



Chippewas of the Thames First Nation Board Of Education

POST SECONDARY POLICY

August 2016

CHIPPEWAS OF THE THAMES FIRST NATION BOARD OF EDUCATION

POST SECONDARY POLICY

POST SECONDARY EDUCATION PERSONNEL:

The Chippewas of the Thames Board of Education Post Secondary Counsellor can be reached at:

324 Chippewas Road

Muncey, ON N0L 1Y0

Or

Telephone: 1-519-289-0621 ext. 204

Fax: 1-519-289-0633

Or

E-mail: postsecondary@chippewa-ed.on.ca

HOURS OF OPERATION:

The Post Secondary Education Department is located at the far end of Antler River Elementary School and the hours of operation are Monday to Friday, 8:30 a.m. to 4:30 p.m. except on Statutory or designated holidays.

Students should contact the Chippewa Education Administration Office to ensure the availability of the Post Secondary Counsellor.

PREAMBLE:

This document outlines the Chippewas of the Thames First Nations Post Secondary Education program and its funding policy for students of the Chippewas of the Thames who are pursuing Post Secondary education. All students must be aware that the overall factor for acceptance to receive funding is subject to the availability of funding.

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1.0 BACKGROUND

Under the umbrella of the Southern First Nations Secretariat, which is made up of the following First Nations: Caldwell First Nation, Chippewas of Kettle and Stony Point, Aamjiwnaang First Nation, Chippewas of the Thames First Nation, Oneida Nation of the Thames and Delaware Nation, this policy is governed by the elected body of the Chippewas of the Thames First Nation.

The Board of Education Trustees are elected members of the Chippewas of Thames First Nation and are authorized by the elected Council to manage the Post Secondary Program.

The duties and responsibilities of the Board of Education Trustees are to:

- Provide direction to the Post Secondary Counsellor in the overall management of the Post Secondary Program;
- Annually review the student assistant policy;
- Review, evaluate, and/or recommend revisions to First Nation specific programs provided by the local colleges and universities;
- Review monthly/quarterly reports provided by the Post Secondary Counsellor Review and approve the three yearly intake submissions (April 17th, June 1st, October 14th) presented by the Post Secondary Counsellor;
- Establish an appeal's committee to review appeals granted to students.

2.0 INTRODUCTION TO THE POST SECONDARY PROGRAM

The goal of the Chippewa Post Secondary program is to assist registered member students to access post secondary education in order to graduate with the qualifications and skills needed to pursue individual careers.

The Chippewa Post Secondary program objectives are:

- to provide financial assistance to eligible students in pursuit of their post secondary education, if funds are available; and
- to provide student counselling as an important part of the Chippewa Post Secondary program.

3.0 INTRODUCTION TO STUDENT ASSISTANCE POLICY

This document outlines the Chippewa Post Secondary Student Assistance program policy. The objective of this policy is to:

- Establish the criteria to be met by students in order to qualify for financial assistance.
- Outline the types and maximum levels of allowance and incentives that they may be available.
- Provide for the maximum duration of assistance that may be provided with respect to various levels of post -secondary education through the Post Secondary program.
This policy is effective August 2016 and will apply in whole, to all first time student applications for the fall intake, September 2016/2017 academic year and forward.

4.0 DEFINITIONS

In this document,

- A. Chippewas of the Thames First Nation Board of Education Trustees and **"the Board"**, for the purposes of this Post Secondary Program Student Assistance Policy have the same meaning, and includes only those members identified specifically as registered Chippewas of the Thames members.
- B. The **"Education Board"** and the **"Board"** have the same meaning in this policy, that being the collective of individuals duly elected by Chippewas of the Thames membership to represent their interests as it relates to post secondary education.
- C. **"Registered member"** means a person whose name has been entered on the Chippewas of the Thames Membership roll and in the Indian Register maintained by Department as defined by the *Indian Act*.
- D. **"Department"** is as defined by the Indian Act.
- E. **"First Nation"** shall have the same meaning as **"Band"** defined in the Indian Act.
- F. **"Post Secondary Education"** means a program of studies, offered by a post secondary institution, for which completion of secondary school studies or equivalent is prerequisite.
- G. **"Ticket"** is defined as the number of times a student is eligible for sponsorship by the Post Secondary Program, in a certificate, diploma, or degree in a post secondary program.
- H. **"First Ticket"** is defined as the successful completion of a program of studies and receiving of a certificate, diploma, or degree.
- I. **"Second Ticket"** is defined as studies in another program field, pursuing graduate studies, or a change in career focus that can be unrelated to the first ticket program of studies.
- J. **"Program of Studies"** includes all Post Secondary programs leading to a certificate, diploma, or degree. For the purposes of this policy, the program of study is divided into the following categories:
 - Level I: UCEP, Community College and CEGEP diploma or certificate programs*
 - Level II: Undergraduate Programs (3 or 4 year BA)*
 - Level III: Advanced or professional degree programs, e.g. MD, Masters*
 - Level IV: Doctoral programs.*
- K. **"Post Secondary Institutions"** are degree, diploma and certificate granting institutions which are recognized by the province of Ontario and include education institutions affiliated with, or delivering accredited post secondary programs by arrangement with a post secondary institution.
- L. **"Canadian Public Institution"** is a post secondary institution which receives the majority of its funding from federal and provincial governments.
- M. **"Private Post Secondary Institution"** is a post secondary institution which receives the majority of its funding from the student fees, and from sources other than governments.

