

POST SECONDARY STUDENT SUPPORT PROGRAM

PUBLIC UNIVERSITY POLICY

2018 - 2019

This modified Policy is in effect August 24th, 2018 to June 24th, 2019



KITIGAN ZIBI EDUCATION SECTOR

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INTRODUCTION

The Kitigan Zibi Education Sector's Post Secondary Student Support Program is designed to assist registered Kitigan Zibi Anishinabeg members to acquire college and/or university qualifications within the designated funding period. It is the hope of the Kitigan Zibi Anishinabeg that such individuals will become economically self-sufficient and may realize their individual potentials for contribution to their Algonquin Nation, to other First Nations and to Society at large.

The Post Secondary Student Support Program Public University Policy provides for financial assistance (subject to funding availability) to individuals who have been accepted by a public accredited University program which normally requires completion of secondary school as a minimum academic requirement. This includes those persons who are accepted with lesser academic qualifications in recognition of the applicant's maturity and potential for success in their chosen field of study.

The Kitigan Zibi Education Sector Post Secondary Student Support Application and the Application Checklist forms for financial assistance are an integral part of this policy.

For the purpose of this document, any interpretation is that of the Kitigan Zibi Education Sector. All requests for clarification should be immediately directed to the Post Secondary Student Support Program Officer or to the Director of Education. The Kitigan Zibi Administration Office is located at 37 Kikinamage Mikan.

The mailing address and contact information is:

Kitigan Zibi Education Sector	Tel: 819.441.1581
Post Secondary Program Office	Toll Free: 1.888.440.1275
41 Kikinamage Mikan	Fax: 819.449.1246
Maniwaki QC J9E 3B1	Email: post.secondary@kza.qc.ca

Website link: <http://kzadmin.com/KZESPostSecondary.aspx>

Any modifications to be made to the Post Secondary Student Support Program Policy will be implemented by no later than 60 days after being officially approved by the Kitigan Zibi Education Sector.

The 2018-2019 academic year may be the last guaranteed year of funding as the Government of Canada is currently reviewing the Post Secondary Student Support Program. Please contact the Post Secondary Student Support Program Office for more information.

1.0 ELIGIBILITY CRITERIA

To be considered for assistance under the terms of the Kitigan Zibi Education Sector's Post Secondary Student Support Program Public University Program, it is necessary that:

- 1.1 The applicant must be a registered Kitigan Zibi Anishinabeg member and the application must be made to the Kitigan Zibi Education Sector Administration – Post Secondary Student Support Program Office by the deadlines established per each semester;

STUDENTS WHO ARE RECEIVING OR ARE ENTITLED TO FUNDING FROM THE CREE SCHOOL BOARD OR ANY OTHER SELF-GOVERNMENT AGREEMENT ARE NOT ENTITLED TO RECEIVE FUNDING FROM THE KITIGAN ZIBI EDUCATION SECTOR POST SECONDARY PROGRAM.

AND

- 1.2 The applicant must have attained university entrance requirements through successful completion of secondary school studies and have been accepted for registration by a public Canadian University, into a program of studies which has secondary school graduation or its equivalent as a normal prerequisite to registration. Under no circumstances will funding be provided to attend private post-secondary institutions;

OR

- 1.3 As of 2012 - 2013, post secondary studies outside of North America will NOT be funded. Post Secondary Students must make every effort to study in Canada. In limited circumstances, the Kitigan Zibi Anishinabeg Post Secondary Student Support Program will fund studies (to a limited extent, if and when a program is NOT available in Canada) in the United States (in a public institution).

This request must be preapproved. Upon approval there is a \$30,000 limit in Canadian funds (CA); this includes any tuition fees, required textbooks/special equipment, materials and living allowances, travel and any other required training expenses.

AND

- 1.4 As of 2018 – 2019, post secondary students must be a resident of Canada for 12 months prior to applying for post secondary funding from the Kitigan Zibi Anishinabeg.



AND

- 1.5 Furthermore, the Kitigan Zibi Education Sector Post Secondary Program will only provide funding for recognized Public Post Secondary institutions. Therefore, private schools (i.e. 'Centres des formations Professionnelles') are not covered under the Post Secondary Student Support Program. For a full list of recognized institutions covered by the Program, please refer to the INAC website: <https://www.aadnc-aandc.gc.ca/eng/1429541743524/1429541857774>
- 1.6 The applicant who wishes to obtain funding for a Fast Track and/or a program of studies for which the tuition fees are 10% higher than regular program tuition fees/costs, will have their request reviewed on an individual basis for acceptance or refusal, subject to overall program costs and funding availability for the given fiscal year. The normal funding criteria for allowances may not apply in situations where the tuition and other fees are 10% higher than the regular tuition fees.
- 1.7 For specialized programs or technical programs at the college level and/or university level (in a public institution) in Canada, there will be a limit of \$35,000.00 in Canadian funds (CA) allocated for the total cost of the program. This amount includes tuition, books, equipment, materials and living allowances, travel and all other training expenses and is subject funding availability for the given fiscal year.



- 1.8 Students who have completed a Level 2 or Level 3 program, with or without assistance from the KZA, are ineligible for funding assistance for lower levels.
- 1.9 To be eligible to receive monthly living allowances the student must not have a balance higher than \$8,000 owing to the KZES Post Secondary Student Support Program.

AND\OR

- 1.10 If requesting tuition and books only support, not have a balance higher than \$500.00 owing to the Post Secondary Student Support Program. In order to receive tuition and books funding, the student must first establish a Payment plan with the KZES Post Secondary Student Support Program Office.

THERE ARE NO RETROACTIVE REIMBURSEMENTS OF ANY KIND. FUNDING AS PER THE KZES PUBLIC POST SECONDARY POLICY IS MADE AVAILABLE FROM THE PERIOD BEGINNING WITH THE OFFICIAL ACCEPTANCE OF THE STUDENT'S APPLICATION FOR FUNDING, AND AS PER THE TIME LINES ESTABLISHED IN THIS POLICY.

2.0 PROCEDURES FOR APPLICATION & THE PROVISION OF EDUCATIONAL ASSISTANCE

2.1 APPLICATION PROCEDURES

All persons who are interested in receiving educational assistance under the terms of this Program are asked to contact the Post Secondary Student Support Program Office at:

Kitigan Zibi Education Sector
Post Secondary Program Office
41 Kikinamage Mikan
Maniwaki QC J9E 3B1

Tel: 819.441.1581
Toll Free: 1.888.440.1275
Fax: 819.449.1246
Email: post.secondary@kza.qc.ca

- Please contact the Post Secondary Program Office in advance for an appointment if you require any assistance with post secondary funding.
- Both the Application Checklist and Funding Application forms can be found by visiting our community website at: <http://kzadmin.com/KZESPostSecondary.aspx>

I) The Post Secondary Student Support Program Application Form must be completed in full and returned with the following required documentation:

- A. Must provide proof that the applicant's registration has been approved, all applicants for initial, renewed or conditional acceptance shall include a Letter of Acceptance from the university which the applicant plans to attend or a document indicating promotion and/or approval to continue studies from the post secondary educational institution which the applicant has most recently attended.
 - If an Acceptance Letter cannot be obtained, then a Letter of Confirmation - Appendix IV of the Post Secondary University Policy must be completed and signed by the designated person from the Office of the Registrar or Administration or a copy of the student's timetable/schedule will be required;
- B. The Ministry of Training, Colleges and Universities has released updated tuition fee guidelines that all colleges in Ontario have implemented starting since the fall 2015. All full-time students, new and returning, in a post-secondary or graduate certificate program will be required to pay a \$500 non-refundable Tuition Deposit in their initial term during an academic year. This \$500 non-refundable Tuition Deposit will be used towards the balance of fees due for that term, and will secure the student's seat in their program for the entire academic year.

Sponsored students through the KZES Post Secondary Program will not be required to pay this \$500 Tuition Deposit in advance; however students will be required to have forwarded a sponsor letter to the college/university by the prescribed due date (refer to your institution's due date) in order to avoid losing their seat in their program. A Sponsorship Letter is forwarded to the student's institution upon approval of funding and will act as the \$500 Tuition Deposit.

Given the non-refundable nature of the Tuition Deposit, in cases where a student withdraws from their program during the refund period or chooses to no longer attend their program of studies, a \$500 fee will be invoiced directly to the Kitigan Zibi Education Sector. Sponsored students who withdraw after the refund period will have their full term fees invoiced. It is the responsibility of the student to inform themselves of this date. Most post secondary institutions have this information available to students and depending on the date of withdrawal, there may be a refund of the full tuition and ancillary fees paid for the term less the \$500 non-refundable tuition deposit.

If a student chooses to withdraw after the date as prescribed by the university, the student may be responsible to pay the full fees for that term and will not be eligible for a refund. Therefore, it is very important to keep these dates in mind to avoid having to repay the Post Secondary Program for tuition fees that have been paid on your behalf. Additionally, it is the responsibility of the student to "Officially Withdraw" from their program of studies at their institution and to provide a copy of this document to the KZES Post Secondary Student Support Program Office for your file.

