



## POST SECONDARY STUDENT SUPPORT PROGRAM

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# ONION LAKE EDUCATION

# POST SECONDARY POLICIES 2020-2021

## Post Secondary Policies

<b>PHILOSOPHY STATEMENT .....</b>	<b>3</b>
<b>100 STUDENTS RIGHTS .....</b>	<b>4</b>
<b>101 STUDENT RESPONSIBILITIES .....</b>	<b>4</b>
<b>102 GOVERNANCE AND ADMINISTRATION.....</b>	<b>5</b>
<b>103 ELIGIBLE STUDENTS AND PROGRAMS.....</b>	<b>6</b>
<b>104 LIMITATIONS AND RESTRICTIONS ON FUNDING.....</b>	<b>7</b>
<b>105 APPLICATION PRIORITIES.....</b>	<b>8</b>
<b>106 LIMITS OF SUPPORTS .....</b>	<b>9</b>
<b>107 APPLICATION/TUITION SUPPORT .....</b>	<b>10</b>
<b>108 TRAINING ALLOWANCE .....</b>	<b>11</b>
<b>109 TRAVEL AND RELOCATION SUPPORT .....</b>	<b>13</b>
<b>110 PART TIME STUDY SUPPORT.....</b>	<b>13</b>
<b>111 OTHER SUPPORT.....</b>	<b>14</b>
<b>112 STUDENT ACCOUNTABILITY .....</b>	<b>15</b>
<b>113 APPEAL PROCESS.....</b>	<b>16</b>
<b>114 CONFIDENTIALITY .....</b>	<b>17</b>
<b>FORMS .....</b>	<b>18</b>
NEW STUDENTS APPLICATION .....	19
CONTINUING POST SECONDARY STUDENTS APPLICATION.....	26
PART TIME ASSISTANCE APPLICATION.....	29
INTERSESSION / SUMMER SESSION APPLICATION.....	34

## PHILOSOPHY STATEMENT

**In keeping with the intent of the overall philosophy statement for education, the Onion Lake Cree Nation believes that post-secondary education is a right guaranteed by treaty. Every member has the right to post-secondary training that prepares, equips and qualifies them to enter and compete effectively in the work force and the society at large.**

**As the elected local government of the Onion Lake Cree Nation, the Chief and Council believe that their responsibility for post secondary can best be serviced and delivered through the Onion Lake Board of Education.**

**Within the scope of the post-secondary mandate given to them by Chief and Council, and within financial limitations, the Onion Lake Board of Education will provide quality professional services to all members of the Onion Lake Cree Nation whether they live on or off reserve.**

*In light of the growing needs of the local community, community based programming shall be based on the following principles:*

- 1. Leads to direct employment;*
- 2. The program is targeted towards the needs of the community;*
- 3. Provides opportunities for those who have local obligations.*

## **100 STUDENTS RIGHTS**

All Onion Lake Cree Nation members have the right to:

- make application for any of the services offered by the post-secondary department.
- expect the Board of Education and its employees and associates to respond promptly, efficiently, and professionally to all applications.
- expect that the Board of Education, its employees and associates will exercise the highest commitment and professionalism in all their dealings and affairs.
- be treated equally and without prejudice in all dealings with the Board of Education and its employees and associates.
- appeal any decision(s) made by the Post Secondary Co-ordinator and/or the Director of Education that directly affects the student making the appeal.
- expect that the Board of Education and its employees and associates will act in the best interests of the students they represent and in the best interests of the Onion Lake Cree Nation.
- be informed of all decisions made by the Chief and Council and the Board of Education that affect the students within the post-secondary department.

## **101 STUDENT RESPONSIBILITIES**

All Onion Lake Cree Nation Post Secondary students have a responsibility to:

- make application to the Onion Lake Post Secondary department by the deadline dates as prescribed in Policy 103.3.
- ensure all necessary enrolment documentation accompanies the application form
- notify the Post Secondary Department of any changes in academic status such as withdrawals, and course changes. Misrepresentation of academic or personal status will result in termination of funding.
- demonstrate the highest commitment to achievement in their studies and to conduct themselves so that no dishonour befalls themselves or the Onion Lake Cree Nation.
- express any concerns that they may have to the Post Secondary department.
- all continuing students must submit official transcripts of marks and any required documentation at the end of each term for the upcoming year. Failure to do so will result in disqualification of funding.
- adhere to the conditions outlined in the student post-secondary contract (Appendix B)

