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Post Secondary Student Support Program

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STUDENT HANDBOOK

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1.0 INTRODUCTION

Welcome ...

The Chief and Council of Ahtahkakoop Band welcome you to the Ahtahkakoop Post Secondary Student Support Program (P.S.S.S.P) which hereinafter will be referred to as the *student program*. The Band has taken control of the *student program* since 1992. When the *student program* began in 1992 the band was able to fund approximately 130 students per academic year. Due to the increase in tuition, books and living costs over the past years the student program is currently funding 80 full-time/part-time students each academic year.

We would also like to take this time opportunity to wish everyone the best in their academic endeavors.

- 1.1. The policies set out in this manual have been approved by the Ahtahkakoop First Nation as the administering organization and the Ahtahkakoop *student program*
- 1.2. The Ahtahkakoop First Nation asserts that Education is a Treaty Right and nothing in this policy shall abrogate nor derogate that right or lessen the responsibility of the Federal Government towards Treaty citizens.
- 1.3. The *student program* is here to encourage and support Ahtahkakoop band members in pursuing post secondary studies in recognized post secondary institutions.
- 1.4. The objectives of the *student program* are to encourage and support eligible students to acquire university, technical institutes, college or professional qualifications so that they may become economically self-sufficient.
- 1.5. In the event of a dispute in regards to any funding, the Post Secondary Board will make the final decision.
- 1.6. The *student program* is open to funding both post secondary (University) and technical studies from recognized institutions. **Note: Technical programs are funded through the Saskatchewan Indian Training Assessment Group (SITAG) which is based on residency and is run on a first-ready first funded basis.**
- 1.7. Refer to SITAG's ASETS handbook for the guidelines and stipulations on funding for technical programs.
- 1.8. For community based programming; refer to the National Child Benefit Reinvestment (NCBR) program.

SITAG Statement

First Nation communities in every corner of the province are gearing up to mobilize the First Nation workforce with unprecedented strength and vigor. A key component to move ahead is the Aboriginal Skills and Employment Training Strategy (ASETS) that is managed by SITAG.

The SITAG delivery network blankets the province of Saskatchewan with 32 agencies. The employment development workers at these agencies are available to support the journey that First Nation job seekers must travel in order to achieve their career aspirations.

2. DEFINITIONS

- 2.1. **The Post Secondary Board** is comprised of the Chief (ex-officio), Three (3) Band Councilors, Three (3) band members and one (1) Elder.

Note: All band members at large will carry out a three year term

- 2.2. **Post Secondary Education** means a program of studies, offered by a recognized post secondary Institution, for which completion of secondary school studies or its equivalent is a prerequisite.
- 2.3. **Program of studies** includes all post secondary programs, at least one academic year in duration, leading to a certificate, diploma or degree. Programs less than one academic year, which are prerequisite to post secondary programs of at least one academic year in duration are included.
- 2.4. **Post Secondary Institutions** are given authority to grant degrees, diplomas, and certificates through specific legislation and these institutions are therefore “recognized” institutions.
- 2.5. **Public Institutions** are called universities, university colleges, institutes, colleges of applied arts and technology, community colleges, centers or schools. These institutions are established by public legislation and receive public funds.
- 2.6 **Private Institutions** are called universities, colleges, institutes or schools.
- 2.6.1 Recognized Institution means Post Secondary Institutions given authority to grant degrees, diplomas and certificates through specific provincial and territorial legislation.
- 2.6.2 Affiliated, are Non-Degree granting institutions delivering degree programs through formal arrangements whereby graduates are granted degrees.