- C. For continuing students, document/s indicating promotion and/or approval to continue studies from the post secondary educational institution which the applicant has most recently attended;
- D. The applicant must provide an official copy of their Course Schedule/Timetable from the institution (no hand written timetables will be accepted) of the Fall semester or provide a signed and completed Appendix IV (a second schedule will be required in January for the Winter semester);
- E. If the applicant is a continuing student, then the Original Academic Transcripts must be submitted from the previous semester in order to process the student application funding request;

F. If the applicant is declaring dependents under their charge, then a copy of the child/ren(s) Medical Card and/or Birth Certificate is required on file. Please note that the parents' names must appear on these supporting documents.

DELAYS: Applications for educational reception require a reasonable delay between time of application and reception of the financial assistance. Delays may be due to the time required for the application to reach us, and the time required to process the application and have the cheque issued.

- II) Once the application has been approved by the Kitigan Zibi Education Sector, all students at University level will:
- A. Be required to have their own active bank account and submit a voided or specimen cheque from the banking institution to the Post Secondary Student Support Program Office. This document must contain the address of the banking institution as well as the address of the student from when the account was opened from.
 - B. Receive allowances on a monthly basis at a date established by the Kitigan Zibi Education Sector Administration Office. Appendix X outlines the Direct Deposit Date Schedule. **Under no circumstances will allowances be given other than on the established deposit dates.**

2.2 RESPONSIBILITY OF STUDENTS

- I) Students receiving Educational Assistance under the terms of this Program shall be responsible for satisfying the academic requirements of the institution of higher learning in which they are enrolled and to produce documents at the prescribed time to the Post Secondary Student Support Program Officer.

IT IS THE RESPONSIBILITY OF THE STUDENT TO INFORM THE KITIGAN ZIBI POST SECONDARY STUDENT SUPPORT PROGRAM OFFICER OF ANY CHANGES THAT MAY OCCUR TO A STUDENT AND THEIR STATUS.

FOR EXAMPLE, CHANGES TO YOUR COURSE SCHEDULE, WITHDRAWALS FROM PROGRAMS AND COURSES AND THE NUMBER OF HOURS ATTENDING PER WEEK TO ENSURE THAT THE STUDENT IS STILL "FULL TIME STATUS" IF RECEIVING A MONTHLY LIVING ALLOWANCE. AS PER POLICY, THE MINIMUM NUMBER OF HOURS REQUIRED TO REMAIN FULL TIME IS 12 HOURS PER WEEK.

FAILURE TO UPDATE THE KZES ADMINISTRATION/POST SECONDARY OFFICE MAY RESULT IN THE STUDENT IN HAVING TO REPAY THE POST SECONDARY PROGRAM BACK DUE TO RECEIPT OF UNJUSTIFIED OVERPAYMENTS.

II) Parents of post secondary students under the age of 18 years old may ask the Post Secondary Student Support Program Officer for any information at any time concerning their child's funding status with the Kitigan Zibi Education Sector. To do so, a parent must complete and sign Appendix IX of the Post Secondary University Policy. However, it is not the responsibility of the Post Secondary Student Support Program Officer to keep the parents updated on the status of their child as a student, or to get any other information outside that required by the Policy. The parents have the responsibility to ensure that their child provides all necessary academic documentation to the Post Secondary Support Program Officer as required for funding purposes.

III) For Post Secondary students that are over the age of 18 years of age, a completed Release of Student Information form (Appendix XIII) will be required to designate who, other than the student, will have access to the students post secondary information if required. A completed and signed Release of Information Form (Appendix X) will be required for student information to be shared with a "Third Party".

2.3 DATES OF APPLICATION DEADLINES

For September enrolment:	July 1st
For January enrolment:	November 1st
For inter session or summer school:	Minimum of 1 month prior to start of program (Subject to funding availability).

All applications received after this date will be processed by order according to date received. Late applications could be subject to late fees and refusal into the program. It is the full responsibility of the student to apply early!

THE FINAL DEADLINE FOR ACCEPTANCE AND PROCESSING AND FUNDING APPLICATIONS FOR BOTH THE FALL AND WINTER IS THE FIRST WEEK OF THE SEMESTER. NO EXCEPTIONS!

3.0 FUNDING

Funds will only be provided to the student when:

- the KZES Funding Application Checklist is complete;
- the Funding Application is completed and signed where required;
- all documentation is provided;
- once the application is approved by the Kitigan Zibi Education Sector Administration;
 - no sooner than 1 week prior to start date of course/program will the initial living allowance be released or direct deposited. This also includes programs which begin in January.

3.1 All students receiving financial assistance under the terms of this program who attend University are hereby obligated to provide the required supporting documents as stipulated under Section 2.1, Article 1: A to E inclusively;

AND

Any other pertinent documentation as per Sections 8.0 and 9.0.

Students failing to produce the required documentation as mentioned under Article 2.1 at the prescribed time will have their student allowances withheld until the required information is received by the Kitigan Zibi Education Sector Post Secondary Office.

4.0 TYPES OF ASSISTANCE - FULL TIME STUDENTS

To be considered as a full time student during the fall and/or winter semester and be eligible to receive a monthly living allowance, the student must meet the following conditions and criteria:

4.1 Complete and sign Funding Application in full and attach the following:

- I) the student must provide written proof that they are registered full time in a public post secondary university institution. Appendix IV must be completed and signed by the designated person from the office of the registrar or admissions if the student does not have a Letter of Acceptance or a copy of their schedule;
- II) the student's course load must only be in one program area and must be attending only 1 post secondary institution;

- III) the student must be registered and attend regular classes on campus for no less than 12 hours per week and maintain this course load throughout the semester. On-line and Distance Education courses are not considered in the calculations of class hours;
- “Hybrid courses” will only be included as part of the total hours per week once confirmation is received from the school or program coordinator confirming which courses are hybrid versus traditional courses. Hybrid courses are a last resort for attaining a credit (traditional on campus courses must be applied for first).**
- IV) Additionally the student is required to provide a copy of the course registration indicating class and/or credit hours. Labs and tutorials do not count;
- V) At any time during the semester, the Kitigan Zibi Education Sector may ask a student to provide ongoing, documented proof of attendance if it has come into a question as to whether the student has been fulfilling his/her responsibility to attend all classes;
- VI) students whom have applied for funding support for a UCEP program must provide the Post Secondary Student Support Program Officer, from the post secondary institution a statement/training plan which attests that the UCEP program will provide the necessary courses to attain the academic level for university or college entrance and the student will be eligible to be accepted as a student of a regular university or college credit.



There is a two year limit or 16 months to follow a UCEP program and receive funding for living allowances.

UNDER NO CIRCUMSTANCES WILL AN ALLOWANCE BE ISSUED TO THE STUDENT UNLESS ALL DOCUMENTATION IS RECEIVED AND APPROVED BY THE POST SECONDARY STUDENT SUPPORT PROGRAM OFFICE.

4.2 SPRING AND SUMMER SESSIONS

Living allowances for summer school will only be provided for students who are registered in a continuing condensed program and additional teacher qualifications program. For all other programs, tuition and books for summer school will continue to be funded providing all documentation is received.

To be considered full time or part time during the Spring and/or Summer semester, the student must complete a new Kitigan Zibi Post Secondary Application for funding.

Students who qualify for living allowances must and provide the following:

- I) provide written proof (where applicable) that they are registered full time in a post secondary university program offered in a public post secondary institution.

Appendix IV must be completed and signed by the designated person from the office of the registrar/admissions or a letter from the office of the registrar/admissions must be provided;
- II) the student's course load must only be in the student's regular program concentration area;
- III) for students who qualify for living allowances, the student must be registered and attend regular classes on campus for no less than 9 hours per week (and maintain this course load throughout the semester). Additionally, the student is required to provide a copy of the course registration indicating class and/or credit hours;
- IV) the student is responsible for keeping the Kitigan Zibi Education Sector office informed of any changes in status. (Example: If student drops one course and therefore does not meet minimum requirements to be considered full time – minimum 9 hours per week);
- V) students not meeting minimum criteria requirements regarding the number of hours per week will be considered to be part time and may only be entitled to funding support for tuition and books only.

Note: assistance for inter-session summer school is subject to annual funding availability.

THEREFORE, SUBJECT TO SECTIONS 4.1 AND 4.2, STUDENTS WHO MAINTAIN A MINIMUM COURSE LOAD AND FAIL ANY COURSES MUST PROVIDE PROOF OF ATTENDANCE AND COMPLETION OF ASSIGNMENTS FOR EACH FAILED COURSE. THE FORM THAT IS TO BE USED FOR SUBMISSION TO THE POST SECONDARY STUDENT SUPPORT PROGRAM OFFICE IS APPENDIX VII.

4.3 TUITION ASSISTANCE & REQUIRED TEXTBOOKS

The assistance shall include student fees for registration, tuition, tutorials, transcript fees for application and enrolment purposes as well as funding for required textbooks.

- I) For applicants attending a school in Canada with tuition fee costs which are over and above the regular annually established Canadian Public University program(s) tuition costs will be reviewed on an individual basis and are subject to annual funding availability;
- II) For students studying in the U.S., the maximum amount of tuition paid per year will be \$1,000.00 in Canadian Funds (\$500.00 for the Fall semester and \$500.00 for the Winter semester). This is payable at the end of each successful semester only. For students studying in the U.S., tuition and living allowances will NOT be paid for spring sessions or summer sessions (June - August).
- III) Tuition for students studying in the U.S. will be reimbursed to the student at the end of the successful semester upon receipt of an official transcript and a copy of the tuition bill for that semester. *Tuition reimbursement requests must be made at the end of each session and are NOT retroactive.*
- IV) Retroactive reimbursement payments will not be made for any applicant who has paid for all or part of their studies and who has not made a formal application for funding. Funding becomes available only from the period that the application has been approved for funding by the Kitigan Zibi Education Sector and on the official start and termination dates of the post secondary program of which the student is applying for.

