. Continuing students are allowed one course of study change without affecting current funding. If students wish to change their course of study a second time, they will not be eligible for continued funding.
- d. Continuing students are eligible for post-secondary education funding to a maximum of seven consecutive years of study (Level III may be considered after seven years if funding is available).
- e. Students may be supported for up to one additional academic year in any Level for medical reasons only, as long as sufficient written notice or verbal communication is provided to the Shawanaga First Nation Education Department Administration.
- f. An official copy of the student's academic transcripts for each and every semester are mandatory for Shawanaga First Nation Education Department files. Transcripts determine continuation of educational assistance.
- g. Course failures may result in academic probation or loss of funding. When marks are reviewed at the end of each semester the Education Administration will recommend the student be placed on academic probation or take a year off school, and reapply for funding the following school year.
- h. The duration of support for full-time funding will be specific to the course of study and is the official length of the program as identified by the educational institute and stated on the Application Form. It is important that students understand that they are expected to take full course loads and pass the courses they are enrolled in. The maximum time allowed for extensions in funding will be one year beyond the official program length. For example, in a three year program the student would complete the program in four years of study. This does not include periods of leave when the student is not attending school. Any other extensions beyond the one year will be based on confirmed medical or compassionate reasons that have affected the study period. The responsibility is on the student to notify the Education Administration immediately upon any disruption of study.

- i. Full-time students who drop out or are not attending classes and have received living allowance; and full-time or part-time students who receive monies for books during this time must do one of the following before they will be eligible for any future funding requests:
 - a) Repay all monies owed back to Shawanaga First Nation in full or,
 - b) Self-fund the failed course with the same course or with a course that equals the monies owed to Shawanaga First Nation, including tuition costs if owed. You will not be eligible for any future education assistance of any kind until proof of successful completion of the self-funded course(s) is received,
 - c) If in the future, the student who owes monies to Shawanaga First Nation is employed by the Shawanaga First Nation, that these monies will be collected by the Shawanaga First Nation from the employee on an agreed upon re-payment schedule. That a notification letter will be sent to the student and band office stating the reason the money is owed to Shawanaga First Nation and the amount of money that is owed. This letter will also be kept on file at the band office Finance Department and the Education Department.

7. Incentive Program

Shawanaga First Nation has an incentive program for graduating students. The student incentive is available one time only for graduation from college and/or university. For example, if a student is in a college program, graduates and transfers to another college course of study, they will not get this incentive a second time upon graduation. The same student is eligible to receive the incentive for graduating from a community college and university program.

The incentive is \$500.00 for graduation from a community college program and \$1,000.00 for graduation from a university program.

8. Appeal Process

To ensure fairness and equitable treatment under the policy, Shawanaga First Nation has an appeal process in place. This process incorporates the following basic elements:

- a. Upon receipt of an Appeal there will be a formal statement and public distribution of the said policy and procedure to Chief and Council and the Business Managers.
- b. The student has a right to have support in the form of an advocate or an advisor to assist with their appeal.

- c. The Education Department will notify the student of the set date for the next Business Manager's Meeting and confirmation that Shawanaga First Nation will abide by the Appeal decision. Students may not appeal to the Department decisions made by other administrating organizations. This includes administration decisions and appeal rulings.
- d. Shawanaga First Nation's Personnel Policy Conflict of Interest rules apply to those individuals involved in this Appeal process.

A student wishing to appeal a decision made by the Shawanaga First Nation of non-funding, must do so in writing within one month from the date of decision. The Education Administration will receive the appeal from the student and mail a letter outlining the factors that were considered in declining the student's application. This letter will include a copy of the memo sent to the Chief and Council of Shawanaga First Nation, regarding this student. The student must then elect to have this issue addressed on the agenda for the next business meeting where the student's appeal will be discussed. Chief and Council will make a ruling at that time whether or not the appeal will be accepted. The student has a right to bring an advocate to this meeting.

9. Operating Guidelines

In accordance with INAC operating guidelines, Shawanaga First Nation will administer this post-secondary funding policy with application forms. The Education Department should adhere to this policy at all times.