## 102 GOVERNANCE AND ADMINISTRATION

Modified 07

- 102.1 The Onion Lake Board of Education has been mandated by the Onion Lake Chief and Council to assume full and final authority and responsibility for the delivery of all post-secondary services for the membership of the Onion Lake Cree Nation. In order to maintain quality, timely and professional service for the membership, the Board of Education has established these policies to ensure the smooth and efficient operation of this department. The Chief and Council review and adopt these policies annually.
- 102.2 The Board of Education will meet annually to review policies, regulations and procedures and make amendments as necessary. The revised policies will be presented to Chief and Council for their approval.
- 102.3 All applicants will be informed in writing as to the status of their applications within one week after the Board has made funding decisions.
- 102.4 In the event that an application has been classified as 'deferred', it is the responsibility of the applicant to ensure it remains active by contacting the post- secondary office after each term until the June 30<sup>th</sup> application deadline date. It is to the benefit of the applicant to keep their file active because priority is determined by the original register date.
- 102.5 Student selection, PRIORITY placement and financial support will be established and determined as per policy.
- 102.6 All Post Secondary students funded by Onion Lake will be required to sign a contract outlining their responsibilities.

### 103 ELIGIBLE STUDENTS AND PROGRAMS

Modified: 2020

- 103.1 The student must be a registered member of the Onion Lake Cree Nation. New band members (transferred from another band) will have to adhere to the deadline dates.
- 103.2 To be classified as full-time, students must be enrolled in minimum of four (4) classes. Should a student drop below the minimum requirement, he/she will be considered a part-time student. The Post-secondary department reserves the right to request a copy of the student's official timetable to verify full time enrolment. Prior to a student dropping below the minimum requirement, he/she shall be required to discuss their academic progress with the post secondary coordinator.
- 103.3 In order to be eligible for funding, prospective and continuing students need to adhere to the application dates. Failure to submit required documentation by deadline dates will result in delays and/or disqualification from funding. Application dates are as follows

Fall - (September-December)

- May 31<sup>st</sup> - deadline date for new/continuing applications
- June 30<sup>th</sup> - deadline date for required documents
- July 15<sup>th</sup> - Send out student/institute sponsorship letters for Fall

Winter- (January-April *subject to funding*)

- October 31<sup>st</sup> - deadline date for new/continuing applications
- November 15<sup>th</sup> - deadline date for required documents
- November 30<sup>th</sup> - send out student/institute sponsorship letters for winter

Intersession/Summer Session - (May-August)

- February 28<sup>th</sup> - deadline date for new/continuing applications
- March 31<sup>st</sup> - deadline date for required documents
- April 15<sup>th</sup> - Send out student/institute sponsorship letters for Intersession/Summer Classes

- 103.4 Intersession/Summer Session funding is not usually approved unless the student will complete his/her program during that time or if a required class is offered only during the Spring/Summer sessions. All applications will be considered on an individual basis.
- 103.5 All continuing students must submit an official transcript of marks and any required documentation to maintain funding. Failure to do so will result in allowance being put on hold or disqualification of funding.
- 103.6 The student must be accepted in an INAC approved post secondary institution. Prospective students should be aware that some private institutions are not approved for funding. List of institutions not approved for funding: Reeves and Academy of Learning
- 103.7 The student must be in a program of at least eight (8) months' duration that leads to a recognized post secondary certificate, diploma, or degree and meets the application funding guidelines.

## 104 LIMITATIONS AND RESTRICTIONS ON FUNDING

Although the Onion Lake Cree Nation and the post-secondary education department believe that lifelong learning is a right guaranteed by treaty, the Department of Indian Affairs considers post-secondary funding to be a social program. Until that thinking changes there will be limitations as to the amount of money the Onion Lake Cree Nation has available to support Post-Secondary students.

- 104.1 Support will be provided to students within the limits of funds allocated by INAC. If support for the number of applicants exceeds the budget, applications will be accepted according to the criteria set out by the Onion Lake Board of Education Post Secondary Policy Manual. See Policy 105.
- 104.2 All students must sign a Student Release Form enabling the institution to release marks to the post-secondary department. The release form is a part of the student funding application form.
- 104.3 For a certificate or diploma program students are limited to 24 months of funding. For a bachelor degree program, students are limited to 48 months of funding. If students are taking a degree after a certificate, the months of funding they received for the certificate or diploma program count towards the 48 months. Students taking a Master's or Doctoral program are exempt from the 48 months funding restriction.
- 104.4 Should a student be Required to Discontinue (RTD), their post-secondary allowance will automatically be discontinued.
- 104.5 RTD is defined as required to discontinue after one full year of academics due to failure to meet institutional academic standards. Suspension is defined as a failure to meet institutional standards after one semester. In terms of priority for funding two suspensions will be equivalent to a RTD.
- 104.6 Should students be RTD, they must wait two academic years before being considered for future funding unless they fund themselves for a full year and demonstrate academic success.
- 104.7 Students who are RTD from a LMA sponsored program must wait two academic years before their application to a post-secondary program will be considered unless they fund themselves for a full year and demonstrate academic success.
- 104.8 Individuals who choose to fund themselves after being denied for funding by Onion Lake Post Secondary will not be entitled to any reimbursement.