4.4 TUTORIAL ASSISTANCE

Universities offer tutoring services at minimal or no costs to students. Therefore, the Kitigan Zibi Education Sector will no longer provide any funding for tutoring services. Please visit the Student Services or Registrar's office of your institution for further information concerning what is available to students and is provided by the institution.

4.5 REQUIRED TEXTBOOKS & SPECIAL EQUIPMENT

Financial support for required books and limited special equipment will be covered as long as it is considered as mandatory by the University for a student's Program of studies. Students must complete Appendix II (A, B, or C) with required information and signatures in order to receive financial assistance or full reimbursement. Furthermore, original/official receipts must be produced for all purchases to be reimbursed;

NOTE: Reimbursements require a minimum 1 week for processing.

I) **REQUIRED TEXTBOOKS:**

Full time students are advanced monies for required textbooks twice a year. If and when a student's required/mandatory textbooks costs more than what is allocated in a semester, then the student may be reimbursed for the additional costs incurred pending receipt of a completed Appendix II (A, B, or C) along with all of the original receipts.

- a. For the fall session the allocation provided is \$550.00 and it is included with September's living allowance.
- b. For the winter session, the amount allocated is \$450.00 and is included with January's living allowance.

NOTE: Students whose required textbooks are provided in electronic form or are part of an e-Text Program will NOT be provided with an advance in the fall or winter session. The KZES will NO LONGER be providing students in eText Programs with monies for textbooks/or the advance that is normally provided if and where these amounts are included in the student's tuition invoice. The balance, if any, of the usual advanced amount will be paid to the student pending receipt of the tuition invoice and the total amount of costs to acquire hard copies rather than the electronic versions of required textbooks.

II) **REQUIRED SPECIAL EQUIPMENT:**

- a. For students in college level or university level programs, the maximum amount for mandatory equipment is set at \$1,500.00 per program. The mandatory equipment must be justified in writing by their Program Coordinator and/or professors.
- b. Students can receive up to the amount of \$500.00 once in their lifetime for the purchase of a computer. This allocation is for the purchase of either a NEW desktop system or laptop and not meant for Tablets or iPads. Furthermore, students must officially register for their studies and start school prior to receiving an advance and/or reimbursement for the purchase of a computer.

All reimbursements should be forwarded to the following address for processing:

Kitigan Zibi Education Sector
Post Secondary Student Support Program
Office 41 Kikinamage Mikan
Maniwaki, QC J9E 3B1

NOTE: Students are required to seek prior approval from the Post Secondary Student Support Program Office before undertaking any purchases.

OFFICIAL/ORIGINAL RECEIPTS MUST BE SUBMITTED. THEREFORE IT IS VERY IMPORTANT TO KEEP YOUR ALL OF YOUR OFFICIAL AND ORIGINAL RECEIPTS IN A SAFE AND ORGANIZED MANNER. FAILURE TO PROVIDE THE OFFICIAL RECEIPTS MAY RESULT IN THE STUDENT HAVING TO PAY BACK THE POST SECONDARY PROGRAM FOR THE FUNDING IF THE FUNDS HAVE BEEN ADVANCED. FURTHERMORE, THE STUDENT WILL ONLY RECEIVE THE ALLOCATION UPON RECEIPT OF THE COMPLETED APPENDIX VIII ALONG WITH THE ORIGINAL COPY OF THE PURCHASE RECEIPT. NO FAXED IN OR EMAILED RECEIPTS WILL BE ACCEPTED. YOU MAY REQUEST FOR AN ADDITIONAL COPY OF THE RECEIPT UPON PURCHASE FROM THE RETAILER FOR WARRANTY PURPOSES.

4.6 TRAVEL ASSISTANCE

- I) Full time students who reside (proof of residency may be required) in the Kitigan Zibi Anishinabeg Community and who are required to live away from the community for the duration of their studies may be entitled to a travel grant for themselves and their legal (biological and/or legally adopted) dependants at the beginning of the academic semester, at the Christmas break and at the end of the academic year;
- II) A maximum of 4 travel grants may be provided per calendar year. This covers the beginning of the semester (1), Christmas return trip (one to go home - Kitigan Zibi Anishinabeg) and one to return (2) and end of academic year (1);
- III) Travel grants will be equal to the cost of transportation from the Kitigan Zibi Anishinabeg Community to the post secondary institution which is nearest to where the program which the student wishes to take is offered. Travel grants will be offered at the level of the most economical means of transportation;
- IV) Travel grants cannot be made available to anyone other than to the full time student and his/her biological and/or legally adopted dependants who will be residing full time with him/her. Therefore no substitutions;
- V) Travel grants of any kind for any full time or part time funded students studying outside Canada is not provided under any circumstance;
- VI) All travel requests beyond \$2,500.00 require the recommendation from the Kitigan Zibi Education Sector and the written approval of the Kitigan Zibi Anishinabeg Band Council;
- VII) Mandatory trips included in a course:
 1. All travel grant requests other than those outlined in points I) to IV) will not

normally be accepted. Nevertheless, any student studying in Canada who wishes to have a "special situation travel grant" request reviewed, and should address their request to the Kitigan Zibi Education Sector.

The request should clearly indicate the reason(s) why the travel grant should be provided as well as the reason it does not fit into the stated travel guidelines.

Note: There is a \$1,000 limit for mandatory trips. All original and official receipts must be submitted by the end of the semester.

Failure to produce the required documentation may result in you having to repay the monies that were advanced to you for the "special situation travel grant".

4.7 POST SECONDARY ALLOWANCES

Full time students eligible for a monthly living allowance must give the PSSSP administration 5 working days from the deposit date to ensure that their monthly allowance is received within their bank account.

The Post Secondary Student Support Program Officer will **NOT** reissue a monthly living allowance or advance within five working days of the deposit date.

- I) Assistance for living allowances to help cover students living expenses will be provided at the rate indicated in Appendix I. Please refer to Appendix X for the allowance direct deposit dates;
- II) Students enrolled in full time programs who meet the funding criteria must send the Post Secondary Student Support Program Officer their original transcripts at the end of each semester.

The following is the deadline to send in your original transcript without causing a delay in your living allowance deposit dates.

Deadline for University students to submit original transcripts without causing a delay in their living allowance deposit dates:

- From the Fall semester: February 19, 2019
- From the Winter semester: May 25, 2019
- From the Summer semester: September 14, 2018

Students whose fall session courses which extend into the winter session (year long courses which extend into the winter session) must provide the Post Secondary Officer with either completed Appendix XIII - Confirmation of Good Standing forms from each course Professor or a letter from the Department Head or Program Coordinator indicating that the student remains in good standing before any further living allowances will be released.

Failure by the funded student to provide the original academic transcripts with the stipulated designated times may result in the student having to repay all the funds that have been provided to the student and the funds paid on their behalf for the stated semester.

Any documentation required according to sections 8.0 and 9.0 are to be submitted within two weeks of the transcript due date if the student wishes to receive their living allowance on the established deposit date.

Under no circumstances will any allowances be issued if these documents are not received by the Post Secondary Student Support Program Office.

- III) Monthly Living Allowances are issued to the students only for the duration of their full time studies. (For example, if the program finishes on June 7th then the student will receive an allowance for the seven days that they are in school for June.) Courses terminating after the third or fourth week into the month will be paid as one full monthly living allowance.

5.0 ASSISTANCE - PART TIME STUDENTS

- 5.1 Part time students may receive assistance for tuition and the cost of books and special equipment as detailed under Article 4.5 which are listed as mandatory by the post secondary university institution;
- I) Part time students will be supported provided their program of studies is of at least one academic year in duration and leads to a diploma, certificate or degree. All courses taken must be in an accredited program from a public post secondary university institution; this includes credited on-line and distance education courses.
- II) Any part time courses in which the cost is above and beyond the cost of normal accredited part time courses at the post secondary level (i.e. Fast track courses) will be reviewed individually based on annual funding availability;

- III) All part time students who receive financial assistance are required to submit a copy of their official transcripts indicating they have completed and have succeeded in their course of study. Official transcripts must be submitted within 45 days of the end of the course;
- IV) All part time students who are allocated funding to cover the cost of tuition and books for post secondary correspondence courses or on-campus courses from accredited public post secondary institution and who were unsuccessful in their course(s), must reimburse the Kitigan Zibi Education Sector for all costs incurred on their behalf unless they provide proof (Confirmation of Attendance Letter - Appendix VII) that they were attending all classes and submitting all assignments on their given due dates;
- V) All part time students who are allocated funding to cover the cost of tuition and books for post secondary correspondence courses or on-campus courses from an accredited public post secondary institution and who withdraw from their course(s), must reimburse the Kitigan Zibi Education Sector for all costs incurred on their behalf unless they provide proof (Confirmation of Attendance Letter, Appendix VII) that they were attending all classes and submitting all assignments on their given due dates. If letters are NOT received, they will be required to reimburse the Kitigan Zibi Sector any tuition beyond the withdrawal date which must be reimbursed at full cost.
- VI) Parking costs or travel assistance are not available for part time students; nor is local travel.
- VII) All part time students must buy their books, complete Appendix II and return the form along with the original receipts to the Kitigan Zibi Education Sector for reimbursement. Books for part time studies will be done via reimbursements only. There are no advances of funding for books for part time students.