- 2.6.3 Federated are public institutions belonging to a formal group of colleges and universities which collectively deliver one university program.
- 2.7 An **Academic Year** will not be fewer than eight months in duration.
- 2.8 **Full-time students and part-time students** are defined as follows by the Ahtahkakoop Cree Nation.
- 2.8.1 First year students should be registered in a university accredited program, taking a minimum of (4) classes in each term to be considered full-time.
- 2.8.2 Continuing students who are in their second year should be taking four (4) classes or more to be considered full-time and must pass **all classes** or meet the minimal required classes.
- 2.8.3 A student taking fewer than four (4) classes, is considered a part-time student.
- 2.8.4 A student needing one or more classes to complete their degree, diploma or certificate will be selected at the discretion of the Post Secondary Board. (see: 2.1)
- 2.9 **Semester** refers to a part of the academic year, as defined by the Post Secondary Institution.
- 2.10 **Dependant** means an Ahtahakakoop First Nation band member 17 years of age or younger, other than a spouse, who is dependent upon the student. Child must be in care of and in custody of the post secondary student to be claimed as a dependant. Also, the student must be the legal guardian of the dependent(s) being claimed, and must provide legal documentation (Child Tax Benefit form from Revenue Canada, Court Order, Etc.) Exceptions will be made from some dependents where medical verification will be required.
- 2.11 **Immediate Family** shall be defined as father, mother, (or alternatively stepfather, stepmother, or foster parent) brother, sister, spouse, (including common-law spouse) child, (including child of common-law spouse) stepchild, or ward of the student, father-in-law, mother-in-law, maternal/paternal grandparents, and relative permanently residing in the students household or with whom the student permanently resides.
- 2.12 **Human Resources and Skills Development (HRSD)** is a Federal Government department known which enables the negotiation of Aboriginal Skills and Employment Training Strategy.

- 2.13 **Saskatchewan Indian Training Assessment Group (SITAG)** is the administrating organization of the ASETS program.
- 2.14 **Aboriginal Skills and Employment Training Strategy (ASETS)**
- 2.15 **Foreign Public Secondary Institution** means a public or private Post Secondary Institution located in a country other than Canada.
- 2.16 **Fraud and Misrepresentation** means using false documentation to acquire Post Secondary Institution status for funding
- 2.17 **G.E.D.** means General Education Development, which for the purposes of this policy, means a grade twelve (12) education or equivalent.
- 2.18 **Technical and Trades Training** means pre-employment including trades, technical and vocational training.
- 2.19 **Required to Discontinue (RTD)** means a Post Secondary Institution or Post Secondary Board canceling the student's enrollment in a training program and from the institution due to unsatisfactory academic performance.
- 2.20 **Tutor** means a Teacher/Instructor who gives extra instruction to students individually or in small groups.
- 2.21 **U.E.P.** means University Entrance Program that upgrades the student's academic skills in preparation for University studies.
- 2.22 **Unclassified student** means a full or part-time student taking university level courses without being admitted into a college or program. (i.e. College of Education, Arts and Science, Commerce etc.)
- 2.23 **Mature Student** means a person who is twenty-one (21) years of age or older and who has been out of school for more than one year.
- 2.24 **Living Allowance** means support for living expenses. This allowance is expected to cover such costs as; food, shelter, daily transportation, daycare, rent utilities and other living expenses.
- 2.25 **Post Secondary Coordinator** is one who administers the Post Secondary Student Support Program and shall be in accordance with this policy.
- 2.26 **Student months** is the number of funding months required to complete the following chosen course of studies:
- 2.26.1 Certificate; one (1) year or less
 - 2.26.2 Diploma; two (2) years or less

2.26.3 Degree; 28 to 32 months and any additional funding will be at the discretion of the Post Secondary Board.

2.27 **Bursary** is a small grant or payment received on the basis of financial need.

2.28 **Post Secondary Student Support Program (PSSSP)** A program that provides financial supports (tuition and required fees, living allowances, books and supplies and travel) to eligible students to access education at the post-secondary level. Limited funding for incentive and scholarship payments is also included. *And will hereafter be referred to as **student program***

3 **ELIGIBILITY**

The student must be a registered member of Ahtahkakoop First Nation.

Post Secondary – If applying for post secondary (University program) funding. You can apply directly to the *student program*.

Technical – If applying for technical programs (i.e. SIAST, SIIT etc.) The application process is now based on residency according to SITAG's policy. If the applicant does not reside in Ahtahkakoop for at minimum of 6 months, then he/she will need to apply with the local labour force development office in his/her area. For information on who to contact or where to apply refer to page 8 (***Urban Technical Applicants section***).

The Student must meet the entrance requirements and be accepted for enrollment in a recognized certificate or diploma program which has grade twelve (12) as an entrance requirement.

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

Note: We do provide services for non-band members and help guide them in the application process for funding to their registered First Nation band.

It is the sole responsibility of the applicant to ensure your application has been received by the Post Secondary office prior to any deadline date(s).

Applications must have been received at the Post Secondary Office by the deadlines set in the Policy Manual. If you are mailing your application close to the deadline date be sure to send a fax copy or email a copy to the Post Secondary office. The **original acceptance letter** must also be sent by mail before the deadline dates. (Again it is the applicant's responsibility to contact us at 306-468-2100 to ensure your application was received.

