

**NAMAYGOOSISAGAGUN FIRST NATION**

**POST SECONDARY EDUCATION AND TRAINING POLICY**

**Revised 2018**

## **VISION STATEMENT**

**Our vision is to live in an environment that is economically and socially sound where members can enjoy a safe and harmonious life that is prosperous and successful with meaningful employment. This will empower community members, allowing the community to become self sufficient. Families enjoy fulfilling their hopes and dreams in Namaygoosisagagun First Nation.**

## **MISSION STATEMENT**

**Namaygoosisagagun First Nation will assist in developing community members by supporting and working closely with community initiatives. Namaygoosisagagun will be accomplished by developing capacity among the membership and creating opportunities.**

**Namaygoosisagagun First Nation, whenever possible, will provide financial support to members who are pursuing educational and professional development. Funding assistance will be provided to assist empowering Namaygoosisagagun members to pursue educational and training opportunities leading to successful professional careers that benefit the community.**

**NAMAYGOOSISAGAGUN FIRST NATION**  
**POST SECONDARY EDUCATION AND TRAINING POLICY**

**SECTION A      PREAMBLE**

Namaygoosisagagun First Nation has established a policy for post secondary funding. This policy has been developed in an effort to establish practices that are fair, consistent and transparent.

**SECTION B      POLICY OBJECTIVES**

The objective of the Post Secondary Education and Training Policy is to assist as many Namygoosisagagun First Nation Members as possible to pursue a program of study at a University/College or other recognized education institution given the financial resources that are available.

**SECTION C      DEFINITIONS**

The following definitions shall be used when referring to this policy:

“Chief & Council” means the duly elected government of Namaygoosisagagun First Nation or its successors.

“Council” means the Council of the Band as defined in the Indian Act.

“First Nation” shall mean Namaygoosisagagun First Nation at the writing of this policy or its successors.

“O.C.A.S.” shall refer to Ontario College Application Services.

“O.U.A.S.” shall refer to Ontario University Application Services.

“Applicant” shall refer to band member applying for financial assistance for educational purposes.

“Band Member” is a registered Band Member recognized by Chief and Council that has been determined eligible for education funding.

“Dependent” is a minor under the age of 18 who is a financial dependent on the applicant. This minor must not be receiving education funding/social assistance/unemployment benefits.

“Living Assistance” shall refer to the monthly payment issued to each eligible sponsored student.

## **SECTION D                      REGULATIONS/ELIGIBILITY**

The following regulations shall be used in the execution of this policy:

1. Applicant must be a recognized registered member of the Namaygoosisagagun First Nation according to the band list.
2. Application for enrollment must be submitted to the First Nation by May 31<sup>st</sup> of each year.
3. All applications will be date stamped when received by Chief and Council and presented as received to the application committee.
4. All education/training requests, successful or otherwise, will receive written notification of the decision regarding their individual application.
5. Namaygoosisagagun First Nation will set up an Application Committee within 10 working days, with the following members:
  - a. Namaygoosisagagun First Nation Chief
  - b. One member of Council
  - c. Elder
6. Applications completed after these deadlines will be considered only if funding becomes available.
7. Incomplete applications may not be considered.

8. Continuing students must complete a new application each year or when requested.

9. Funding for Post-Secondary Education is limited. Not everyone who applies for funding will receive it.

10. Students are permitted to take one pre-course (such as: pre-health; pre-tech; college access; university access; etc.), after completing this, they must choose a field and progress upward in their education. A student is allowed to receive only one certificate/diploma/degree at either college/university or accredited and recognized institution. To continue with sponsorship, a student must move upward on the educational ladder.

(IE. Certificate → Diploma → Bachelor → Degree → Masters → Doctorate)

- i. A student is not eligible for full-time sponsorship in a college program if she/he has already completed a University Program. (special cases will be dealt with between students and the First Nation).
- ii. Students are encouraged to research educational pursuits in order to avoid transferring programs and make the best use of available funding. Students can transfer within their first year to a different program. Student must discuss this decision with the First Nation.
- iii. In extenuating circumstances (such as illness) students may be granted one (1) additional year to complete their studies. Documentation from a student's physician verifying such illness is required to be eligible for the additional one year.