6.0 AWARDS, SCHOLARSHIPS & OTHER FINANCIAL ASSISTANCE SOURCES

- 6.1 Awards and scholarships won by a student for outstanding achievement in competition with other scholars are considered as incentive income and do not affect the computation of assistance benefits to the student.
- 6.2 All students funded under the Post Secondary Student Support Program have the responsibility of informing the Kitigan Zibi Education Sector administration office in writing if they are receiving financial assistance from other sources. This may affect the level of funding they are entitled to receive.
- 6.3 Students must immediately inform the Kitigan Zibi Education Sector Administration Office if they terminate their studies or if for some reason they have received an over or non-justified payment of financial assistance. Failure to promptly inform the Kitigan Zibi Education Sector Administration Office of this situation will result in the student owing the Kitigan Zibi Education Sector all over or non-justified funds received. Furthermore, all funds owed will have to be fully repaid before future post secondary funding is provided, or a repayment plan must be established with the Post Secondary Student Support Program Office before any funding shall be approved.

7.0 LIMITS OF ASSISTANCE - PUBLIC UNIVERSITY

7.1 Level 2 - Public University – Undergraduate Programs



- I) University/College Entrance Preparation Programs (UCEP) will only be funded with living allowances for a maximum of two years or 16 months. Furthermore, the student is required to obtain from the post secondary institution, a statement or training plan which attests that the UCEP program will provide the necessary courses to attain the academic level for university entrance and the student will be eligible to be accepted as a student of in a regular university credit program upon successful completion of the UCEP program course of studies.
- II) Students registered in a Level 2 program may receive up to a maximum of eight semesters of Post Secondary Student Support funding. Students who never used Level 1 funding may carry over to Level 2 a maximum of 4 semesters.
- III) Students registered in a Level 2 program may receive funding for two additional semesters to complete an Honours Degree;

- IV) Students wishing to complete a Bachelor of Education degree may receive up to two additional semesters to complete one such degree (depending on the institution);
- V) Students registered in a Law (L.L.B) program which normally required a Level 2 degree as condition of acceptance may receive up to a maximum of 6 semesters to complete such program; (Not intended for Bachelor of Education Students who register in Additional Basic Qualification courses (ABQ courses).
- VI) Students who successfully completed a Level 2 program and who have not used the maximum basic allocation of eight semesters may carry over to a Level 3 program a maximum of two semesters of unused allocated time.
- VII) Students requiring testing in order to complete their degrees and diplomas will be supported up to three testing attempts for fees that are required for testing.

Note: *There is a cap at three attempts of testing.*

7.2 Level III - Public Graduate And Post Graduate/Doctoral Programs

- I) Students registered in a Level 3 Masters Level Program may receive up to a maximum of four semesters of Post Secondary Student Support funding. Students registered in a full time Master's level program must be registered and attending 6 hours of classes (as a minimum) within their institution in order to receive living allowances. The courses must be held on campus between Monday thru Friday.
- II) Students registered in a Level 3 Doctoral Level Program, may receive up to ten semesters to complete such program. Students must be registered as a full time student and letters from the student's institution or thesis supervisor must be submitted annually.

7.3 Subject to Sections 7.1 and 7.2, the following applies:

- I) Tuition assistance as outlined in 4.3 will be provided to students enrolled in all three levels;
- II) Assistance for living allowance, travel and cost of books as outlined in 4.3, 4.4, 4.5, 4.6 and 4.7 may be provided for each level. Level 2 will include additional assistance for an Honours degree and a professional degree program at the bachelor level which has as a prerequisite an undergraduate degree;

- III) Students may be assisted in Level 1 studies after dropping out of Level 2 studies. If a student resumes Level 2 studies, the previous time spent at Level 2 will be counted for assistance purposes;
- IV) The Education Sector will not pay any additional fees acquired by a student for failed courses, fees for late registration or any other penalties fees incurred by the student. It will be at the expense of the student if and when a student fails a course and is required to retake the course in order to receive their degree.

8.0 TERMINATION OF EDUCATIONAL ASSISTANCE

8.1 The Kitigan Zibi Education Sector Administration may or will immediately terminate part or all educational assistance to a student who:

- I) becomes a part-time student during the course of the semester. The student must inform the Kitigan Zibi Education Sector Administration Office of any change from full time to part time status.

Part time students may be eligible for the cost reimbursement related to tuition and books only. All guideline requirements remain. (Please refer to Article 5.1);

FAILURE TO REPORT ANY CHANGES TO YOUR SCHEDULE TO THE POST SECONDARY STUDENT SUPPORT PROGRAM OFFICE THAT PUTS YOU TO PART TIME STATUS IS THE FAULT OF THE STUDENT AND THE STUDENT MAY BE REQUIRED TO REPAY THE KZES POST SECONDARY PROGRAM BACK FOR FUNDING THAT HAS BEEN PROVIDED TO THEM AND ON THEIR BEHALF.

- II) is regularly absent from one or more of the minimum number of courses required per semester to be considered full time by the institution. Students under this category will be considered to be part time and not eligible for the student allowances. The midterm and term reports will be used to determine if this clause applies. (Additionally, refer to section 5.1 III.);
- III) receives an allowance cheque for a period where he/she had become part time, must immediately return this allowance to the Kitigan Zibi Education Sector Post Secondary Student Support Program Office;

- IV) was on Probation 1, 2 or 3 and is successful in fewer than 75% of the semester courses for which the student had registered. Probation procedures will be enforced.
- V) No further post secondary funding support will be provided to any student who has not fully reimbursed all monies owed which were received as over payment and/or non-justified payments or has not fulfilled their obligation to meet their repayment plan previously established and agreed to by both parties, (the student and the Kitigan Zibi Education Sector).

NOTE: Students who would normally have their assistance terminated under this clause (8.1 IV) may request to have their assistance termination reviewed.

The student must provide all of the following:

- a letter addressed to the Kitigan Zibi Education Sector formally requesting review and stating reasons for such review;
- a letter from each course professor or Department Head stating that the student had been in attendance throughout all courses and has submitted assignments on due dates;
- a letter from the Program Director indicating the student's potential to succeed in the subsequent semester.

Full time students who are registered at a post secondary University institution but who do not attend classes at the institution or who decide not to attend the institution must:

- VI) Fulltime students who are registered at a post secondary university institution, but who do not attend classes at the institution or who decide not to attend the institution, must reimburse to the Kitigan Zibi Education Sector Administration Office all post secondary allowances which were received and all tuition costs paid on their behalf. This includes tuition fees, book allowances, incentives and other allowances which may have been forwarded to the student or to the institution.

No further funding will be made until a full reimbursement is made.

Note: When the student owes more than \$8,000.00 to the Post Secondary Program, he/she must pay back at least 50% of the amount owed prior to receiving any funding from the Post Secondary Program.

VII) Fulltime students who register at a post secondary university institution, and who withdraw from the institution must:

1. Immediately inform the Post Secondary Program Office that you are withdrawing from your program in writing with the official last date attending classes.
2. Formally withdraw from their program through the University Registrar's office and/or by completing the required documentation and then forward a copy to the Post Secondary Program Office.
3. Obtain Confirmation of Attendance Letters (Appendix VII) from all their professors or program coordinator then immediately forward all information to the Post Secondary Program Office.

Once received, a withdrawal date has to be established and the student will owe the Kitigan Zibi Education Sector part or all of the living allowances received and 100% of the tuition fees paid beyond the established withdrawal date. If the Confirmation of Attendance letters from the professors or department head are not obtained, the student will owe all tuition costs and living allowances paid on their behalf.

VIII) Students who are successful in fewer than 75% of the courses in which they were officially registered in must:

1. Obtain Confirmation of Attendance Letters (Appendix VII) from all their professors or program coordinator for those courses you were not at least 75% successful under the required 12 credit hours. It is in your best interest to obtain these letters before the session if over.
2. Immediately forward all information to the Post Secondary Program Office. Students that are unable to provide the necessary official documentation to prove they had been in attendance throughout the course and had submitted assignments on due dates, will have their student allowance discontinued for 1 full semester and may be required to reimburse all disbursements made to them and on their behalf. If the Confirmation of Attendance letters from the professors or department head are not obtained, then the student will owe all tuition fees and allowances paid on their behalf.

ALL FUNDS RECEIVED BY A STUDENT WHO IS UNABLE TO PROVE HE/SHE WAS IN FULL TIME ATTENDANCE AND PRESENTED COURSE ASSIGNMENTS ON DUE DATES, WILL HAVE TO BE FULLY REIMBURSED BEFORE ANY FUTURE POST SECONDARY FUNDING WILL BE PROVIDED.