The deadline dates are as follows:

Fall Semester (September - December)	Deadline is June 30
Winter Session (January - April)	Deadline is October 31
Intersession (May – June)	Deadline is March 31
Summer Session (July – August)	Deadline is May 31

Priority will be given to those students with a higher grade point average and with full (24 credits) grade twelve credits.

Urban Technical Applicants

Students that are living in the urban centers of Prince Albert, Saskatoon and Regina, and are applying for technical institutions like; Saskatchewan Institute of Applied Science and Technology (S.I.A.S.T.) or the Saskatchewan Indian Institute of Technology (S.I.I.T) must apply with their local Labour Force Development office. The applications for funding are based on a first-ready first-funded basis and are available at the Post Secondary Office(s) in your local area. To find which office to apply to contact 1-888-934-7777 or visit <http://www.sitag.ca/sitag/Contacts.htm> If further assistance is needed contact the P.S.S.S.P coordinator. Those that are out of province must also apply with their local HRSDC office. Here is a list of the contribution offices below:

Prince Albert Urban:	Phone 306.765.5300	Fax: 306.922.5544
Saskatoon Urban:	Phone: 306.477.9333	Fax: 306.244.0139
Regina Urban:	Phone 306.522-2530	Fax: 306.352.7642
List of LFD offices in your area:	http://www.sitag.ca/sitag/Contacts.htm	
Out of Province Urban:	http://www.hrsdc.gc.ca/eng/home.shtml	

For the contribution areas listed above there are no deadline dates. They operate on a continuous intake until all funds are committed. It is important to apply as soon as possible.

A. Full-Time Students

Students who have full or partial grade twelve are not permitted to apply as an unclassified student, or apply into a U.E.P. Program. First year grade twelve (12) students should have a grade point average high enough to be admitted into a faculty at the time of applying. Should the student not have the credits or grade point average to be admitted into the faculty, the student will be required to return back to high school to meet the entrance requirements.

B. Second Year or Continuing University Students

Students are required to have a major/minor picked out by the second year of studies, or the students funding will be discontinued. Students must have a 60% average in all classes. If the marks are falling below the average in the first semester, the student will then be placed on probation with the consideration of the circumstances by the Post Secondary Board. The student may be given a chance to bring up their grades before the end of the year. If the average is not brought up to 60% by the end of the second semester funding will be discontinued.

4 ASSESSING AND PROCESSING OF APPLICATIONS

All applications shall be date stamped as they are received, mailed in applications with the date appearing on the envelope. If you think for any reason your application will not be received by the deadline date, be sure to send a copy via fax or email. Only **original** acceptance letters will be accepted. The application shall be appraised to determine validity and merit along with funding criteria relevant to the application. Based on this assessment, the application will be categorized into one or more of the following categories. The applicant will then be notified as to the status of his/her application.

A. Complete Application

Provided all conditions for funding are met and prior to deadline date set out within this policy, the applicant has all supporting documentation; the application will then be submitted to the Post Secondary Board for selections.

- Complete funding form
- **Original** acceptance letter from Institution (*in exception for grade 12 students, we will accept an original conditional letter of acceptance*)
- Transcripts of grade twelve marks and / or transcripts of any other previous institutions attended.
- Copy of health cards and treaty card of applicant and dependants

B. Incomplete Applications

An incomplete application is one where required information and / or documentation to support the application are missing. Such applications shall be held until such time as the required information and or documentation is supplied by the applicant. *It is the sole responsibility of the applicant to ensure their application is complete and the Post Secondary office has received all required documentation.*

- C. Late Applicants
A late application is one that is submitted after the application deadline in which case it shall be given consideration only after all valid applications received on time have been considered.

Fall Semester (September - December)	Deadline is June 30
Winter Session (January - April)	Deadline is October 31
Intersession (May – June)	Deadline is March 31
Summer Session (July – August)	Deadline is May 31

- D. Rejected/Denied Application
- If required information and or documentation to support the application is not submitted by the applicant by the deadline date.
 - The applicant was asked to discontinue from a previous Post Secondary program or had discontinued on his/her own volition without notification or justifiable cause on their own part.

5. PRIORITIES FOR APPROVAL OF APPLICANTS

Selection of students eligible for financial assistance under the *student program* will be based on the following criteria.

