

Mosquito Grizzly Bear's Head Lean Man First Nation Post Secondary Student Support Program Policy



Keys Terms

“Member” means an individual who belongs to the 343 (Mosquito) ISC (Indigenous Services Canada) registry group who makes an application for funding in accordance with the MGBHLM First Post-Secondary Education Policy.

“Continuing Student” means students who are approved for funding attending a post-Secondary institution for consecutive terms with an acceptable grade point average.

“Returning Students” means students who are re-entering the post-secondary program after having been previously funded.

“Dependent” means a person who is under 18 years of age and must be verified by Revenue Canada Child Tax Benefit Assessment letter.

“Full time Students” and **“Part Time Students”** are defined by the Post-Secondary Institution which they are attending.

- **MGBHLM post-secondary program requires a student to be taking 3 full term (3) credit classes per term at a university. Part time is 2 classes.**

“Post-Secondary Institutions/Industry Companies” certificate, diploma, and degree granting institutions, which are recognized by provincial authorities and include education institutions affiliated with or delivering accredited program.”

“Private Institution” is a Canadian or foreign post-secondary institution which receives most of its funding from sources other than governments.

“Public Institution” is a post-secondary institution which receives most of its funding from Federal and Provincial governments.

“Semester” refers to a part of the University academic year, as defined by the post-secondary institution. Semesters usually cover periods from September to December, January to April, and May to August.

“Academic year” is defined by the post-secondary institution.

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1. PHILOSOPHY

The Mosquito, Grizzly Bear's Head, Lean Man First Nation Chief and Council assert that Post-Secondary Education is a Treaty Right and that membership be allowed access to this right in a fair and culturally sensitive manner.

2. GOAL STATEMENT

- A. The Post-Secondary Student Support Program (Hereinafter referred to as the (P.S.S.S.P.)) supports eligible Band Members in pursuing post-Secondary studies in recognized and authorised Post-Secondary Institutions.
- B. To encourage and support qualified, eligible students to acquire University, Technical Institute, College or any other recognized post-secondary program or institute as approved by the CanLearn.ca website as the eligible Institute list.
- C. To help individuals to develop their individual potential to further their own aims and goals.
- D. To enable them to contribute to the progress of the Indigenous community, the province, and the country.

This manual provides policy directions for the administration of the P.S.S.S.P. and where appropriate, forms the basis for a set Policy Manual for those staff members who administer this program on behalf of the Members.

3. GOVERNANCE AND ADMINISTRATION

- A. The Post-Secondary Education Program is mandated by Chief and Council to assume full and final authority and responsibility for the delivery of Post-Secondary Education for Mosquito Post-Secondary students. The policies set out in this manual are those recommended and approved by the Chief and Council.
- B. The post-secondary program is mandated by Chief and Council to assume full and final authority and responsibility for the delivery of Post-Secondary Coordinator to administer the post-Secondary program on behalf of the MGBHLM First Nation Band Members. Abiding by the MGBHLMFN Post-Secondary Policy Manual.

4. STUDENT ELIGIBILITY

- A. Each applicant must be a member of the Mosquito Grizzly Bear's Head Lean Man First Nation.
- B. Student applicants cannot be receiving post-secondary funding from another First Nation. Scholarships, Bursaries and Students are not considered, as receiving funding from another source. Students will be eligible to receive full funding from MGBHLM once approved the funder for the purpose of this policy. Ownness is on the student to repay the Canada Student loan if they acquire the loan while being funded by the MGBHLM.

- C. The Applicant must have completed Grade 12, ABE 12, Adult 12, or its equivalent GED 12 (Mature Status), and meet the entrance requirements.
- D. Upon approval of funding, students are required to submit and communicate through their Institutional Email only.
- E. Students whose application is approved, rejected, or placed on the waiting list will be informed in writing for the support approved or for the reasons for rejecting, as well as the reasons for the student being placed on the waiting list. Students will be informed within one week after the deadline date.
- F. Students on the waiting list are responsible to confirm their application to keep their application active after each term. New students will be prioritized in the proper categories according to policy. This will ensure that active waitlisted applicants will be prioritized according to the date of their original deadline.