STUDENTS SHOULD IMMEDIATELY SECURE ALL NECESSARY DOCUMENTATION BEFORE LEAVING THE INSTITUTION. DO NOT PUT OFF GETTING REQUIRED LETTERS AS THIS COULD RESULT IN MONIES BEING OWED OR FUNDING BEING DENIED.

- IX) A full time or part time funded student who decides to leave their program of post secondary university studies prior to the completion of their semester and who wishes to receive funding support for future semesters, must provide written proof from the institution that they were in full time attendance during the period of the semester for which they were funded.

Failure to provide such proof will result in the student being denied funding for 1 semester as well as owing to the Kitigan Zibi Education Sector all funds received and/or paid on their behalf for the semester they did not complete;

THE DEADLINE TO SUBMIT THE TRANSCRIPTS FOR THE FALL/WINTER AND SUMMER SEMESTERS ARE AFTER THE FIRST LIVING AND BOOK MONTHLY ALLOWANCE DEPOSIT DATE.

IF THE STUDENT INFORMS THE KITIGAN ZIBI EDUCATION SECTOR THAT HE/SHE IS NOT RETURNING OR DOES NOT PROVIDE THE MANDATORY DOCUMENTATION (ORIGINAL TRANSCRIPT AND SCHEDULE), THEN THE STUDENT WILL BE OBLIGATED TO REPAY THE AMOUNT THAT WAS DEPOSITED AT THE BEGINNING OF A NEW SEMESTER.

- X) Students who provide the necessary written proof and who are funded for a subsequent semester and again leave their program of studies prior to completion will be denied funding for one calendar year. Furthermore, the student will be required to provide written proof from the post secondary institution that they were in regular attendance at the institution.

- 8.2 All students who owed money to the Kitigan Zibi Education Sector due to overpayment for non-justified payment prior to July 2000 and who wish to return to post secondary studies and furthermore who wish to receive financial support from the Kitigan Zibi Education Sector for post secondary studies, must make written arrangements to pay back within a period not to exceed 4 months the amount owed to the Kitigan Zibi Education Sector before any future funding will be provided;
- 8.3 The Post Secondary Student Support Program Officer will only review requests that provide all mandatory information. All requests will be based on their own merit. Subject to approval, the Post Secondary Student Support Program Office reserves the right to ask any student to provide ongoing attendance reports if it has come to their attention that the student has not been fulfilling their responsibility to attend all classes.

If and when a student owes more than \$8,000.00 to the KZES Post Secondary Program then the student must repay or reimburse at least 50% of their account receivable (A/R) or 50% of the total amount owed to the KZES Post Secondary Program prior to receiving any further living allowances.

ACCOUNTS RECEIVABLES (A/R'S) CANNOT BE DELAYED OR PAYMENTS TO REPAY AN A/R BY POST SECONDARY STUDENTS CANNOT BE LOWER THAN 30% PER MONTH. THE KZES POST SECONDARY PROGRAM RESERVES THE RIGHT TO CONTACT A COLLECTION AGENCY IN ORDER TO HAVE THE A/R'S PAID AND/OR AMOUNTS OWED BY POST SECONDARY STUDENTS PAID BACK IN FULL.

9.0 PROBATION

9.1 Probation 1:

The Kitigan Zibi Education Sector will place a student on Probation 1 if such student is not successful in 75% of their course load. The student must provide a letter or complete Appendix VII from their course professor(s), indicating their regular attendance and participation for every course NOT succeeded under the minimum 12 credit hours.

Additionally, the student will be required to sign a Probation Contract Level 1 with the Education Sector indicating their commitment to attend school and meet all requirements for the following semester that the student will be attending. (See Appendix V)

STUDENTS WHO PASS 75% OF THEIR COURSE LOAD BUT WHO FAIL A COURSE UNDER THE REQUIRED 12 CREDIT HOURS (FULL TIME STATUS), WILL NOT BE PUT ON PROBATION BUT WILL BE REQUIRED TO SUBMIT A LETTER TO EXPLAIN THE FAILURE AND TO JUSTIFY THE ATTENDANCE (SEE APPENDIX VII).

FAILURE TO PROVIDE LETTERS OR LETTER TO INDICATE THAT THE STUDENT WAS ATTENDING ON A REGULAR BASIS CAN RESULT IN AN OVERPAYMENT FOR THE PERIOD THE STUDENT DID NOT ATTEND 12 HOURS OR MORE OF CLASSES PER WEEK.

9.2 Probation 2:

The Kitigan Zibi Education Sector will place a student on Probation 2 if such student is not successful in 75% of their course load for the semester during Probation 1. The student must provide a letter or complete Appendix VII from their course professor(s), indicating their regular attendance and participation for every course **NOT** succeeded under the minimum 12 credit hours. The Kitigan Zibi Education Sector will determine if the reasons given by the student are adequate for authorization of continued funding. Should the Education Sector determine that the student is to be given a second opportunity, after being put on Probation 1, a Probation Contract Level 2 between the student and the Kitigan Zibi Education Sector will be signed following one semester of denied funding for Monthly Living Allowances, to ensure that the student takes advantage of tutors, faculty advisors and study skill lectures.

Should the student again not be successful in 75% of their courses while under Probation Level 2, the student will be required to present all necessary documentation and will be denied further funding for one calendar year.

THE STUDENT WHO WISHES TO REAPPLY FOR POST SECONDARY FUNDING AFTER THE ONE SEMESTER OF FUNDING (MONTHLY LIVING ALLOWANCE) IS DENIED DUE TO THE STUDENT'S FAILURE TO COMPLY WITH THE PROBATION CONTRACT LEVEL 1, SHALL BE REQUIRED TO SIGN THE PROBATION CONTRACT LEVEL 2 BEFORE ANY MONTHLY LIVING ALLOWANCES WILL BE PROVIDED.

9.3 **PROBATION 3:**

If a student, who was denied funding for one calendar year, returns to class a subsequent or future semester and again does not succeed in 75% of the course load undertaken, such student may be denied funding for up to three calendar years, and is put on Probation 3 following up to one calendar year of denied funding. The Student must provide a letter or complete Appendix VII from their course professor(s), indicating their regular attendance and participation for every course NOT succeeded under the minimum 12 credit hours.

Furthermore, the student is required to provide all necessary documentation indicating they were in full time attendance and completed assignments as required.

THE STUDENT WHO WISHES TO REAPPLY FOR POST SECONDARY FUNDING AS A FULL TIME STUDENT AFTER THE ONE CALENDAR YEAR WHERE FUNDING WAS DENIED DUE TO THE STUDENT'S FAILURE TO COMPLY WITH THE PROBATION CONTRACT LEVEL 2, SHALL BE REQUIRED TO SIGN THE PROBATION CONTRACT LEVEL 3.

9.4 **PROBATION PERIODS**

A student will be placed on Academic Probation after the following has been done:

Probation Level 1
<u>Step 1:</u> Student submits original transcripts and has not succeeded in more than 75% of the courses for the first time. It is required by the student to provide letters of attendance for each unsuccessful course. Failure to do so may result in funding being owed.
<u>Step 2:</u> Complete Probation Contract Level 1 with Post Secondary Student Support Program Officer.
<u>Step 3:</u> Student attends subsequent or another semester; submits original transcripts and has not succeeded in more than 75% of the courses for the second time. It is required by the student to provide letters of attendance for each unsuccessful course. Failure to do so may result in funding being owed.
<u>Step 4:</u> Student is denied funding of Monthly Living Allowances for one semester.

Probation Level 2

Step 1: The student applying for funding must sign a Probation Contract Level 2 after the student has been denied funding for one semester.

Step 2: Student attends subsequent or another semester following one semester of denied funding submits original transcripts and has not succeeded in more than 75% of their courses for the third time. It is required by the student to provide letters of attendance for each unsuccessful course. Failure to do so may result in funding being owed.

Step 3: Student is denied funding of Monthly Living Allowances for up to one calendar year.

Probation Level 3

Step 1: The student applying for funding must sign a Probation Contract Level 3 after the student has been denied funding for up to one calendar year.

Step 2: Student attends subsequent or another semester following up to one calendar year of denied funding, submits original transcripts and has not succeeded in more than 75% of the courses for the fourth time. It is required by the student to provide letters of attendance for each unsuccessful course. Failure to do so may result in funding being owed.

Step 3: Student is denied funding of Monthly Living Allowances for up to one calendar year.

STUDENTS MUST SUCCEED IN AT LEAST 75% OF THE COURSES THAT THEY ARE REGISTERED IN.

- III) If a student who has been placed on Academic Probation and has been subsequently successful in 75% of their courses over four semesters such student can have their Post Secondary file reviewed and considered to remove the Probation period. If the student has withdrawn completely from the education system for duration of three calendar years such student can have their Post Secondary file reviewed and reconsidered for post secondary funding.

Certain conditions will apply if approval is given.

10.0 COUNSELLING SERVICES

10.1 A student participating in the Post Secondary student support program can expect to have two sources of academic and general counselling. Firstly, the counselling services which are available to all students enrolled in institutions of higher learning. As well, in most post secondary institutions there are Aboriginal Centres that are able to assist the First Nations students in acquiring the best advice when it comes to academic advising in post secondary studies:

Secondly, a career counselling service is available at the Kitigan Zibi Kikinamadinan.