5.1 Continuing students who have reapplied, submitted final grades, and met all minimum acceptable requirements: (must have 60% overall average in all classes) **Continuing students who do not re-fill a funding form for each term or submit final grades from previous academic semesters by deadline dates, will also result in a discontinuation of funding.**

5.1.1 Continuing students will also include students returning after a leave of absence for authorized medical or personal reasons (at the discretion of the Post Secondary Board). A letter indicating intended date of return must be submitted to the Board one semester in advance.

5.2 Any grade twelve (12) student who is applying *must have a conditional acceptance letter from the institution by the deadline dates when applying for funding. Grade twelve (12) students should have their official acceptance letter and official transcripts in by the deadline dates identified in the eligibility requirements in this handbook.* **Grade twelve (12) students will not be funded for university entrance programs or unclassified studies.**

5.3 Applicants who have been denied from the previous year for the reason of insufficient funding are still required to reapply for funding.

5.4 Mature applicants who are eligible to go directly into a Post Secondary program.

- 5.5 Students who have been required to discontinue (RTD) and have done their one year wait.
- 5.6 Returning students who are pursuing a second degree in a higher program level (i.e. Masters, P.H.D) in the same discipline as their Bachelors Degree will only be eligible for tuition and books.
- 5.7 Students who have been required to discontinue (RTD) twice, and have done their two year wait. (two years from the date of discontinuation)

In the event the funds are not adequate to provide assistance to all students applying for assistance, the following criteria will apply:

- 5.7.1 Preference will be given to applicants entering a program of studies designated as a training priority by the band.
- 5.7.2 Academic performance will be taken into consideration with preference given to applicants demonstrating academic excellence
- 5.7.3 Family size will not be a deterrent to approval of assistance.

- 5.8 **In the event of a band transfer or new band membership** all relevant educational history of the applicant will be reviewed and any funding decisions made will be at the discretion of the Post Secondary Board.

6. **LIMITS OF SUPPORT**

- 6.1. Ahtahkakoop First Nation has adopted the *Maximum Level of Assistance*. (see: appendix A, page 21)
- 6.2 Duration of assistance will be in accordance with the minimum full-time requirements of the program as defined by the Post Secondary institutions or the Post Secondary Student Handbook
- 6.3 Students may be assisted for up to one additional year for authorized documented medical, academic or personal reasons at the discretion of the Post Secondary Board.
- 6.4 Students who wish to transfer programs require the approval of the Post Secondary Board in order to receive funding. Students who have been required to discontinue will not be permitted to transfer and will still be required to reapply for funding after a duration of one year.
- 6.5. Students who have completed a university degree are not eligible for additional funding to attend a technical institution.
- 6.6 Students who have previously completed a portion of Post Secondary studies without support from this program may apply for support for the balance of their program of studies, providing funding is available.

- 6.7 Continuing students will give notification of intent in their academic program to the Post Secondary Coordinator. Support will be approved for a university academic year which is normally eight months. Support for students attending other post secondary institutions, e.g. SIAST, will be for the normal academic year as set by the institution. Students will be required to reapply for support each term and or semester.
- 6.8 Students for whom intersession or summer school (IS/SS) attendance is a compulsory aspect of their program will receive normal levels of support for the sessions, at the discretion of the Post Secondary Board. In order to receive monthly living allowance students are required to take a minimum of (2) classes, 1 of which is compulsory.
- 6.9 Tuition and book support, (subject to availability of funds) will be provided to full-time/part-time students as required by the program of studies.
- 6.10 Maintenance payments – The Ahtahkakoop P.S.S.S.P is not responsible for any maintenance payments to any full time or part time students.

7. EMPLOYED STUDENTS PART-TIME FULL-TIME

Students may work full or part-time while receiving financial assistance from the *student program*. However, grades and grade point average are most important and a student must maintain minimum standards. (Minimum 60% average) see top of page 9 sub section (b)

8. TYPES OF SUPPORT AND ALLOWANCES

8.1. Tuition and Book Support

- 8.1.1 Student fees for registration, tuition, tutorials, and reasonable cost of books and supplies which are listed as required by the post secondary institution will be paid as follows:

Book Allowances

Half Class - \$100.00 Full Class - \$200.00

If your books total more than the allowed amount, you must submit your receipt and required book list to apply for additional reimbursement.