11. Sponsorship will be limited to these maximum amounts for each fiscal year (April 1 – March 31) all in Canadian Dollars.

- Tuition: \$8,000.00\*
- Books and Supplies: \$1,200.00 (required book list & original receipts must be provided)
- 8 Months living assistance per fiscal year.

- Travel (full time students only) *travel support is restricted to the Canadian post-secondary institution nearest to the student's place of residence which offers the least expensive comparable program. Travel money is based on the most economic means of travel. Eligible student may receive up to 2 return trips (to school, Christmas return trip, and return at end of school year)*
- Maximum years of funding for students' entire Post-Secondary career as follows: (2 years Diploma; 4 years BA or University Graduate Program; 6 years Masters or Doctorate. (add one year if a preparation course is taken example: Pre-health, or Native Access)

(\*any amounts over the maximum will be the responsibility of the student)

## **SECTION E      PROCESS**

1. As part of the Application Process, applicants must sign all required:
  - a. Declaration
  - b. Release of Information Form
  - c. Student Contract and if applicable an Attendance and Probation Form
  - d. Direct Deposit Form
  - e. Affidavit for common law relationship (if applicable)
2. All applicants must submit, along with their Application Forms, an Education/Career Plan Essay. (This will apply to new applicants and/or students entering a different level of funding, or first year students changing programs.)
3. Applicants will be selected according to Namaygoosisagagun First Nation's Student Priority & Level Categories (See Section F and Section G).
4. Full time students are not eligible for full time employment with Namaygoosisagagun First Nation and vice versa.

5. Applications received from a Namaygoosisagagun First Nation Member who is incarcerated will be placed on hold and only considered when applicant has been released.
6. Students who owe money to the First Nation will not be eligible for sponsorship until full payment has been received and all outstanding issues dealt accordingly. Mortgages and any other Account Receivables must be in good standing.

## SECTION F                      PRIORITY CATEGORIES

### 1.     Priority One

- a. Grade 12 graduates who have graduated within the same year and are immediately enrolled to attend a post secondary institute within the same year.
- b. Secondary graduates whose applications for funding were denied from previous year due to lack of funds and who are reapplying.
- c. Secondary graduates applying to a post secondary institute after one year of work, who are returning to school to further their education.
- d. Adult Education graduates receiving a diploma/GED entering College/University or accredited program for the first time.
- e. Exceptional students will be considered under this category on an individual basis. For the purpose of this section, exceptional students will be defined as; “a pupil whose behavioural, communication, intellectual, physical or multiple exceptionalities are such that s/he is considered to need placement in a special education program” (The Education Act).

### 2.     Priority Two

Continuing students attending College or University who have successfully completed their studies with a 60% average or higher (unless otherwise stated, the exact percent will depend on the expectations set out by the college/university/program). Students must

return a copy of their final reports for each semester to qualify as a continuing student.

3. **Priority Three**

Mature students enrolling in a College or University program (students will be selected on a first come first served basis in order of original stamped date of application).

4. **Priority Four**

Students successfully completing a post secondary program (ie. students graduated 2017) and would like to pursue a higher education in 2018.

5. **Priority Five**

Students previously withdrawn or unsuccessful in a program of study. Students must be out of school for at least a full two year period before being considered for funding. There will be exceptions made for students who withdrew due to medical reasons (ie. for physical health and/or mental health). A doctor's note must be submitted to the Namaygoosisagagun First Nation.

6. **Priority Six**

Students who have been previously suspended from Post-Secondary funding. (students will be selected on a first come, first served, basis in order of original stamped date of application.)