## 105 APPLICATION PRIORITIES

Modified: 2020

- 105.2 All students seeking Post Secondary funding for the next academic year must apply annually by May 31st. It is understood that students who qualify for Post Secondary funding will be conscientious in pursuing their academic program by attending classes regularly and passing all their classes.
- 105.3 Due to funding restrictions from INAC and insufficient/late documentation provided by the student, some student's application for funding may not be accepted. Priority for approval of applications for students funding will be based on the following:
- Priority 1 - Students who are continuing working towards a certificate, diploma or degree. Students will be funded up to the completion of one degree.
  - Priority 2 - Grade 12 or Adult 12 who have graduated within the past two years and have not previously received post secondary funding.
  - Priority 3 - Students returning to the same program after a leave of absence due to reasons other than being RTD.
  - Priority 4 - Students seeking a graduate degree.
  - Priority 5 - Students who have funded themselves for one full academic year must prove academic success.
  - Priority 6 - Students returning to a different program after a leave of absence (due to reasons other than RTD)
  - Priority 7 - Continuing students who transfer from a university/technical college to a different program or students who transfer from a LMA program to a different and unrelated post-secondary program. (refer to policy 106.5)
  - Priority 8 - Students who have been (RTD). Students will be required to fund themselves for one year and demonstrate academic success.

## 106 LIMITS OF SUPPORTS

Modified 2019

106.1 Support for Post Secondary Education will be provided for a maximum of 48 months leading up to a Bachelor's degree. However, for shorter programs a shorter amount of sponsored months are available. For students taking a graduate program, the months of sponsorship will be extended.

- Community College/Technical leading to a certificate or diploma - a maximum of 24 sponsored months
- Undergraduate program leading to a Bachelor's degree - up to 48 months of sponsorship
- Professional program after degree - University's normal duration of program e.g.: M.D., L.L.B., etc...
- Graduate programs - University's normal duration of programs

Students whose course of study proceeds directly from a Certificate or Diploma to a degree would be limited to 48 months of funding.

106.2 Students requesting a program or institute change prior to completion of the original degree (certificate or diploma) program sponsored by either post-secondary or LMA, will be required to make special application and justify the request to the Board of Education. All fees and costs associated with the transfer will be the student's responsibility.

106.3 A change of program may affect the length of funding, and/or transfer of credits.

106.4 Students are limited to a total of 48 months of student support with the exception of students taking a graduate degree. Any extensions of funding must be with the approval of the Board of Education.

106.5 Students who complete a certificate, diploma or degree must wait at least 2 years before being considered for sponsorship in an unrelated program.

106.6 Students who fail or withdraw from required classes may only repeat each class once; if a student needs to repeat a third time, the student will be held financial responsible to cover the these fees.

## 107 APPLICATION/TUITION SUPPORT

Modified 19

- 107.1 Registration fees, transcript fees, compulsory tutorials, examination fees, and other mandatory fees will be paid by post-secondary. Student supplies such as paper, binders, writing instruments, etc. are to be purchased by the student from their training allowance.
- a. Students will be limited to the following:
- Tuition deposit – will only be paid to one institute of the students choice.
  - Application Fees – limit of 2 per band member, per fiscal year
  - High School Transcript Fees – limit of 2 per band member, per fiscal year
  - CPIC for educational purposes – limit of 1 per band member, per fiscal year
- 107.2 Tuition fees for all Post Secondary programs will be limited to the average tuition fees charged by Saskatchewan Universities/Public Institutions. Should a student wish to attend a private institution or an institution outside of Canada, then they will be responsible for any tuition fees in excess of the Saskatchewan average. ***Currently, this average is calculated at \$6,000.00 for two semesters.***
- 107.3 The costs of textbooks and supplies officially listed as required by the post-secondary institution will be paid for. In most cases students will be able to go to the bookstore and pick up necessary texts and the bookstore will bill Onion Lake Post-Secondary. Students who wish to purchase required texts other than from the bookstore will have to pay and then submit the receipts for reimbursement.