The contact information is:

Alison Commando, Career/Student
Counsellor 41 Kikinamagan Mikan
Maniwaki, QC J9E 3B1

Tele. #: 819-449-1275 ext. 228|Fax #:819-449-5503

Email: alison.commando@kza.qc.ca

The KZES does not cover any costs related to any type of personal or educational counselling, as these services are available at the post secondary institution. Students are encouraged to utilize the services at their school/institution.

11.0 ASSESSMENTS/THERAPY

11.0 The Kitigan Zibi Education Sector does not cover any costs related to educational or psychological assessments or therapy for students attending post secondary studies.

12.0 STUDENT APPEALS

- 12.0 Should any student be concerned that the preceding regulations and guidelines have not been fairly applied to his or her situation; the student may appeal to the Kitigan Zibi Anishinabeg Band Council for a review of the situation.

Appendix V must be completed and returned to:

Kitigan Zibi Anishinabeg Band Council
P.O. Box 309
Maniwaki, QC
J9E 3C9

The Kitigan Zibi Anishinabeg Band Council shall provide a written response no later than 40 working days from the receipt of the appeal.

The KZA Band Council may or may not setup an official Appeal Committee. The decision of the Kitigan Zibi Anishinabeg Band Council shall be final and binding.

GLOSARY OF TERMS

- 1) "Academic Probation" means a student may be put on a contractual agreement as determined by the Post Secondary Student Support Program Officer based on individual needs, midterm marks and on a case-by-case basis when the student fails to meet the minimum requirements as outlined in the Post Secondary Policy.
- 2) "Academic Year" is as defined by the Post Secondary Institution, but will not be less than eight months or 32 weeks.
- 3) "Accounts Payable" is a financial account that indicates the amount of money owed by an individual to their creditors.
- 4) "Accounts Receivable" is a financial account that indicates the amount of money that has been provided or owed.
- 5) "Books & Supplies" means textbooks and supplies or equipment (such as special clothing/footwear/accessories, or art materials, etc.) which have been certified as a requirement of the student's Program of Study.
- 6) "Canadian Public Institution" is a post-secondary institution that receives the majority of its funding from federal and provincial governments.
- 7) "Continuing Student" means a student that is currently enrolled or plans on continuing their program studies.
- 8) "Council" means the duly elected Chief and Council of the Kitigan Zibi Anishinabeg.
- 9) "Dependent Child" means a child who is under the age of 18 years, and is a registered member of the Kitigan Zibi Anishinabeg, and is financially reliant upon the student.
- 10) "Diploma" refers to a diploma received for completion of a college diploma program, usually 2 years in length.
- 11) "Fast Tracking" means to complete course of study within a shorter timeframe that may include summer courses. This allows the student to complete diploma or degree requirements outside the regular academic year, which are fall and winter semesters only.
- 12) "Field of Study" means a general career area, in which there may be several specific Programs of Study, and different Levels of Education.
- 13) "Full-time Student" is a student, who in each term or semester has a minimum of 12 hours of classroom instruction per week and is eligible to receive Monthly Living Allowances.
- 14) "Full Program Load" refers to the total number of courses required in any given year to complete a program in the normal length of time prescribed by the post-secondary institution.

- 15) "Hybrid Course" means a blended delivery course. A 60 hour course is 4 hours a week and a 45 hour course is 3 hours a week "classroom" time. The classroom may be in a room, online or in groups.
- 16) "KZES" means the Administration of the Kitigan Zibi Education Sector.
- 17) "Living Allowances" means that as part of the Post Secondary funding, which is paid monthly to Full Time students only.
- 18) "Level of Education" refers to different categories of college, university undergraduate, & university graduate studies, each having distinct entrance requirements.
- 19) "Mature Student" is as defined by the Post Secondary Institution they are applying to.
- 20) "Medical Reasons" must be documented by a licensed physician, if being used by a student to justify his/her absence from class, reduced course-load, or withdrawal from a Program of Study. A student who is required, for medical reasons, to be absent from classes for more than one week, is required to provide the Post Secondary Support Program Officer, within 10 days of the onset of the illness or medical condition, with a note or certificate from their doctor or medical institution that provides details of their illness or reason for absence from classes.

Failure to do this may result in the student being required to reimburse the Kitigan Zibi Education Sector – Post Secondary Program for all or part of the educational funds that have been provided to the student in the semester during which the absence took place.

- 21) "Member" means a person whose name appears in the Membership Register of the Kitigan Zibi Anishinabeg.
- 22) "Non-justified Payment" or "Over Payment" means any monies that have been provided to a student that was either in error or lack of information received to the KZES Post Secondary Student Support Program Office.
- 23) "Part Time Student" is a student that attends a post secondary institution under 12 hours per week.
- 24) "Post Secondary Education" means an accredited Program of Study offered by a Post Secondary Institution, which requires at a minimum a Secondary 5 or Grade 12 Diploma, or its equivalent, as an entrance requirement.
- 25) "Post Secondary Institution" means a degree, diploma, and certificate granting institution, which is recognized by the province. This includes private institutions, which are affiliated with, or delivering accredited Post Secondary programs for, a public Post Secondary institution.
- 26) "Post Secondary Student Support Program Application" is a form, which is distributed by the Kitigan Zibi Education Sector – Post Secondary Student Support Program. When complete, it outlines the information required in order to be considered for Sponsorship.

- 27) The funding application package includes a clear listing of the 'Terms & Conditions' that will apply if the Sponsorship is approved.
- 28) "Post Secondary Funding Contract" refers to the contractual agreement made between the "student" and the "KZES" and the requirements of the student who accepts funding through the KZES Post Secondary Student Support Program. Otherwise known as Section B in the funding application.
- 29) "Post Secondary Student Support Program Officer" or PSSSPO is the person responsible for the funding/academic support of Kitigan Zibi Anishinabeg Post Secondary students.
- 30) "Program of Study" includes only accredited Post Secondary Education courses which lead to a certificate, diploma, or degree, and which require the applicant to hold a Grade 12 Diploma, or its equivalent.
- 31) "Resident" means a 'Member' of the Kitigan Zibi Anishinabeg whose principal residence remains in the Kitigan Zibi Anishinabeg while the student is temporarily away for post secondary studies.
- 32) "Semester" refers to a part of the Academic Year, as defined by the Post Secondary Institution. Semesters usually cover the periods from September to December (Fall), January to April (Winter or Spring), and May to August (Spring/Summer).
- 33) "Sponsorship" means the financial support that has been approved by the Kitigan Zibi Education Sector to an eligible Member to fund the costs of his/her Post Secondary Education such as tuition fees, books, travel and monthly living allowance (when applicable).
- 34) "Term" means a semester when referring to College institutions and the 'Academic Year' when referring to University institutions.
- 35) "Tuition" includes academic fees charged to the student upon his/her acceptance into a Program of Study.
- 36) "University/College Entrance Preparation" means a student applying for assistance in UCEP are required to obtain from the post secondary institution a statement/academic plan which attests that the UCEP program will provide the necessary courses to attain the academic level for university entrance and the student will be eligible to be accepted as a student of a regular university credit program upon successful completion of the UCEP course of studies. There is a 1 year limit (8 months) to receive Monthly Living Allowances while taking the UCEP studies.
- 37) "UCEP" is a term used by the federal government for 'University or College Entrance Preparation Program'.
- 38) "Wait List" means that a Selection Committee will create a wait list of a certain amount of students each year. Students whose names appear on the wait list will be notified as spaces become available. If students on the wait list are not sponsored within the academic year, they must re- apply.

APPENDIX I Maximum Levels of Assistance for Living Expenses

APPENDIX II (A) Mandatory Books and Supplies - Fall

APPENDIX II (B) Mandatory Books and Supplies - Winter

APPENDIX II (C) Mandatory Books and Supplies - Summer

APPENDIX III Authorization Form

APPENDIX IV Letter of Confirmation (Hours per week)

APPENDIX V Notification of Appeal from Student

APPENDIX VI Probation Contract

APPENDIX VII Confirmation of Attendance form

APPENDIX VIII Equipment Funding Request form

APPENDIX IX Documentation Request form for students under 18 years old

APPENDIX X Allowance Deposit Dates for 2018 - 2019

APPENDIX XI Request for Additional/Borrowed Semesters

APPENDIX XII Authorization for Release of Student Information

APPENDIX XIII Confirmation of Good Standing for year long courses form

APPENDIX XIV Incentives Guidelines

KZES SCHOLARSHIP

A P P E N D I X I

MAXIMUM LEVELS OF ASSISTANCE FOR LIVING EXPENSES

August 26, 2018 to June 27, 2019

	Base Allowance INAC	Additional K Z A Band	Total Maximum Allowance
		(Subject to funding availability)	
a) Single Student	\$ 675	\$ 222	\$ 906
b) Student with Dependents 1 legal dependent	\$ 1045	\$ 309	\$ 1354
2 legal dependents (and more)	\$ 1305	\$ 372	\$ 1677

- The Monthly Living Allowance rates indicated above, consists of what is allocated by INAC, which is topped up with funds from the KZA Band are subject to annual funding availability.