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- N. **"Student"** is defined as a full-time or part-time post secondary student sponsored by the Board.
- O. **"Full-time students"** and **"Part-time students"** are defined by the post secondary institution.
- P. **"Academic Year"** is as defined by the post secondary institution, but will not be less than eight months duration.
- Q. **"Course Months"** are defined as the number of months required to complete a program or course of studies.
- R. **"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, January to April, and May to August.
- S. **"Single Student"** refers to a student who neither seeks nor receives supplementary funding support under this policy, to the single rate of training allowance, travel grant or relocation grant.
- T. **"Dependent"** means a person under the age of twenty (20), sometimes over the age of twenty (20), who is totally dependent on the post secondary student, permanently resides with the student, the student has legal custody, and who does not receive income in excess of the level of net income allowed for a dependent by Revenue Canada's Income Tax regulations. This definition will be effective May 1, 1997. Dependents must be a status Indian.
- U. **"CEGEP"** is an abbreviation of College d'enseignement general et professionnel. CEGEPs operate in Quebec.
- V. **"Grade Average"** is the grade assigned to the student by the Post Secondary institution of registry for the average graded achievement of all courses undertaken in an academic year. Where a grade point average is assigned by the institution, they will do the equivalency conversion to A, B, etc.
- W. **"Mature Student"** is defined as a person over the age of 21 and who has been out of school for at least two years and meets all eligibility criteria in this policy.
- X. Bachelor's Degree refers to an academic degree earned for an undergraduate course of study or major that lasts 3 years or 4 years for an honors degree, with exceptions for teachers.
- Y. **"Master's Degree"** refers to the program described by the student's university as being sequential to the attainment of a Bachelor's degree which is the normal academic prerequisite.
- Z. **"PhD."** refers to the program described by the student's university as being sequential to the attainment of a Master's degree which is the normal academic prerequisite.

5.0 STUDENT ELIGIBILITY

5.1 To be eligible for assistance under the Chippewas of the Thames First Nation Board of Education Post Secondary Student Assistance Policy, applicants must:

1. Provide proof of being a registered member of Chippewas of the Thames First nation, and
2. If a student submits a "Temporary Confirmation of Registration Document" the student must also provide photo identification and a letter from the Chippewas of the Thames Indian Registry Administrator stating that they are members of Chippewas of the Thames First Nation.
3. Have met university or college entrance requirements, and verify acceptance to a program of study at a Post Secondary institution.
4. Students who do not have their grade 12 secondary school diplomas or equivalent and wish to apply for a certificate program will become a priority V.

5.2 Within the limits of funding received by *Chippewas of the Thames First Nation*, through contribution from the Southern First Nations Secretariat, the Post Secondary Program will provide financial assistance through the following priority allocation system:

PRIORITY 1A: Students continuing Post Secondary studies and in good standing within this policy. Students who have ceased to attend because of medical reasons which can be documented by a valid medical certificate will be considered a priority 1 when they re-apply. Those people upgrading their skills to teach Aboriginal Languages.

PRIORITY 1B: Continuing successful self-funded students.

PRIORITY 2: Students newly graduated from high school, within a calendar year, moving directly into Post Secondary studies within this policy.

PRIORITY 3: Students who are over the age of 21 and who have been out of school for at least two years, who are in good standing within this policy.

PRIORITY 4: Student graduates of a UCEP program that is in good standing within this policy and wish to apply for a certificate program.