4.1 PROGRAM ELIGIBILITY

- a) The applicant must be enrolled in a program of at least eight (8) months or longer in duration that leads to a recognised certificate, diploma, or degree and which has a minimum Grade 12, ABE 12, and Adult 12 as an entrance requirement.
- b) To be a designated full-time student, for purpose of funding the student must be enrolled in a full-time program as determined by an Institute's policies.
- c) A student who is entering their final year and who requires only one or two classes available only during Spring/Summer session to complete their program may be allowed to attend the Spring/Summer Session with full funding upon application. Student must reapply for further funding at a higher or advanced level and will not be considered as a continuing student.

4.2 ELIGIBLE INSTITUTIONS

- a) New Applicants must have been received by the deadline set out in this Policy Manual. Applicants shall be date and time and stamped in order that it is received by the Post Secondary office. The deadline dates are as follows:

DEADLINE DATES

The following documentation is required prior to applications being processed and must be submitted to the office on or before the deadline date. **Failure to submit required documentation by the deadline dates will result in delays and/or disqualifications from funding.**

All new Continuing students must submit official transcripts of marks and any other required documents to receive/maintain funding after each semester. Failure to do so will result in delay or disqualification of funding.

*******Winter Semester (January – April)*******

January 31st - Send out the Continuing application for Intersession/Spring/Summer

- Monitor marks for fall/Gades for fall (1st term)

February 28th -Deadline for new/Continuing Applications

- Send out required Documentation letter's

March 31st -Deadline for Required Documents

April 1st (Week)- Send out Student/Institute Sponsorship letters

*******SPRING/SUMMER Semester (May -August)*******

May 31st – Send out the Continuing Application for Fall

- Monitor Marks/ Grades for the Winter (2nd term)

June 30th – Deadline Date for New/Continuing Applications

- Send out required documentation letters

August 1st (Week)- Send out student/Institution sponsorship letters

*******FALL SEMESTER (September-December)*******

September 30th – Send out the Continuing Applications for Winter

- Monitor Marks/ Grades for the Spring/Summer (3rd term)

October 31st- Deadline Date for New/Continuing Applications

- Send out required documentation letters
- This will be depending on the availability of funds.

November 30th – Deadline date for required documentation

December 1st (week)- Send out student/ institution sponsorship letters

4.3 Application Procedures

Each applicant properly submitted shall be reviewed by the Post-Secondary Administrator who shall:

1. Receive, file and process according as per the MGBHLM Policy Manual
2. Correspond with the student informing them that the required documentation is required within one month of the application deadline.

Documents required (Please contact MGBHLM/PSE Program for Clarification)

1. Complete Application forms submitted prior to the deadline date
 - a) Feb 28th Spring/Summer Term
 - b) June 30th Fall term
 - c) October 31st Winter term
2. Copy of student's status cards
3. Academic Transcripts
4. Institutional Company Acceptance Letter
5. Program Information /Area of Study
6. National Child Tax Benefit Documentation Dependent Health Card or Child School registration if applicable. Dependant children must be residing with the student to be considered in the application.
7. Tracking sheet/Degree works program monitor outline.
8. Signed release of Authorization for submission to the Institute of learning that the applicant will be attending
9. Class registration upon approval of funding as there is a registration fee. This is an official registration form from the educational institution listing classes in which the student is enrolled. (A list of courses required for completion of degree, diploma or certificate.)

5. PRIORITY FOR CONSIDERATION OF APPLICATIONS

- a) All students seeking post-secondary education must apply annually by the deadline dates established. It is understood that students who qualify for funding will be conscientious in pursuing their academic program by attending classes regularly and passing all their classes.
- b) Students who are approved for funding and who attend post-secondary institutions must attend the orientation session at the beginning of each academic year. All other students will be contacted by the Post-Secondary Coordinator prior to the beginning of the term for a telephone/Zoom orientation

5.1 PRIORITY LIST

The Priority list will be based on the following for funding through the MGBHLM P.S.S.S.P.

Group 1- Continuing students will be defined as follows.

- a) One who is being funded for his/her first certificate/diploma/degree.
- b) Continuing funded students who meet the minimum grade point average requirements for program completion.
- c) Students who have funded themselves and who have successfully completed one full academic year towards their first certificate/diploma/degree. Proper documentation must be submitted to the PSE Program

Group 2 - Grade 12 Graduates/Adult 12/ ABE 12/ GED

- a) Students with a 65% or higher average will be considered a priority for funding
- b) Students with a 64% or lower average will be considered second priority for funding
- c) Those students who are approved and accepted to the UEP program will have a maximum time limit one (1) academic year to complete the program.