10. INAC Annual Register of Post-Secondary Students

The Shawanaga First Nation Education Department is responsible for the INAC Annual Register of Post-Secondary Students. This confidential report is a mandatory requirement by INAC for funding purposes and statistics, and summarizes the cost and breakdown of all student funds dispersed. As mandated by INAC, this report is compiled by maintaining student ledgers of all monies distributed for each and every semester. The Education Department identifies the information requirements which include the student's name, the institution attended, and the course of study, student progress each semester, the support provided, the degree or diploma and/or certificate obtained plus any additional information which may be required.

Appendix I

Rates For Monthly Living Allowance For Full-time Students

Schedule for Monthly Living Allowance		
Single full-time student living With parents/guardians. Lives at home and goes to school in the same community. No dependents.	\$400.00	
Single full-time student living with parents/guardians who has 1 dependent. Lives at home and goes to school in the same community.	\$700.00	
Married full time student living away from home with no dependents.	\$800.00	
Single full time student living away from parents/guardians home with no dependents.	\$950.00	
Full time students who are parents with dependents	Single Parents 1 dependent = \$1450.00	Married Parents 1 dependent = \$1200.00
	Single Parents 2 dependents = \$1900.00	Married Parents 2 dependents = \$1650.00
	Single Parents 3 dependents = \$2350.00 (max)	Married Parents 3 dependents = \$2150.00 (max)
Books up to \$400.00 per semester (book receipts are mandatory; and the Shawanaga Education Department will work with institution bookstores). Additional books may only be approved based on funding; we must receive a letter from the institution stating as a requirement for the course(s).		
PLEASE NOTE: Living allowance cheques are issued in advance at the beginning of each month commencing September to April inclusive. Once your school program is complete for the year NO further monthly cheques will be issued for that term.		
<i>Note: This revised living allowance funding for full-time post-secondary students was approved and made effective January 19, 2009.</i>		

APPLICATION FOR FINANCIAL ASSISTANCE POST-SECONDARY EDUCATION

Privacy Act Statement:

The information you provide on this application for the purpose of administering Post Secondary financial assistance. Personal information that you provide is protected under the provision of the Privacy Act.

Date of application: _____

Continuing Student: Yes _____ No _____ Academic Term: _____

Name of applicant: _____

Band #: _____ Date of Birth (YYYY/MM/DD) _____

Address: _____

Phone #: _____

Family Status: Single _____ Single Parent _____ Married _____ Common-Law _____

If Applicable:

Spouse's Name: _____

Spouse Employed: Yes _____ No _____

Spouse: Student _____ or Dependent _____

- **If spouse is a Dependent, please enclose a letter from your spouse to verify that he/she is not receiving income from any other source. If no letter is on file, your spouse will not be considered as a dependent.**

SHAWANAGA FIRST NATION POST SECONDARY FUNDING

Dependents/Children	Date of Birth: YY/MM/DD	Band #:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

In the event that you can not be reached at your residence, leave a name and number of where a message may be left for you.

Next of Kin: _____

Address: _____

Phone #: _____

Previous Education and Training

Institution: _____

Location: _____

Program Completed: Yes _____ No _____

Certificate/Diploma/Degree: _____

Any other programs completed please list information as stated above:

SHAWANAGA FIRST NATION POST SECONDARY FUNDING

This information is kept confidential in your file and shall be referred to should you require further Post Secondary funding. This is compulsory for Post Secondary funding.

Institute: _____

Program: _____ Campus: _____

Length of Program: _____ Start Date: _____ End Date: _____

Expected Date of Graduation: _____

Semesters completed thus far 1 2 3 4 5 6

Semesters this application will be covering 1 2 3 4 5 6

This section to be completed by “student” only:

Credits required to graduate from program: _____

Credits received thus far from program: _____

Number of credits required for this application: _____

All students are required to forward copies of the transcripts to Shawanaga First Nation Education Department for the purpose of monitoring progress reports. Transcripts will also be a determining factor for the continuation of educational assistance.

I have read and understood all requirements for receiving educational assistance. I have completed this form as accurately as possible and understand that incorrect information may jeopardize my funding for educational assistance.