## **SECTION G LEVELS/LIMITS OF POST SECONDARY FUNDING**

1. **Level 1** – College or University Preparation Program (One Year or 8 month course) (ie. Pre-Health, Pre-Technology or College Entrance Program)

2. **Level 2** – Up to 12-24 months/2-3 academic years for a Community College Diploma Program).

3. **Level 3** – Up to 32 months/4 academic years for a University Undergraduate Program.



4. **Level 4** – Up to 32 months/4 academic years for professional Degrees and additional qualifications: Bachelor of Education or other specialized training required to complete a program of study.

5. **Level 5** – Up to 40 months/5 academic years for University Masters, Graduate, Law and Doctorate Programs. (special permission may be granted to extend for Medical Programs)

## **SECTION H PART TIME/SPRING/SUMMER COURSES**

1. Due to funding restraints, Namygoosisagagun First Nation will consider spring/summer programming based on funding availability.

2. Students requesting to take either night courses or part time day courses during the regular school term will be assessed under the same priority as full-time students. If approved they will have their tuition paid. The First Nation will reimburse expenses for books upon presentation of original receipts and a required book list from the College or University.

3. Part time courses must be from an accredited College or University program.

4. Students who are attending part time courses will not receive living assistance payments.

## **SECTION I ON-LINE /SPECIAL TRAINING COURSES**

1. On-line courses will be funded if the accreditation they are seeking is from a recognized trainer.

2. Special training programs will be funded if the accreditation they are seeking is from a recognized organization. Registration dates may vary, special programs of interest must show registration dates and you must have an application to the First Nation sixty days prior to the start date.

**SECTION J EDUCATION ASSISTANCE ALLOWANCE**

(All in Canadian funds)- will only be granted to students living independently from parents/family.

Single Student	\$1100.00
Married W/employed Spouse	\$1100.00
1 Dependent	\$1275.00
2 Dependents	\$1,425.00
3 Dependents	\$1,475.00
\$60/Month – Each Additional Dependent	
Married Student W/unemployed Spouse	\$1,300.00
1 Dependent	\$1,475.00
2 Dependent	\$1,525.00
3 Dependent	\$1,650.00
\$60/Month – Each Additional Dependent	
Single Parent	
w/1 Dependent	\$1,350.00
w/2 Dependent	\$1,400.00
w/3 Dependent	\$1,525.00
\$60/Month – Each Additional Dependent	

1. Living expenses for post secondary students will be considered on a case by case basis provided that students are not receiving income from any other source and are not living with their family. Maximum levels of assistance will be assessed on individual applications based on the information provided on the application.
2. Every sponsored full-time student who is not receiving assistance from any other source is entitled to per month minimum living allowance.
3. In order to receive a living allowance, a student must be officially registered as a full-time student with an accredited College/University. Full time status must be maintained throughout a student studies, otherwise, a student will be considered a part time student and ineligible for a living allowance.
4. Education assistance allowance amounts are established at the time of enrolment and remain fixed to the end of the school year for budgeting

purposes. In special circumstances (ie. child birth), a student may apply to Namaygoosisagagun First Nation to change budget amounts during the year.

5. Payment will be by direct deposit, payment made on the 1<sup>st</sup> banking date of the month. Students are required to complete the direct deposit form as a requirement for funding.

6. Advance payments are not permitted and students must adhere to pay periods as indicated.

7. Students claiming spouses and/or dependents must verify dependents by providing proper documentation (i.e. Child Tax Benefit Statement/ Summary or a copy of their latest income tax return, custody papers).

8. Failure to provide information on dependency will result in single student rates being applied.

9. Namaygoosisagagan First Nation is required to forward names of sponsored students, for the purposes of tracking and collecting debt owed to the Namaygoosisagagun First Nation, and to Social Services, and Accounts Receivable, and to Employment and Training to prevent duplication of services.

10. If an eligible student is receiving unemployment insurance or other forms of payments that student may have their tuition paid on their behalf. The cost of textbooks will be reimbursed upon submission of a required book list and original receipts. The student is not eligible for a living assistance payment.