Group 3. Master's, Professional Degrees and PHD students.

- Masters and Professional degree student must work in their field of study for two years minimum before they are eligible to apply for funding.
- Full time Materials/Supplies, tuition provided with proper documentation.
- Pay for full tuition for full-time students
- Pro rated Living allowance.

Group 4. Returning to the same program to complete.

Group 5. Returning to a different program (possible duration may not have a duration of time to complete the program.

Students that are returning to a different program (as some previous classes completed may not be transferable)

6. ELIGIBLE EXPENDITURES

Eligible Expenditures are the education-related costs the PSSSP will cover for approved students, such as tuition, books, supplies, living expenses, travel, and fees required by the institution.

6.A.) Book Allowance

- Approved students will receive a book allowance of \$400.00 per semester (if it is not invoiced with tuition).

6.B) Guidance, Tutoring and Counselling

Tutorial Support

- Students who require tutorial services will be asked to provide the following documentation:
 - A written request from the student for tutorial support: Outlining the length of time the tutorial assistance is required and the cost per hour.
 - The Professor or other appropriate faculty member attesting to the need for tutorial.
 - The proposed tutor providing his/her name and address and telephone or cell number.
 - Funding for tutor services per student shall be limited to \$250.00/year.
 - Tutorial support payments shall be made directly to the tutor upon invoicing and verification of service provided.

6. C.) Student Fees

Student fees will be reimbursed for approved students only for the following with required documentation proof:

1. Application Fees
2. Initial Professional Certification Fees
3. Registration Fees
4. Examination Fees
5. Association Fees

6.D.) Materials and Supplies.

Students must submit required documentation for materials and supplies pertaining to their program.

- a) **Practicum Assistance** - A one-time grant for four hundred dollars (\$400.00) per semester to defray costs of a practicum. The practicum must be a required part of the student's program. (Documentation for practicum will be required.).

- b) **Cultural Activities/Camps** - Students must submit documentation for materials and supplies required specific to the event. Cultural Activities/Camp limit is \$400 per cultural activity.
- c) **Laptop**- Approved students are eligible to receive a laptop as a one-time assistance. Students are encouraged to seek assistance for programming (word, excel, PowerPoint) from the institution's student services free of charge.

6.E.) Student Travel

- a) Students will be entitled to receive a transit fee in accordance charged by the University. Students will only receive a Transit fee if it is not included in the tuition fees.
- b) Students may select any recognized post-secondary institution for their studies. However, travel support is normally restricted to the travel cost to the Canadian post-secondary

Institution nearest to the residence which offers the least expensive comparable program. Travel support may be provided to the institution selected by the student if one of the following conditions is met.

- The required program of studies is not offered at the Canadian Post-Secondary institution nearest to the student's home.
- The program of studies selected is not available in Canada.
- The student cannot gain admittance to the Canadian post-secondary institution nearest to the student's home.
- Students will be eligible for travel if the study address is different from the permanent address on residence provided on the application form.

6.F.) Tuition

Tuition support may be provided under the following conditions.

- a) Students attending Canadian public institutions at the actual tuition rate, including compulsory student fees charged by the institution for a Canadian Student; or
- b) Students attending foreign post-secondary institutions at the same tuition rate, or the tuition rate that is the least amount, including compulsory student fees, charged by the public or private Canadian institution nearest to the students place of residence which offers the least expensive comparable program.
- c) Student attending a private institution will receive Living Allowance, books, it must be a recognized institution.

- d) The student is responsible for the remaining balance. When a student graduates the remaining balance will be reimbursed based on documentation and pending funding availability for the fiscal year.
- e) Students enrolled in a foreign institution at the actual tuition rate, including compulsory student fees charged by the foreign institution, when it's demonstrated that there is no comparable program available at an institution in Canada.

6.G.) Living Allowance

Living Allowance will be paid in Canadian dollars regardless of location of the Institute.

- a.) Single Student - \$1,200.00
- b.) Student with dependents - \$1,500.00
- c.) master's students and PH. D will receive a Pro rated amount of the living allowance.