## 108 TRAINING ALLOWANCE

Modified 2020

- 108.1 The training allowance rate structure and entitlement will be reviewed and set annually by the Board of Education.
- 108.2 Allowances are a set rate and cover all expenses excluding tuition and books. Student allowance is dependent upon number of dependents and marital status. Allowances will vary according to the number of dependants a student is supporting.
- Dependants are those who:
- a. Are living with the applicant and/or spouse, is under the age of 18, and for whom the student is directly responsible.
  - b. the applicant or his/her spouse is currently receiving Child Tax Benefits (CTB) on behalf of.

### *Definition*

*Common Law: Legally, common law relationships fall under provincial jurisdiction. However since we fall under Federal Legislation, you are considered common law once you have lived together for one year or you share kids together (your natural kids) and are living together.*

- 108.3 Dependant is defined as a child under the age of eighteen (18), as of September 30 of that year. That dependent must be living with the applicant and the applicant must be receiving the Child Tax Benefit on behalf of the dependent. Any changes of dependants must be reported immediately to the Post Secondary department.
- 108.4 Student training allowances will be set in the first month upon registration, and verified by the Post Secondary department. If the student's dependent status changes and is verified by the Post Secondary department, the training allowance shall be adjusted accordingly.
- 108.5 Training allowance will be provided for students while doing a practicum which is a required component of their program and who are not receiving any other income. The students will continue to receive support as per the rate structure and entitlement schedule.
- 108.6 On-reserve post secondary students will receive an allowance according to where they are residing.
- 108.7 Allowances will be provided to students on the 26th day of the month for the next month. Students may choose to receive 20% of the training allowance on the 10<sup>th</sup> of each month and the balance on the 26<sup>th</sup>. Students wishing this arrangement must notify the post-secondary department. All allowances will be made through a direct deposit process system.
- 108.9 Students who choose to attend foreign institutions will receive their allowance at the same rate as all other post-secondary students.

108.10 The following are the approved training allowance rates:

	Living in Urban Setting	Living in CMHC	Living in Band House or at Home
<b>Single Student</b>	<b>\$1455.00</b>	<b>\$1,055.00</b>	<b>\$ 725.00</b>
<b>1 dependant</b>	<b>\$1762.00</b>	<b>\$1,362.00</b>	<b>\$1,141.00</b>
<b>2 dependants</b>	<b>\$1938.00</b>	<b>\$1,538.00</b>	<b>\$1,318.00</b>
<b>3 dependants</b>	<b>\$2104.00</b>	<b>\$1,704.00</b>	<b>\$1,483.00</b>
<b>additional</b>	<b>\$100.00</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>

## **109 TRAVEL AND RELOCATION SUPPORT**

Modified: 2020

Students are allowed two paid trips home during one course year. A course year is defined as from September to August. Students may choose to use these trips when they move to the location of the institution, at Christmas or at some other time. However, paid trips home will not exceed two each year. Some examples of possible paid trips are listed below:

- 109.1 Students who must move to attend a post-secondary institute may receive a travel expense at the rate of \$0.52/kilometer to a maximum of \$1000.00. This would constitute half of one of the two round trips allowed each year.
- 109.2 Upon successful completion of a program, the student may receive a travel expense at the rate of \$0.52/kilometer to return to Onion Lake to a maximum of \$1000.00. This constitutes half of one of the two round trips allowed each year.
- 109.3 The cost of one round trip from the Post Secondary Institute to Onion Lake will be provided to the student once every school year (September – August). The travel expense will be at a rate of \$0.52/kilometer to a maximum of \$1000.00. This constitutes one of the two round trips allowed each year.
- 109.4 In addition to the examples above, travel will be paid for prospective students who need to attend entrance interviews using the rate of \$0.52/kilometer to a maximum of \$1000.00. This request must be made at least one week before interview date.
- 109.5 No additional support is available for moving expenses.

## **110 PART TIME STUDY SUPPORT**

Modified 07

- 110.1 When a student is enrolled in studies for what is termed less than full time, the student will only be eligible for tuition and books assistance.
- 110.2 Students enrolled in correspondence or other distance education courses and who do not qualify as full time or part time students as defined, may qualify for tuition fees and book assistance as required by the institution.
- 110.3 An employed Band member who wishes to take a university summer class shall have his/her tuition paid and receive a half of a single student's assistance for the month(s) he/she will be taking classes. If the course is not completed, the employee will be required to pay back the training allowance.
- 110.4 Employed Band members who take correspondence or other part-time courses may have the cost of tuition and books paid for. If the course is not completed, the employee will be required to pay back any costs paid on their behalf.