The *student program* may choose to directly reimburse Technical Institutes for approved supply costs. In this case, the student must

acquire a letter from the Institute stating exact costs for all supplies and must receive prior approval from the *student program* before supplies are invoiced to *student program*.

- 8.1.2 Class drop fees will be borne / paid by the student. If needed, the fee amount may be deducted from student allowances.
 - 8.1.3 Student attending private or foreign post secondary institutions should note that they will be eligible for tuition support at no higher than the rate charged by the public institution nearest to the student's Canadian place of residence which offers a comparable program at the time of applications.
 - 8.1.4 Students who receive scholarships or bursaries to attend post secondary institutions may also be eligible for funding from the *student program*, which will pay living allowance, tuition and books if necessary.
 - 8.1.5 All regulations governing eligible students, programs and institutions must be met. Each case will be considered individually by the Post Secondary Board.
 - 8.1.6 Tutorial Fees: \$50.00 per class, per academic year will be allowed providing proper documentation is submitted. Tutorial costs will not be paid for students where free tutoring is available.
 - 8.1.7 Students are allowed up to \$6,000.00 in tuition costs per year. Anything over will be reviewed and considered by the Post Secondary Board.
- 8.2. Transportation and Relocation Support

Students whose permanent address is different from his/her study address will be provided with one round trip to transport dependents and household goods to the place of study. Providing sufficient funds are available transportation or relocation support will be paid at the following rates **one time** basis

Rates: Ahtahkakoop to Regina - \$350.00
Ahtahkakoop to Saskatoon - \$250.00
Ahtahkakoop to Prince Albert - \$150.00

Out of province students will be reviewed by the Post Secondary Board on a case by case basis.

- 8.3 Correspondence / Independent Study / Distance Education

In order for students to be considered for correspondence, independent study or distance education programs, the applicant;

8.3.1 Must be enrolled in an eligible, certificate, diploma, or degree granting program on a part-time or full-time basis AND

8.3.2 Must have a legitimate reason, i.e., disabled, or course/program is available only through this method of instruction.

8.4 Living Allowance

If the student is approved for full time funding and needs to move to a city centre the *student program* will cover the security deposit on a **one time** only basis.

8.4.1 The living allowance rate structure and entitlement will be set by the administering organization annually in Operating Guidelines, for full-time student only.

8.4.2 Post secondary students should have student allowance directly deposited into their respective accounts four business days before the first of each month.

Note: Students are encouraged to open a bank account to better facilitate funding transfers. Please submit banking information to the *student program* coordinator.

8.4.3 Living Allowance for Technical Enrolment

Those students enrolled in Technical Programs - i.e. SIAST, SIIT - will be required to submit their student attendance by the 20th of each month. The attendance should be signed from the instructor. Failing to submit your attendance sheets to the Post Secondary Education Office will result in a delay in your student allowance cheque.

8.5 Allowances for Special Needs Students

8.5.1 Students with special needs (i.e. physically disabled persons) requiring additional assistance related to their post secondary program shall have their requests considered on an individual basis. Approval of assistance shall take into consideration the following factors:

- actual costs of intervention services
- availability of assistance from other sources either public (government) or private (association or non-profit) group

- practicality as well as convenience
- the objective of the P.S.S.S.P is "to encourage prequalified, eligible students to acquire university, technical institute, college or professional qualifications so that they can become economically self-sufficient and develop their individual potential to further their own aims and contribute to the progress of the First Nation community."

8.5.2 The assessment of special needs will be carried out by the Post Secondary coordinator in collaboration with the Board the student services staff of the institution and the concerned special needs student.

8.5.3 In the event that the student with special needs wishes to appeal a decision, normal appeal procedures will apply.

8.6. Assistance for Special Needs Dependants

The P.S.S.S.P may assess a special need for newborn infants for layette in the amount of \$250.00, providing funds are available and the student is attending full-time studies. Part-time students are not eligible.

8.7. Emergency Assistance

8.7.1 Emergency assistance may be available, *subject to the availability of funds*, to eligible full time students. Emergency assistance may be provided for situations that include but are not necessarily limited to the following: emergency travel due to death or critical illness in the immediate family. Note: Decision will be based on individual circumstances.

8.7.2 Application for **emergency** assistance must follow the following procedures:

8.7.2.1 Make the request in writing to the Post Secondary coordinator

8.7.2.2 Students unsatisfied with the response of the Post Secondary coordinator can make their request to the Post Secondary Board.