The living allowance allocated is intended to cover for costs of food, damage deposit, transportation, clothing, and housing.

The amount of living allowance permitted per student shall be subject to ongoing review by the post-secondary Administrator and the Chief and Council. Rate structure will be reviewed annually by the Post-Secondary Administrator and Chief & Council.

Students must be registered in full time studies according to Institute's definition to receive living allowance.

Students can only be registered on **one (1)** online course and **two (2) or more** in-person classes to be eligible for full time funding.

6.H.) Advances

Will be reviewed and considered based on the specific need on a one-time basis.

- Students may apply for emergency financial support due to unforeseen circumstances. Applications will require documentation and will be reviewed case-by-case.

The exception of December funding allocated to students shall be deposited directly to the student's bank account on the third last banking day of this month. Upon receiving the fall term final marks.

If misuse of funding is suspected the student will be notified by mail or email. If there is no response from the student within fourteen (14) days of the mailing of the written notification, funding will be terminated

6.I.) Incentives- Post-Secondary Graduation Awards

- Certificates \$400.00
- Diploma \$600.00
- Degree \$800.00
- Master's \$1,000.00
- PhD \$1,500.00
- Graduation Allowance expense \$1,000.00
- MGBHLMFN Incentive Achievement \$300.00 (To be released approx. December

6. J) Part-Time Studies

As defined by the post-secondary institute being attended, students may receive assistance for tuition and for compulsory fees, and the actual costs of books and supplies which are listed as required by the post-secondary institution, are eligible for \$500.00 Monthly living allowance.

- a) Correspondence of Distance Education Courses (Online) Students enrolled in part-time correspondence or other distance education courses will be eligible for tuition fees, book assistance, Material/Supplies with proper documentation and a subsidy of \$500 Monthly Allowance

6.K) Short Courses

Students who are applying for short course can now be funded by the PSSSP & will be referred to the SITAG program if it's within the trades sector this would apply to the ones that reside on the nation.

6. L.) Special Needs Students

Requests by students with special needs for additional assistance related to their post-secondary programs will be considered on an individual basis. Students with documented disabilities are eligible for accommodations and additional supports. Requests must include documentation and will be reviewed for funding eligibility.

7. LIMITS OF ASSISTANCE

Support for Post-Secondary Education expenses will be provided for the four levels.

Entrance Level - University Entrance Preparation

LEVEL 1 College/Poly-Tech Institute/Private Institute (Institute's duration of program)

LEVEL 2 Undergraduate program (e.g.) B.A., B.E.D., B.Sc. (Institute's duration of program) Diploma/Degree Eight (8) months or longer.

LEVEL 3 Master's AND Professional programs. (University's duration of program)

LEVEL 4 Graduate programs (University's duration of program) PhD. Doctorate programs.

Financial assistance for tuition, compulsory student fees and required books and supplies may be provided to students enrolled in all four levels.

1. Assistance may be provided to students to complete only one program at each level, except for a required specialisation program in that field.
2. Student funding will be limited to the completion of either two unrelated certificates, diplomas, or degrees in levels 1 and 2 combined. A continuing student will have to reapply, and the student will be selected based on the priority consideration section of the MGBHLMFN policy manual.
3. Exceptionally, Level 2 may include assistance for an additional degree at the bachelor level which has as a prerequisite an undergraduate degree or undergraduate courses.
4. The duration of assistance will accord with the official length of the program as defined by the post-secondary Institution in which the student is enrolled, if the student is in satisfactory academic standing at the institution as per the institution's definition of satisfactory "academic standing".
5. Students enrolled in levels 1 & 2 may be assisted for up to one additional academic year per level if such an extension is approved in writing by the post-secondary institution's dean or the department head. Students enrolled in level 3 or 4 may be assisted for up to one additional academic year for medical or personal reasons.
6. Students may be assisted in level 1 studies after dropping out of level 2 studies if not previously funded for level 1.
7. Students who have completed a level 2, 3, or 4 program, with or without assistance from the PSSSP (Post-secondary student support program), are ineligible for program assistance for lower levels.
8. Student support will not exceed the limits set out in the paragraphs above. Where students change programs within one of the levels or temporarily pause their studies, the academic years or semesters used for each program within each level will be counted for assistance purposes. Students who become eligible for assistance from this program may receive assistance for the balance of their program of studies without assistance from this program may receive assistance for the balance of their program of studies will not be reimbursed for previous expenses.