PRIORITY 5: Students from other countries.

PRIORITY 6: Students who have previously dropped out or discontinued their program or who are applying for a certificate program.

5.3 If assistance requirements for the number of students exceed the budget, applications may be referred to the Board of Education Trustees for review, in line with our First Nation priority allocation system for decision, and/or deferred for review by the Board at the next Post Secondary program student intake.

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- 5.4 The Post Secondary program does not apply restrictions for eligibility based on age, terminal illness, or learning disabilities.

6.0 TYPES OF ASSISTANCE: FULL TIME

Tuition Assistance includes student fees for registration. The tuition cost of books, and supplies which are listed as required by the program of study in the Post Secondary program.

6.1 TUITION ASSISTANCE MAY BE PROVIDED:

1. For students attending Canadian public institutions, at the normal rate in Canadian dollars charged by the institution for a Canadian student.
2. For students attending Canadian private post secondary institutions where a comparable program is offered by a Canadian public post secondary institution, at the normal rate in Canadian dollars as charged a Canadian student by the Canadian public institution nearest to the student's place of residence at the time of application.
3. For students attending Canadian private post secondary institutions, where no comparable program offered by a Canadian public post secondary institution, at actual rates in the appropriate currency.
4. For students attending a foreign public post secondary institution, where no comparable program is available in a Canadian public post secondary institution, at actual rates in Canadian currency.
5. For students attending a foreign, private institution, where no comparable program is available in a Canadian public/private post secondary institution, at actual rates in Canadian currency.
6. For students attending foreign public and/or private post secondary institutions where a comparable program is offered by a Canadian public post secondary institution, at the normal rate in Canadian dollars as charged to a Canadian student by the Canadian public institution nearest to the student's place of residence at the time of application.
7. High Cost Tuition Fees: students are encouraged to seek out less costly but similar programs, all tuition fees exceeding \$10,000.00 Canadian funds per annum will be subject to Board approval.

- 6.2 **Assistance for Living Expenses:** Living allowances to help cover students living expenses may be provided at a rate not to exceed that established by the Board. The current rates, with last change date, are attached as Annex 1. Living allowances are in Canadian funds. Part months will be pro-rated for the first two weeks.

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- 6.3 **Exceptional Assistance:** Exceptional assistance for legally or institutionally required activities for final professional certification or licensing may be provided as well as special needs as determined by the circumstances of each student.
- 6.4 **Other Fees:** Post Secondary institution application fees, initial professional certification fees, and examination fees may be provided.
- 6.5 **University and College Entrance preparation programs:** Student applications for accredited Post Secondary entrance preparation programs may be supported from within the Post Secondary student assistance policy.
- 6.6 **Distance Education Programs:** Students that are employed and receiving wages may not receive a living allowance and travel costs. The Post Secondary program may provide assistance for tuition and books. The level of assistance will be based on the discretion of the Board of Education, were the student need is determined by individual assessment.
- 6.7 **Ineligible Assistance:** Correspondence programs or college/university programs on the internet may be funded at the discretion of the Board and must be verified as an accredited institution.

7.0 TYPES OF ASSISTANCE: PART TIME STUDENTS

Part Time students may receive assistance for tuition and the cost of books and supplies as detailed in 6.1, which are listed as required by the post secondary institution.

8.0 LIMITS OF ASSISTANCE

- 8.1 Assistance may be provided for one-time sponsorship (called tickets) in each level, at the UCEP and three levels of post secondary education:
- Level I: University/college preparation (one-year or 8 course months). Such as; A.C.E., Ontario Works pays for the Transitions (application).
 - Level II: Community college and CEGEP diploma or certificate programs (2 – 3 years or 16 – 24 course months).
 - Level III: Undergraduate programs (3-4 years or 24 – 32 course months). An additional 8 course months may be granted for the honors program.
 - Level IV: Advanced or professional degree programs e.g., MD., Masters or Doctoral programs (2-3 years or 16-24 course months).
 - Level V: Doctoral program, consistent with steps.