8.7.2.3 Students unsatisfied by the response of the Post Secondary Board may follow the appeal process outlined in item 12

9. INCENTIVES AND SCHOLARSHIPS

The Ahtakakoop P.S.S.S.P has academic scholarships available to students. Academic scholarships up to \$3000.00 annually will be awarded to a student with the highest academic average in that current year. In order to be eligible for a scholarship the minimum average must be 65% or higher.

The student population that will qualify for this scholarship are those students who are considered full-time students. The Applicants can be students in a technical or university program. The Post Secondary Board will review marks and make a decision on that basis. In order to be eligible for a scholarship, students are required to apply for scholarships by making a request in writing and also by submitting their final marks to the P.S.S.S.P office by June 30th of each year.

The Scholarships will be distributed as follows:

1 st Highest G.P.A. ...\$1000.00	Students completing Post Graduate or Masters Degree (Doc. / Law Degree).
2 nd Highest G.P.A. ...\$800.00	Students in 4 th year college or university program.
3 rd Highest G.P.A. ...\$600.00	Students in 3 rd year college or university program.
4 th Highest G.P.A. ...\$400.00	Students in 2 nd year college or university program.
5 th Highest G.P.A.\$200.00	Students in 1 st year college or university program.

10. GRADUATION ALLOWANCE EXPENSES

10.1 Graduation allowance will be issued on a one time basis per level of education by the Ahtakakoop Administration Office. Students must apply for graduation allowance at each level of education attained.

Graduation allowance will be issued by the administration officer, depending on the type of graduate and pending confirmation from the institution.

Technical 1 year program	\$150.00
2 year program.....	\$200.00
3 year program.....	\$300.00
4 year program.....	\$400.00
Graduate/Masters Degree.....	\$500.00

10.2 Graduation Expenses

Graduation expenses will be issued by the *student program*. Those who are eligible for graduation expenses will follow the following flat rates, which cover travel, accommodations and any other additional tickets. No additional expenses will be paid.

Urban Students	\$150.00
Ahtahkakoop - Prince Albert	\$150.00
Ahtahkakoop - Saskatoon	\$200.00
Ahtahkakoop - Regina	\$300.00
Regina - Prince Albert	\$200.00
Regina - Saskatoon	\$200.00
Prince Albert - Saskatoon	\$150.00

11. ACCOUNTABILITY

- 11.1 **Overpayments:** Every effort will be made by the Ahtahkakoop P.S.S.S.P 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 applications.
- 11.2 **Misuse of Funds:** When misuse of post secondary funds is discovered, the Post Secondary Coordinator will adopt the following procedures: write a letter to the individual stating the findings; if the student is, in fact, found to be misusing funding, arrangements will be made by the Post Secondary Coordinator for repayment by the student of overpayments received and will be a condition of any future funding. Students with late withdrawals, dropped classes, and/or absent fails shall be required to pay for the fees associated with that class.
- 11.3 **Lost or Stolen Cheques:** Should your student cheque be lost or stolen, inform the Post Secondary Coordinator immediately. If your cheque is stolen, you are required to report the incident to the police and produce proof that the matter has been reported. A stop payment will be made on your original cheque and a new one will be provided.
- 11.4 **Advances:** Advances of any kind will not be provided.

12. APPEALS PROCESS

- 12.1 Every student has a right to appeal a decision made by the Post Secondary Board in **writing**. This appeals process will not be considered for a student's application that has been refused because funds are fully committed or because a student has clearly exceeded the academic entitlement. The Post Secondary Board must reply within 14 days.

- 12.2 When misuse of funding is suspected, the student will be notified in writing in accordance with (11.2). If there is no response, funding will be terminated. The student may appeal within 14 days.
- 12.3 If the issue is still not resolved after first appeal, the Post Secondary Board can hear the appeal in person or by teleconference. The Post Secondary board's decision is then final.
- 12.4 The student has a right to attend the appeal hearing in person or appoint a representative; however no professional legal counsel will be permitted at appeal hearings.
- 12.5 The Appeal Board, which will be appointed by the Post Secondary Board, shall consist of five members: the Chairman of the Post Secondary Board, three (3) regular Post Secondary Board Members, an Elder, and one (1) Post Secondary student representative which are selected from a list of 3 students submitted by the Post Secondary coordinator to the Post Secondary Board.
- 12.6 Policies and Operating Guidelines will be strictly followed.