## 111 OTHER SUPPORT

Modified: 2020

- 111.1 Students with special needs (i.e.: physical disabled, etc...) requiring additional assistance related to their Post Secondary programs shall have their requests considered on an individual basis
- 111.2 Post Secondary will pay all mandatory school fees (except for any tuition charges) dependents of post secondary students. Post Secondary students shall submit the invoice from the respective school division directly to the post secondary department for payment. Private school tuition fees are the responsibility of the student.
- 111.3 Students will receive assistance for damage deposit **only once** when they move into an urban location. This request must be made in writing and presented to the Post Secondary department. Cheques for damage deposit will be issued directly to the landlord when the post-secondary department has received and official invoice.
- 111.4 Students in a practicum program of one month duration or longer are also eligible for a \$200.00 clothing allowance.
- 111.5 Tutorial support will be made available to those students experiencing difficulties in a particular course. Tutorial support is dependent on availability of funds. Students who require tutorial services will be asked to provide the following required documents:
- Request from the student for tutorial support
  - Letter from the tutor providing name and address
  - Tutorial support money will be payable directly to the tutor upon invoicing and verification of service delivery.
  - The documentation should include the length of time the tutorial assistance is required and the cost per hour. (Not to exceed two hundred and fifty dollars [\$250.00] per student per semester.
- 111.6 Grad award disbursement will be in accordance to the schedule below and paid only once per category.
- |                                  |           |
|----------------------------------|-----------|
| • Certificate/diploma            | \$500.00  |
| • Journeyman (less than 4 years) | \$500.00  |
| • Journeyman (4 year)            | \$1000.00 |
| • Degree                         | \$1000.00 |
| • Masters                        | \$1500.00 |
| • Doctorate                      | \$2000.00 |
- 111.7 Requests for advances will be considered on an individual basis. If an advance is approved, it will have to be paid back within two months or before the end of the fiscal year.

## 112 STUDENT ACCOUNTABILITY

Modified: 2020

- 112.1 Students who have been approved for funding, are invited to attend an annual orientation session in Onion Lake at the beginning of each academic year. All students will receive an informational package containing policies and procedures related to post secondary. It is the responsibility of the student to read and understand the contents. Should any questions arise contact the Post Secondary Department.
- 112.2 Should any student misuse funding or misrepresent their marital, dependent or program status, the Post-secondary department and the Board of Education will make every effort to recover such overpayments. Any student with an outstanding overpayment will not be considered eligible for future funding/sponsorship. Once any outstanding balance is paid, the student is entitled to apply for sponsorship.
- 112.3 Any training allowance or over payments will be deducted from the monthly training allowance in reference to 112.2. The student will be sent a letter with a possible repayment schedule, the overpayment will be required to be paid back to the Post Secondary department before the end of present term.
- 112.4 A medical withdrawal will apply to any classes in which the student has registered for that term. Training allowance of students with medical withdrawals will be prorated in accordance to their remaining courses. Students with medical withdrawals will remain on the continuing list, however students will be required to provided medical documentation to return to their program of study.
- 112.5 Prior to receiving Post Secondary funding, students must clear outstanding debts owing to Onion Lake Education and/or the institution they are applying to.
- 112.6 Students who fail to notify the Post Secondary Department of any changes in academic status such as withdrawals, course changes or students who misrepresent their academic or personal status will have their training allowance immediately terminated.
- 112.7 Students who pass less than 50% of their course load (full load) will be put on Academic Probation by Onion Lake Education. Withdrawals and deferrals shall be considered as part of their full course load. Students who are placed on Academic Probation shall be expected to be successful in the following term. If unsuccessful in their probationary term the student must wait one academic year to reapply for funding unless the RTD (104.6 ) applies. It will also be mandatory to get a tutor during the probationary term with proof of attendance.

**113 APPEAL PROCESS**

- 113.1 Every student has a right to appeal a counsellor's or co-ordinator's interpretation of the policy. However, when a student's application for funding has been refused because available funds are fully committed, this appeal process will not be considered.
- 113.2 The student will discuss the matter first with the co-ordinator.
- 113.3 If no agreement can be reached the student can appeal his/her case to the Director of Education.
- 113.4 If unresolved after discussion with the Director of Education, the student may then appeal the matter in writing to the Board of Education. The appeal will be discussed at the next meeting of the Board. The decision of the Board of Education is final.
- 113.5 The student can attend the appeal hearing(s) in person, or be represented by a designate. Costs for such appeals will be at the student's expense.
- 113.6 All parties involved will strictly adhere to policies and procedures.

**114 CONFIDENTIALITY**

- 114.1 The Board of Education as a whole and the administration shall have access to all student files and information.
- 114.2 Students must be informed and consent to the release of information from their personal files.
- 114.3 Any information requested through a court order will be released.
- 114.4 Students will have access to their files, but a copy will be retained in the offices of the Post Secondary department.