SPECIAL NOTE

1. In order for a student to receive funding for a dependant, a medical card and/or birth certificate must be provided for each child. Please note that the parents' names must appear on these supporting documents. If the custody of a child is in question, the Education Sector reserves the right to terminate support for the child until sufficient proof is provided such as a legal court document that states which parent has legal custody.
2. Under the terms of the Post Secondary Student Support Program University Policy, a dependent is an individual as per point 1, who is not receiving a post secondary allowance, an in-school allowance, a training allowance or welfare from the Kitigan Zibi Anishinabeg Band or any other agency. Additionally, the dependent must not be receiving Employment Insurance or be under the care of Social Services.

APPENDIX II(A) - FALL SESSION

MANDATORY BOOKS & SPECIAL EQUIPMENT

Date: _____

TO: THE KITIGAN ZIBI EDUCATION SECTOR

The following list of books and supplies are mandatory for: _____

Student's name

	Required Textbooks <i>(Include applicable taxes)</i>	Cost
1	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	
2	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	
3	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	
4	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	
5	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	
6	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	

	Required Equipment <i>(Include applicable taxes)</i>	Cost
1	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	
2	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	
3	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	
4	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	

Original receipts ONLY, faxed receipts will not be accepted.

TOTAL COSTS: \$ _____

All receipts obtained from the purchase of mandatory books and/or special equipment must be returned by the student. Furthermore, students wishing to be reimbursed for mandatory books purchased over and above the initial \$550.00 allocated in September and \$450.00 allocated in January must forward all official receipts to the Kitigan Zibi Education Sector administrative office. No reimbursements will be made without receipts. *Please submit all reimbursements directly to the KZES Post Secondary Program before the session ends.*

APPENDIX II (B) - WINTER SESSION

MANDATORY BOOKS & SPECIAL EQUIPMENT

Date: _____

TO: THE KITIGAN ZIBI EDUCATION SECTOR

The following list of books and supplies are mandatory for: _____

Student's name

	Required Textbooks	Cost
1	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	
2	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	
3	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	
4	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	
5	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	
6	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	

	Required Equipment	Cost
1	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	
2	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	
3	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	
4	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	

Original receipts ONLY, faxed receipts will not be accepted. TOTAL COSTS: \$ _____

All receipts obtained from the purchase of mandatory books and/or special equipment must be returned by the student. Furthermore, students wishing to be reimbursed for mandatory books purchased over and above the initial \$550.00 allocated in September and \$450.00 allocated in January must forward all official receipts to the Kitigan Zibi Education Sector administrative office. No reimbursements will be made without receipts. *Please submit all reimbursements directly to the KZES Post Secondary Program before the session ends.*

APPENDIX I I(C) - SPRING/SUMMER SESSION

MANDATORY BOOKS & SPECIAL EQUIPMENT

Date: _____

TO: THE KITIGAN ZIBI EDUCATION SECTOR

The following list of books and supplies are mandatory for: _____

Student's name

	Required Textbooks <i>(Include applicable taxes)</i>	Cost
1	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	
2	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	
3	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	
4	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	
5	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	
6	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	

	Required Equipment <i>(Include applicable taxes)</i>	Cost
1	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	
2	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	
3	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	
4	TITLE: _____ PROFESSOR'S INITIALS _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S PHONE NUMBER _____	

Original receipts ONLY, faxed receipts will not be accepted. TOTAL COSTS: \$ _____

All receipts obtained from the purchase of mandatory books and/or special equipment must be returned by the student. No reimbursements will be made without original/official receipts. *Please submit all reimbursements directly to the KZES Post Secondary Program before the session ends.*

APPENDIX III

AUTHORIZATION FORM

FOR REGISTRATION CONFIRMATION, MARKS & ATTENDANCE

Please indicate term(s): Fall Winter Spring/Summer

University Attending: _____

This is to certify that I, _____ a student attending the

STUDENT'S NAME

above-noted Education Institution give permission to the Kitigan Zibi Education Sector to have access to any document or information in regards to my registration, confirmation, marks and attendance.

In addition, I understand that I may be required to complete an additional Form from the University to provide official authorization for release of student information.

Signature of Student

Signature of Parent (under the age of 18)

Date

****Please contact the Post Secondary Student Support Program Office for further information.*

A P P E N D I X I V

LETTER OF CONFIRMATION

The following is to confirm that _____
Student's name and student number

is registered as a full time student at _____
Name of Institution

for the _____.
semester(s)

This student is registered in _____ for a total of _____ hours per week
No. of Courses

all of which are taken on campus, with one institution, and are not delivered through any type of electronic medium.

Office of Registrar/Admissions

Date

A P P E N D I X V

NOTIFICATION OF APPEAL

IDENTIFICATION OF STUDENT:

Name: _____

Address: _____

Telephone:(_____)_____-_____

Kitigan Zibi Anishinabeg Band Number: _____

PROGRAM OF STUDIES FOLLOWED OR CONTEMPLATED:

Program of study: _____

Level _____ of _____

Training Institution: _____

Address: _____

REASON FOR APPEALING:

RELEVANT SECTIONS OF THE POLICY OR GUIDELINES:

Student Signature

Date

A P P E N D I X V I

PROBATION CONTRACT

I, _____, accept that due to my failure to meet the
Student's Name

academic requirements as indicated by the Post Secondary Guidelines for the

_____, I am being put on Academic Probation
Indicate Unsuccessful Term

by the Kitigan Zibi Education Sector under the following Probation Level:

- LEVEL 1
- LEVEL 2
- LEVEL 3

For the upcoming term, I realize that I must attend all classes and complete all assignments on or before their given due dates. Failure to meet my academic requirements may result in my having to immediately repay all the funds I have received or which have been paid on my behalf by the Kitigan Zibi Education Sector during the semester.

I promise to take full advantage of tutors, faculty advisors and study skill lectures in order to pass a minimum of 75% of my courses as required by the Kitigan Zibi Education Sector. I realize that if I do not meet the minimum requirements as indicated in the Post Secondary Guidelines again, I will be denied funding for:

- One semester
- Up to one calendar year
- Up to three calendar years

All funding will be withheld until the required Probation Contract is signed and returned.

Student

Date

Post Secondary Student Support Program Office

Date

A P P E N D I X V I I

CONFIRMATION OF ATTENDANCE

To: Kitigan Zibi Education Sector - Post Secondary
Program Office 43 Kikinamage Mikan, Maniwaki QC J9E 3B1

Tel: 819.441.1581 • Toll Free: 1.888.440.1275
Fax: 819.449.1246 • Email: post.secondary@kza.qc.ca

Date: _____

This is to confirm that _____ has attended classes on a
Student's Name
regular basis and has completed assignments on their given due dates,

until he/she officially withdrew from his/her program on: _____.
Date

for the months of _____.

Professor's Signature: _____

Professor's Name &
Telephone Number: _____

Student Name: _____

Course: _____

Term/Semester: _____

Note: This form must be fully completed in order for it to be accepted.

APPENDIX VIII

EQUIPMENT FUNDING REQUEST

I, _____, do hereby wish to make a request for the
Student's name
equipment funding as per section of the Post-Secondary Student Support Policy to
purchase a new laptop or desktop system.

The following is attached:

- Purchase Receipt
- Rental Contract
- Lease Contract

The reimbursement is to be made to: _____
Name

- Student
- Parent/Guardian
- Other Individual

Student's Name

Date

A P P E N D I X I X

DOCUMENTATION REQUEST FORM

(For parents of student's under 18 years old)

Note: Parents of students under the age of 18 years old may ask the Post Secondary Student Support Program Officer for any information concerning their child's funding status with the Kitigan Zibi Education Sector. It is not the responsibility of the Post Secondary Student Support Program Officer to keep the parents updated on the status of their child as a student outside the normal information required for funding purposes. The parents have the responsibility to ensure that their child(ren) provide all necessary academic documentation to the Post Secondary Student Support Program Officer.

Although, if parents would like us to give them a copy of documents, we can do so providing the student has submitted them to us.

Yes, I would like the Post Secondary Student Support Program Officer to provide me with the following documents: (Please place a check mark in the appropriate space.)

Transcripts

Schedule

Signature of Parent

Date

Signature of Student
(Under 18 years old)

Date

A P P E N D I X X

MONTHLY DEPOSIT DATES FOR STUDENT LIVING ALLOWANCES 2018 - 2019

	<u>Deposit Date</u>
For all students beginning in August or September and whose file is complete:	1 week prior to the official start date (September allowance)
October 2018 allowance:	September 26, 2018
November 2018 allowance:	October 26, 2018
December 2018 allowance:	November 28, 2018
January 2019 allowance:	December 19, 2018
February 2019 allowance:	January 23, 2019
*March 2019 allowance:	February 20, 2019

***March allowance will only be issued to students who have submitted Fall 2018 transcripts and Winter 2019 schedule, and who continue to be eligible for funding as per the *Post Secondary Student Support Program Policy*.**

April 2019 allowance:	March 27, 2019
**May 2019 allowance:	April 24, 2019

**May allowances are allotted only to those students whose program continues full time into the month of May. The amounts will differ according to termination dates.

All students are requested to provide the Post Secondary Student Support Program Officer with a *VOID* cheque for direct deposit which includes both the student's address as well as the Bank's branch address.

Regardless of the reason put forth, monthly allowances shall not be deposited other than on stipulated dates.