Student Signature

Date

SHAWANAGA FIRST NATION POST SECONDARY FUNDING

STUDENT IDENTIFIER

New Student From UCEP Re-enrollment Priority Application Date ____/____/____
Y M D
 Band #: _____ Birth Date ____/____/____

BASIC STUDENT INFORMATION

Surname:		Given Name:		Phone:	
Address:		Province		Postal Code:	
				Male <input type="checkbox"/> Female <input type="checkbox"/>	
Dependants		Allowance Category		Residence On Reserve <input type="checkbox"/> Off Reserve <input type="checkbox"/>	
Bill C-31 Yes <input type="checkbox"/> No <input type="checkbox"/>		Administering Organization		Previous Units UCEPP <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>	

EDUCATION PLAN

Category		Attendance Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>		Type of Program Community College <input type="checkbox"/> Univ. Diploma <input type="checkbox"/> B.A. <input type="checkbox"/> M.A. <input type="checkbox"/> PHD. <input type="checkbox"/>			
Program/Course		Institution		Location		Postal Code	
Occupation Field Bode		Length of Program (Years)		Year of Study		Date of Graduation ____/____/____ Y M D	
Institutional Acceptance Final <input type="checkbox"/> Continued <input type="checkbox"/> Conditional <input type="checkbox"/>				Training Dates From ____/____/____ To ____/____/____ Y M D Y M D			

ESTIMATED COSTS

FISCAL YEAR	20__/____					20__/____				
TUITION										
BOOKS										
LIVING ALLOWANCE										
TRAVEL										
OTHER (specify)										
TOTAL COSTS										

SIGNATURE

DATE

Kinomaugewgamik

Shawanaga First Nation Education Department

2 Church Street
R.R. #1 Nobel, ON
P0G 1G0

Phone: 705-366-2029
Fax: 705-366-2013
Website: www.shawanagafirstnation.ca



POST-SECONDARY STUDENTS - BANKING INFORMATION

To All Post-Secondary Students: The following information is needed for banking purposes. Whenever possible, it would be very helpful if all students could set up a bank account at the local “**Royal Bank of Canada,**” in order to assist the Education Department with depositing month end cheques at the same institution.

Name of Bank: _____

Transit #: _____

Account #: _____

Name on Account: _____

Please Note: All official transcripts are required at the completion of each semester. Unavailability of this information may result in the delay of releasing your monthly living allowance. Grades and attendance records play a major factor in continuation of funding. **All changes** in classes must be reported to the Education Department as soon as possible. It is important that you are aware that all gathered information will be used to process your funding for each semester.

Thank you for your cooperation with these important matters.

Good luck obtaining your goals!

From: The Shawanaga First Nation Education Department

Kinomaugewgamik

Shawanaga First Nation Education Department

2 Church Street
R.R. #1 Nobel, ON
P0G 1G0

Phone: 705-366-2029
Fax: 705-366-2013
Website: www.shawanagafirstnation.ca



DOCUMENT RELEASE FORM

INSTITUTION: _____

Attention: **Office of the Registrar**

I hereby authorize the above named institution to release transcripts of my marks to the Shawanaga First Nation Education Department. A copy of marks should be faxed to Shawanaga at the end of each semester during the present school year.

Student Name: _____

Student Number: _____

Program /Course: _____

Program Supervisor: _____

Calendar Year: _____

Please forward all transcripts and academic documentation as they become available to the above address. Shawanaga will pay for any cost involved in fulfilling this request.

Thank you

Student Signature

Date

Kinomaugewgamik

Shawanaga First Nation Education Department

2 Church Street
R.R. #1 Nobel, ON
P0G 1G0

Phone: 705-366-2029
Fax: 705-366-2013
Website: www.shawanagafirstnation.ca



Institute:

Attention: Office of the Registrar

To Whom It May Concern:

As a student funded by Shawanaga First Nation, I hereby authorize the above mentioned educational institute to release all transcripts, attendance records, and all other documents or information indicative of my progress to the sponsoring agent.

Printed Student Name

Signature of Student

Student Number: _____ Student Program: _____

School Year: _____

Please forward all transcripts and other academic documentation, as they become available, to the Shawanaga First Nation Education Department, as address above.

Failure to sign this Release of Information will affect funding of the student.

Revised & Approved by Chief & Council – June 23, 2016
(Motion 16-06-036BM Business Meeting June 23, 2016)