**SECTION K BOOKS AND SUPPLIES**

1. (in Canadian funds)

	September	January
College	\$500.00	\$500.00
University	\$500.00	\$500.00
University (American)	\$500.00 (CDN)	\$500.00 (CDN)

2. Amounts presented include a \$50.00 allowance each Semester for Supplies (Binders, Pens & Paper.)
3. If the budget permits: (maximum allowed is \$1,200.00)
  - a. Students are required to submit receipts for all books and supplies purchases, to the Namaygoosisagagun First Nation to be retained on file before approval can be given for amounts exceeding the original budgeted allocation.
  - b. Students requiring more than the initial allotment, may be reimbursed for any mandatory books/supplies provided she/he submits the following information:
    - a. Official course outlines with mandatory text supplies list (item by item).
    - b. All original receipts (including the initial allotment). Students will be reimbursed only after they receive their January allotment.
    - c. Hand written receipts will not be accepted.
  - c. Special Equipment: Students enrolled in programs such as Nursing, Graphic Arts, Electronics, Forestry, requiring special equipment, may receive additional funding, upon request, by providing cost to the Namaygoosisagagun First Nation office. All cost estimates must be verified in writing by the instructor. All original receipts must be turned in to the Namaygoosisagagun First Nation office. Failure to do so will result in the outstanding amount being deducted from the next living assistance payment. Namaygoosisagagun First Nation will not cover the cost of computers or computer programs.

## **SECTION L      EXAMINATION COST**

1. The cost of professional exam fees will be covered, once only during the year of graduation, in order for students to be registered, certified or licensed in their field of study. The cost of professional fees will be considered, only once during the year of graduation, in order to support job attainment.

2. In the event that a student fails the exam(s) and is required to take a review/refresher course, the cost for taking the review/refresher course and the subsequent exam will be the sole responsibility of the student.

## **SECTION M TRAVEL ALLOWANCE** (Seasonal & Emergency)

1. Seasonal Travel Allowance (full-time students only): Students are entitled to a travel allowance at the beginning and end of the school year, and also a return trip at Christmas – which equals 2 round trips per year.
2. Payment for travel will be based on travel to the closest College/ University offering the program a student is interested in.
3. Emergency Travel Allowance: With the approval from the Namaygoosisagagun First Nation, and subject to the availability of funds, a full-time student may receive some emergency travel assistance for the student to be with family in the case of serious illness/death in the immediate family members (Your spouse, son, daughter, parent, sister, brother, grandparent, mother/father-in-law, sister/brother-in-law, niece, nephew & grandchildren).

## **SECTION N TUITION**

1. Namaygoosisagagun First Nation will not cover the cost of any optional fees such as parking.
2. A maximum ceiling on tuition is not to exceed \$8,000.00 per fiscal year at College or University. The exception being Medical School, or Law School.
3. Students will not be reimbursed for their Ontario College/University Application fee.
4. Sponsorship letters will be sent out to Colleges/University during the month of June for students who have been approved for funding.

5. Tuition payments are processed once receipt of the student's acceptance letter into a program is received at the office. The training institution is requested by a sponsorship letter to invoice Namaygoosisagagun First Nation with regards to tuition and mandatory fees. Namaygoosisagagun First Nation will not pay the cost of currency exchange rates.
6. Students may attend a foreign University or College, provided the program of studies is not offered in Canada or the immediate area. Travel cost paid only to the closest College/University offering course, any additional cost is the student responsibility.
7. Travel will not be paid if a similar course is offered in the students' home town area.
8. Approval can only be given for a student to attend a foreign University or College is the training received is recognized by Canadian Training Institutions.
9. If attending a foreign institute, the living allowances are payable in "Canadian funds".
10. Payment of tuition fees will be paid in Canadian dollars (ie. if tuition is \$5000.00 U.S. Namaygoosisagagun First Nation will pay \$5000.00 CDN). The remainder of the tuition is of that student's responsibility.