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- 8.2 Tuition assistance as outlined in 6.1 may be provided to students enrolled in all four (4) levels.
- 8.3 Assistance for travel and for living expenses as outlined in 6.2 and 6.3 may be provided to students to complete one program at each level.
- 8.4 Level III will include assistance for an additional student year at the bachelor level to acquire an honors undergraduate degree
- 8.5 The duration of assistance will be in accordance with the official length of the program as defined by the post secondary institution in which the student has enrolled.
- 8.6 Students enrolled in Level II and Level III may be assisted for up to one additional academic year per level if such an extension is approved in writing by the institution's dean or the head of department.
- 8.7 Student enrolled in Level IV may be assisted for up to one additional academic year for medical or personal reasons.
- 8.8 Students may be assisted in LEVEL 1 Studies after dropping out of Level II studies. If a student resumes Level II studies, the previous time spent at Level II will be counted for assistance purposes.
- 8.9 Students who have completed a Level III program, with or without assistance from this program, are ineligible for Level I program assistance.
- 8.10 Students who have completed a Level IV program, with or without assistance from this program are ineligible for Level II or Level III program assistance.
- 8.11 Where students change programs within one of the levels, the academic years used for each program within this level will be counted for assistance programs.
- 8.12 Students who become eligible for assistance and who have previously completed a portion of post secondary studies without assistance from this program, may receive assistance for the balance of their program of studies in accordance with 6(2), 6(3), and 6(4).
- 8.13 Second Ticket students will only be eligible for books and tuition, subject to availability of funds.

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9.0 PROCESSING APPLICATION FOR ASSISTANCE:

There may be three intakes for review of student applications. For the purpose of clarity, applications may be confirmed as having been received for review if they have arrived by fax, postmarked as mailed, or delivered in person for:

September enrolment by:	June 1st
January enrolment by:	October 14th
Intersession/Summer school:	April 17th

Applications for assistance will be reviewed and decisions communicated to the last known address provided by the student within 30 days of the deadline established for each session. Intersession will be funded only when it is a regular scheduled semester for continuing students in addition to Native teacher specific programs which are offered only in summer, i.e....Native Teacher, Native Language, Native Classroom Assistant.

10.0 INCENTIVES AND AWARDS

The Board, depending on budget may provide incentives and awards to students.

Incentive for Students enrolled in Level IV program may receive an incentive from the Chippewa Post Secondary program, subject to a maximum of \$1500.00. This incentive will only be provided once. Students will be eligible for this incentive upon commencement of the second year of the program, or upon successful completion of the program.

10.1 GRADUATION AWARD

Students assisted under this program, who graduate from their chosen Post Secondary field of studies, may be provided:

1. a graduation award of \$950.00 at a minimum, if graduation required attending full-time studies for longer than one academic year,
2. If the student in item 10.2(1) graduates with a "B" grade average, the award may be to a maximum of \$1,250.00, or, an "A" grade average, the award may be to a maximum of \$1,500.00.
3. A graduation award of \$300.00 at a maximum if graduation required attending full-time studies for less than one academic year.

10.2 ACADEMIC AWARDS

For levels II, III, or IV, academic achievement awards may be provided to students. Students are only eligible for the awards based on a previous year's achievements where their chosen program of studies continues into another academic year for which they register and attend.

For those students who complete the award year with a:

"B" grade average, the amount may be a maximum of \$1000.00 or;

"A" grade average, the award may be to a maximum of \$1,500.00

Any academic or athletic scholastic awards from outside sources for recognized accredited programs will not have an impact on sponsorship.

1. Savings realized through academic scholarship will be reimbursed to the student in Canadian funds.
2. Savings realized through athletic scholarships will be reimbursed to the student in the amount tuition fees for a similar program of study at a Canadian institution. Reimbursement will be in Canadian funds issued at the completion of each term.

11.0 APPEAL PROCESS

To ensure fairness and equitable treatment, any student may appeal decisions made under this policy following the outlined procedure:

1. All Post Secondary appeals must be made in writing within (10) ten working days of receipt of notification;
2. All appeals must be forwarded to the Post Secondary program for distribution to the Board;
3. All enquiries related to any appeal must be directed to the Post Secondary program or the Education Administration, where appropriate;
4. All appellants will be entitled to a hearing with the committee;
5. All information to be used in the appeal must be provided in written documentation by the Coordinator of the Post Secondary program and/or the Education Administration Coordinator as deemed appropriate;
6. All decisions made by the Board of Education Trustees must be finalized in writing within sixty (60) days of receipt of the appeal;
7. All decisions of the Board of Education Trustees are final.

The Board of Education should have in place an APPEAL Board for case reviews. The appeal board consists of 2 Trustees, 1 Student representation, and the Education Chair.