9. Students who want to transfer from a university or technical college to a private Institute during their funding period. The original application will also be used to determine the length of time a student is to be further funded.

*If the demand from eligible students exceeds the funding available, priority selection criteria will apply.

8. ACCOUNTABILITY

- a) Every effort will be made by the P.S.S.S.P. Administrator to recover overpayment to students who misuse funding by not fulfilling the terms of the P.S.S.S.P., or who misrepresent their dependent or program status on the application or other required documentation. Upon the Post-secondary Coordinator determining a breach of the P.S.S.S.P., by a student, the student will be notified in writing of the decision of the Post-secondary Administrator and all funding will be terminated.
- b) Any overpayments of living allowance will be deducted from the monthly living allowance before the end of the present term by a repayment schedule.
- c) Any prior amounts owing to the Mosquito Grizzly Bear's Head Lean Man shall be deducted from the students living allowance upon approval of funding.
- d) A student must inform the Post Secondary Administrator prior to medical/any withdrawal from institution.

Students who withdraw for medical reasons with the institute would remain on the continuing student list. Upon the return, the student will be placed on an Academic Student Support Probation Contract. The student must maintain passing Grade Point Average (GPA) during the probation period as a condition of funding.

- e) Students with an approved medical withdrawal must submit a letter from a medical professional to recommend the student's return to their studies. The letter must be renewed each semester. If they withdraw without contacting the post-secondary administrator & are required to discontinue (RTD) will have to wait for 2 years to reapply.
- f) Student Maternity or Parental leave - Students will be allowed a "Pause of Studies" (P.O.S) for up to 1 year with proper documentation.
- g) Withdrawal during the semester will result in a recovery situation. Students must be within good academic standing, must apply for this leave and meet all funding application deadlines upon their return.
- h) **Students must maintain a minimum cumulative average of 60% or a grade point average (GPA) of 2.0 (on a 4.0 scale) per term to remain eligible for funding.** Students

whose academic performance falls below this standard will be placed on academic probation and required to follow a support plan, which may include regular check-ins, academic advising, and progress monitoring.

9. APPEALS/GRIEVANCES PROCESS

- a) Each student has the right to appeal decisions with respect to interpretation of the policy and with respect to funding eligibility, other where a student application for funding has been refused on the basis that available funds are fully committed.
- b) If a student is considering an appeal, the student must discuss the matter first with the Post-secondary Administrator.
- c) If the matter remains unresolved after discussion with the Administrator, the student may then appeal the matter in writing. The Post-Secondary Administrator will present the matter to the Chief and Council. The Chief & Council will review the appeal, and its decision will be final.
- d) The following procedures shall follow in dealing with an appeal:
 - A written Notice of Appeal stating the reasons for appeal and providing the Chief and Council with any written notice materials, send to Mosquito Post-Secondary Education Administrator will respond within ten (10) business days of the decision appealed.
 - All such documents accompanying the Notice of Appeal shall be delivered to the Post-Secondary Education Administrator on any business day during the appeal period. If the appeal period ends on a Saturday or Sunday, the appeal period shall be extended to the next business day.
- e) There shall be no further right of appeal from the decision of the Chief & Council.
- f) All appeals must be reviewed within 30 days by an internal review committee. Students will be notified of decisions in writing.

10. CONFIDENTIALITY

- a.) No confidential information regarding students shall be released unless conflict arises. Information is released to the Post-Secondary Portfolio Councillor if students involve them in the conflict. The student will be advised of information that is to be released.

b) Should a student involve a third party, a release of authorization must be signed by the student.

c) It is strongly encouraged that students take full responsibility for all communication regarding their post-secondary education.

b) Should student's third-party resort to any verbal abuse, profanity, or display aggressive or confrontational behaviour with the Post-Secondary Coordinator, the student will be given a written warning. Should the matter go unresolved the student's funding will be terminated.

11. SOCIAL MEDIA POLICY

a.) Students who post negative social media regards to the MGBHLMFN Post-Secondary Education Program will be reported to the Chief & Council for review (ex. Facebook, Instagram, Snap, etc.)

b.) Upon review, a warning may be issued to the student.

c.) If negative social media is not corrected, the student (s) funding will be suspended or terminated.