13. OBLIGATIONS OF STUDENTS

- 13.1 It is understood that the *student program* is intended to provide support for students with serious intentions to succeed in post secondary education. Students are expected to attend classes regularly, submit assignments as required by their programs, and apply themselves to their studies.
- 13.2 Students will be dealt with fairly and equitably under the *student program*
- 13.3 Students must always keep their marks and grades up. If a student fails one or more classes per semester his/her funding will be discontinued by the Post Secondary Board.

The student may appeal the decision and set a meeting with the *student program* to explain his/her situation. In some cases where students are failing, the student must provide periodic reports such as attendance, quizzes, papers, mid-term and final exam marks.
- 13.4 Students are expected to budget their student allowance appropriately to live within their means.
- 13.5 Students are required to apply for support funding in each academic year.
- 13.6 Students are required to provide confirmation of enrolment to the Post Secondary Coordinator in order to be eligible for textbook funds.

*Note: Textbook allowance will be issued when registration of classes is received and or final and mid-term marks have been received by the P.S.S.S.P Office. It is the student's responsibility to submit this information and not the *student program* staff to retrieve this information. Continuing students are also required to submit midterm and or final marks.

- 13.7 Final or midterm marks will be required at the end of each semester (Fall - December 31; Winter - April 30; Intersession - June 30; and Summer Session - August 30). This policy will include all university, college and technical programs.
- 13.8 Students are required to follow the following procedure when applying for any type of funding or support services:
 - 13.8.1 Make the request to the Post Secondary Coordinator
 - 13.8.2 Students not satisfied by the response of the Post Secondary Board may follow the appeal process outlined in item 12.
- 13.9 Students are required to enrol only in classes which are mandatory for successful completion of their program. Classes which are taken only to be eligible for full time status will not be allowed.

14. OBLIGATIONS OF POST SECONDARY STUDENT SUPPORT PROGRAM

- 14.1 The *student program* will clearly set out obligations to students in the Ahtakakoop Student Handbook.
- 14.2 The *student program* will provide orientation seminars for first-year students at the beginning of each academic year.
- 14.3 Students will be treated fairly and equitably by the *student program*.

15. OBLIGATIONS OF THE POST SECONDARY BOARD

Conflict of interest clause:

In the event that a member of the board is of the immediate family of the applicant in question, the board member will be removed from the decision making process until the remaining council has agreed and come to a conclusion on the student's application.

16. OPERATING GUIDELINES

The Post Secondary Board will oversee development and maintenance of Operating Guidelines for the administration of the *student program*.

17. STUDENT REGISTRY

- 16.1 The *student program* will maintain confidentiality with respect to student identification files. Disclosure of academic information requires the informed consent of the student. Personal information is subject to the terms of privacy provisions.
- 16.2 The *student program* will maintain a student registry for statistical submission and reporting requirements.
- 16.3 The *student program* will maintain a national list of recognized post secondary and technical institutions.

18. POLICY REVIEW

There shall be a policy review once a year, by the Post Secondary Board, which will consist of the Post Secondary Board, Post Secondary coordinator and two university or two technical students. In addition the administrator and two representatives from the school board will attend the policy review meeting.

19. TRAINING CENTERS

Training centers on reserve will follow the schedule set by the university/college for holidays. That schedule may differ from other schedules on reserve.

20. PRACTICUMS/INTERNSHIPS

Students who are doing their Practicum/Internship will receive an additional allowance for the duration of the Practicum or Internship. Maximum allowance will be \$200.00 per month, or \$50.00 per week. Receipts may be required for certain programs.

21. BUDGETARY SURPLUSES

- 21.1 In the case of any budgetary surplus, the P.S.S.S.P will carry over any surplus funds into the next fiscal year.

All disbursements will be made in Canadian funds.

This Student Handbook was created pursuant to INAC's National Policy. INAC dictates to nation-wide administrative forums. In this regard, there may be changes and/or omissions to this publication as warranted. AHTAHKAKOOP First Nation Band will not be held totally liable or responsible to changes that occur within the INAC's National Policy.

Appendix A.

MAXIMUM LEVELS OF ASSISTANCE FOR LIVING EXPENSES

	Maximum Monthly Allowance
Single Student	\$1100.00
With 1 Child.....	\$1300.00
With 2 Children.....	\$1400.00
With 3 Children.....	\$1500.00
With 4 Children.....	\$1600.00

Maximum amount \$1600.00 per month