## **SECTION O      TERMINATION & PROBATION**

1. Students are responsible for advising Namygoosisagagun First Nation Band Office if for any reason they discontinue their program at any time during the school year. Students who neglect to do this in a timely manner will no longer be eligible for sponsorship. Overpayment of funds (living assistance, supplies, tuition) received must be reimbursed to the First Nation, before an application for future funding will be approved.
2. As per the contract signed in the Application for Post Secondary Educational Assistance, each student has agreed to attend all classes, and complete all requirements of their programs. If, at any time, on probation or not, the students' attendance and/or progress is not acceptable, she/he will be

discontinued as a full time student, and will be suspended from receiving and education assistance for a full two year period.

3. Students must notify the First Nation immediately of any changes in their circumstances, misleading information provided will void an application for funding assistance.

4. A student can be placed on probation:

- a. At the start of a semester
- b. For the remainder of the current semester (based on mid-terms) or
- c. For the next semester attended (based on grades) for the following reasons:
  - i. Due to poor academic history, and/or
  - ii. Attendance records, and/or
  - iii. The post-secondary institution has placed the student on academic probation/warning.

5. While on probation: The student will attend every class, as well as maintain the minimum grade of “Satisfactory” (S), or 60% (C) or the required grade minimum in all courses, as set out by the educational institute, for the remainder of their studies at that level of education or she/he will be discontinued and suspended.

6. While on probation, a student must obtain attendance verification from each instructor. Students will bring the Namaygoosisagagun First Nation Office a copy of his/her timetable.

7. Failure to check in with the Namaygoosisagagun First Nation Band Manager by the 15<sup>th</sup> of every month will result in a delay of living assistance payments. A check in can be made by phone call or email.

## **7. Grounds for Termination**

- a. A student who is verbally/aggressive/disrespectful towards staff of Namaygoosisagagun First Nation will be terminated indefinitely for Post-Secondary Funding.

- b. Falsifying or tampering with attendance or reports will result in a student being dismissed immediately from the program, and terminated indefinitely for Post Secondary Funding.
- c. For a 2 year period (based on grades) for the following reasons:
  - i. Due to poor academic history, and/or
  - ii. Attendance records, and/or
  - iii. If she/he has failed more than one course on his/her mid-term or final grade report.
  - iv. Failure to meet the requirements of his/her academic probation.

## **SECTION P VALID REASONS LEAVE**

The following are examples of valid reasons for qualified leave from studies short term; Individual severity of conditions will be assessed by the information provided:

- a. An authorized medical certificate or letter from a medical doctor stating reasons for leave.
- b. Bereavement, short term leave.
- c. Maternity/Paternity leave.

## **SECTION Q APPEAL PROCESS**

1. An applicant denied funding assistance will have the right to appeal a decision made. The applicant will submit a written letter of appeal to the Namaygoosisagagun First Nation Band Office outlining the reason for the appeal and all relevant and supporting information.
2. Students have up to 10 business days to submit an appeal letter. There is no appeal process against refusal of assistance when funds are not available.



3. Namaygoosisagagun First Nation will set up an Appeal Committee within 10 working days with the following members:
  - a. Namaygoosisagagun First Nation Chief
  - b. One member of Council
4. The Appeal Committee Chair Person (Chief) will inform, in writing, the Appeal Process applicant and the members of the committee, of the date, time and place of the hearing.
5. The band member who is appealing will present their summary and any documentation necessary for review by the Appeal Committee at the meeting.
6. The Appeal Committee will review all students information & render a decision that is consistent with the intent of the Namaygoosisagagun First Nation Post Secondary Policy/Guidelines.
7. The Appeal Committee's decision will be forwarded to the student within one week of meeting date. This report will include names and positions of the Appeal Committee members, the decision, and if any, conditions to be adhered to.
8. Student submitting the appeal has the right to be present at the Appeal Committee's meeting and is encouraged to bring a representative for support.
9. All decisions made by the Appeal Committee are final.