A P P E N D I X X I

REQUEST FOR ADDITIONAL / BORROWED SEMESTERS

NOTE: The number of semesters allocated at a University Level 2 is eight (8) semesters. The number of semesters allocated at a University Level 3 Masters program is four (4) semesters and a Level 3 Doctoral program is eight (10) semesters.

I, _____ would like to request _____ semester for the:
Student's name # of semesters

Fall Winter Spring/Summer - _____
Year

session in the: Level 2 Level 3 Master's program or Level 3 Doctoral program.

I understand that to be considered for this special request, one of the following criteria/situations must be met by me:
(Please indicate with a X)

- I) I am currently registered in a Level 2 University Program;
- I have never used Level 1 Funding. I would like to request carrying over 4 semesters to Level 2.
 - I have successfully completed a Level 1 College program and have not used the maximum basic allowance of 6 semesters. I would like to carry over to a Level 2 University program 2 semesters of unused allocated time.

I understand that this is the maximum allocated time I could transfer from Level 1 to Level 2. I am aware that this is subject to annual funding availability. I understand the purpose of the above mentioned reason and believe I meet this criteria.

I also understand that I am transferring from Level 1 to Level 2 studies and this may impact my access to funding at Level 1 should I decide to return to a college program.

- II) Level 2: I am currently registered in a Level 2 University program and I would like to request up to 2 additional semesters from the Level 2 University funding to complete an Honours degree. I am aware that this is subject to annual funding availability;
- III) Level 2: I am currently registered in a Level 2 University program and I would like to request up to 2 additional semesters from the Level 2 University funding to complete a Professional degree - Bachelor of Education. I am aware that this is subject to annual funding availability;

OR

- IV) Level 2: I am currently registered in a Level 2 University (Law L.L.B.) program which normally requires a Level 2 degree as condition of acceptance and I would like to request up to 6 additional semesters from the Level 2 University funding to complete such program.

I am aware that this is subject to annual funding availability;

- V) Level 2: I have successfully completed a Level 2 program and I have not used the maximum basic allocation of 8 semesters, I would like to carry over to a Level 3 program a maximum of 2 semesters of unused allocated time. I am aware that this is subject to annual funding availability;

Annexed is proof of Level 2 University program completion
I am aware that this is subject to annual funding availability;

Student's signature

Date

ADMINISTRATIVE USE ONLY:

- Approved
 Denied

A P P E N D I X X I I

Complete this form if you wish to have an individual(s) to have access to your personal/financial post secondary information.

KITIGAN ZIBI EDUCATION SECTOR POST SECONDARY STUDENT SUPPORT PROGRAM

AUTHORIZATION FOR RELEASE OF STUDENT INFORMATION

The Kitigan Zibi Education Sector abides the confidentiality of student records and information through an Oath of Confidentiality which binds all its employees as defined in the Kitigan Zibi Anishinabeg Human Resources Policy in order to protect the privacy of personal information held on student records and information. This policy is supported by The Personal Information Protection and Electronic Documents Act (PIPEDA).

In compliance with PIPEDA* and the Kitigan Zibi Human Resources Policy, the Kitigan Zibi Education Sector Administration and the Post Secondary Student Support Program Officer cannot release or divulge any information without the written authorization of the student. Completion of this form authorizes the release of information as specified by you.

PLEASE PRINT CLEARLY

I, _____ give my consent to the KZES/Post Secondary Student Support Program Officer to release information regarding my academic file, application information, confirmation of acceptance, program of study/courses, academic records and/or funding information as requested to:

Name: _____ Date effective: _____

Relationship: _____

Name: _____ Date effective: _____

Relationship: _____

I am aware that this authorization is valid unless otherwise specified in writing to the Post Secondary Student Support Program Office.

Student signature: _____ Date: _____

*More information on PIPEDA can be found by visiting the Government of Canada's website:
<http://laws-lois.justice.gc.ca/eng/acts/P-8.6/page-1.html>

A P P E N D I X X I I I

CONFIRMATION OF GOOD STANDING FOR YEARLONG COURSES

This is to confirm that _____ is currently a student in
Student's name and number

good standing in the _____ Course and will be
Name of course / course code

returning to the winter session as a successful student.

Professor's Signature

Professor's Name: _____

Telephone Number: _____

Professor's Email: _____

Student Name: _____

Course: _____

Term: _____

Note: This form must be fully completed in order for it to be accepted.

A P P E N D I X I V

STUDENT INCENTIVE GUIDELINE

The following post-secondary student incentive guidelines form an integral part of the Kitigan Zibi Education Sector's Post Secondary Student Support Program Guidelines

Introduction:

The purpose of the Post-Secondary Student Support Incentives Program (University Level) is:

To recognize and provide scholarships to students in the areas of: Medicine, Dentistry, Pharmacy, Optometry, Psychology-level 3 only, Engineering, Law -LLB (Lawyer), Public/Business Administration, Speech Language Pathology, Veterinary Science, Computer Science, Nursing (BSN level), Geology, Forestry, Mathematics-Science, Physics-Science, Physiology and Physiotherapy (Level 2-3 students only);

Note: Level 2: University Undergraduate
 Level 3: Graduate - Doctorate Level

Section 1

- I) To recognize and provide scholarships to students in the areas of: Sciences (Bachelor or Masters), Bachelor or Masters in Commerce, Bachelor or Masters in Public/Business Administration, Medicine, Dentistry, Pharmacy, Optometry, Law- LLB (Lawyer), Speech Language Pathology, Veterinary Science, Computer Science, Engineering, Geology, Mathematics, Forestry, Nursing (BSN level 3-4 year program), Physiotherapy and Physiology (level 3). Also to recognize and provide scholarships to students who are registered at the Doctorate level (Ph.D.)

- II) To recognize and provide to students who are registered in the final year of the Bachelor of Education program.

The Kitigan Zibi Education Sector may award scholarships as follows:

- A. Full time students currently receiving assistance under the Post Secondary Student Support Program are eligible to apply forth is scholarship. This incentive is limited to Level 2 and3 students only and specifically in the previously identified areas. (Subject to funding availability);

- B. Post Secondary students who have successfully completed one full year of successful study in the designated fields may apply for a monthly scholarship of \$100.00 beginning from their second year of program study. This scholarship allocation will be awarded to students who continue to remain full time, succeed in 75% of their courses and remain in their program concentration. This scholarship shall not exceed \$800.00 per calendar year, \$100.00 per month Fall-Winter semesters only. Students who have applied and are in the process of receiving monthly scholarship but who do not meet the basic criteria will have their scholarship discontinued.

Applications for this scholarship must be made on an annual basis. 

- C. Bachelor of Education Students who are registered in their final year of study in their B.Ed. program shall receive, for practicum purposes, \$250.00 at the start of the Fall semester and \$250.00 at the start of their winter semester.
- D. Post Secondary students who have successfully completed a degree in the designated areas as per Section 2 (I) may apply for a graduation scholarship of \$500.00. This scholarship will only be granted once at Level 2 or 3.

Section 2

In recognition of post secondary students who have completed their requirements for University graduation, the Kitigan Zibi Education Sector may award graduation scholarships [subject to funding availability] to full time post secondary students at the University level. The graduation scholarships to be awarded shall be in the amount of \$150.00. The scholarships will be awarded as follows;

- I) FULL time students currently receiving assistance under the Post Secondary Student Support University Program are eligible to apply for a scholarship in recognition of their graduation from their program of studies.
- II) The graduation scholarship to be awarded is in the amount of \$150.00.
- III) Bachelor of Education students who are registered in their final year of the B.Ed program are eligible to apply for a graduation scholarship of \$500.00.
- IV) Post Secondary Students who are eligible or have received a graduation scholarship for the completion of a designated program (section 2) of \$500.00 are not entitled to this scholarship.
- V) The student must make the request in writing and provide an official academic transcript for the graduation scholarship to be considered.

Conclusion:

The future of our community lies in a new generation that has a solid education and one which understands and is proud of its Aboriginal roots. The formal recognition of our post-secondary students is one way for the community to acknowledge their dedication and to demonstrate that we will actively support them in achieving their goals. Post-Secondary studies are challenging but they can be made achievable by a community that recognizes the many hurdles that our community members must go through to succeed at the Post Secondary level.

Scholarship applications will only be accepted for review between May 30 and August 15 of each year. Applicants will receive a reply within 15 days of the receipt of the application at our Education office. There shall be no retro-active review of scholarship applications.

All scholarships are subject to funding availability.

KITIGAN ZIBI EDUCATION SECTOR SCHOLARSHIP APPLICATION FORM

NAME: _____

ACADEMIC YEAR: _____

INSTITUTION: _____

PROGRAM: _____

- Monthly Scholarship for Designated programs
- Graduation Scholarship for Designated programs
- Graduation Scholarship for B.Ed program
- Graduation scholarship

Conferred date: _____

I have enclosed my official transcript: yes no

Signature

Date

The Post Secondary Student Incentives Program will only provide scholarships to those students that have forwarded all OFFICIAL AND REQUIRED DOCUMENTATION to the KZES Post Secondary Student Support Program Office.

The Post Secondary Student Incentives Program came into effect on September 1, 1994. This program is NOT retroactive and is subject to the established application dates as well as to annual funding availability.

KITIGAN ZIBI EDUCATION SECTOR

ADMINISTRATIVE USE ONLY:

- Approved
- Denied