TERMINATION OF EDUCATION ASSISTANCE: assistance will be discontinued when a student:

1. Has successfully met all graduation requirements for one College Diploma. Or of one University Degree but sponsorship can continue for Bachelor of Education program.
2. Has used the total number of student months as originally defined by the institution.
3. Has been asked to exit the program by the College or University.
4. Has not submitted his/her transcripts.

11.1 CONFLICT OF INTEREST

A Trustee shall declare a conflict of interest on voting on issues relating to an immediate family member. This includes father, mother, sisters, brothers, husband, wife, sons, daughters, grandchildren, nieces, and nephews including common law spouse. (Amended: June 2010).

12.0 STUDENT REGISTRY

The Chippewas of the Thames First Nation may maintain a student registry. At a minimum, it would include the student's name, the institution attended, the program of study, the support provided, the results obtained, and any additional information which may be required. This information will be used for statistical purposes only and will remain confidential. This information may be used to report annually to the Department.

13.0 STUDENT NOT IN GOOD STANDING

Any expenditure made to, or on behalf of, a student for which that student is ineligible, places that student in a "not in good standing" status within this policy. Examples may be for accepting an award under Section 10(3) and not attending the following year; for accepting living allowances under Section 6(3) while not attending required classes and/or allowing tuition payments under Section 6(2) to be made on one's behalf where a stop-payment opportunity exists and is missed. Other examples are unsatisfactory academic progress, incarceration, giving false/invalid information at the time of application, and the inappropriate use of funds. There may be other reasons published from time to time by the Board. The Board may set terms and conditions to allow the student to regain "in good standing" status. Where possible, the student deemed to be "not in good standing" will be given a written warning prior to disqualification from financial assistance.

13.1 ACT OF FRAUD

Should a student be in receipt of Post Secondary funds as outlined above, or violates the terms of the Student Contract, the student shall not be eligible for any further assistance. There may be other determinations by the Board based on individual cases and circumstances.

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14.0 ANNUAL POLICY REVIEW

The Board of Education Trustees will meet in April of each year with the Post Secondary Committee (if applicable) to conduct a review of this policy. Any changes to the policy resulting from the review will, if at all possible, be made effective for the September intake following the meeting. In a timely fashion, changes will be communicated to students and appropriate post secondary institution support staff.

15.0 BOARD RIGHT TO REVIEW DECISIONS

The Board of Education Trustees reserves the right to review and rescind any decision made under this policy as may be justified by new and relevant information.

**Chippewas of the Thames Board of Education Trustees
Monthly Allowance Rate Schedule**

Single Students \$ 1,000.00

Student's w/Dependents

W/1 Dependent \$ 1,170.00

W/2 Dependents \$ 1,330.00

W/3 Dependents \$ 1,480.00

Each additional dependent, add \$50.00 per month.

Spouses/partners are not covered as dependents or otherwise.

16.0 INFORMATION AND APPLICATIONS

For further general information or Information on process and deadlines for applications for assistance, incentives and awards, call 1-519-289-0621. Or write to:

Chippewa Post Secondary Services

324 Chippewas Road

Muncey, ON N0L 1Y0

Or

Fax: 1-519-289-0633

Or

E-mail: postsecondary@chippewa-ed.on.ca

17.0 STUDENT RESPONSIBILITIES

1. To satisfy the academic requirements specified by the institution, including attendance at all scheduled classes.
2. That educational assistance is not intended to be sufficient to pay off personal debts. Allowances should be budgeted to last for the entire month. No advances will be given.
3. That other income such as E.I., GWA, or O.W will be reported when applying for Educational Assistance. However, bursaries, scholarships or income from a part-time job will not affect the monthly allowance (30 hours or less per week). No student is allowed to work full-time and still receive the allowance.
4. No collect calls will be accepted by the Chippewas First Nation.
5. That any program changes, including course withdrawals must be approved by an Education Counsellor from the College or University with final approval by the Post Secondary Counsellor from the Chippewas of the Thames First Nation.
6. To notify the Post Secondary Counsellor immediately if withdrawing from the school or course and to complete the necessary withdrawal forms. I will be responsible for any late fees incurred due to my late submissions of any tuition or residence bills.
7. That college or university transfers should be initiated early enough to avoid being enrolled in a second choice program.
8. That when tuition or residence fee payments are required, such notice will be forwarded to the Counsellor immediately. Delays may result in losing a place in a program residence. Chippewas of the Thames Board Of Education does not pay deposit.
9. Those transcripts for each school semester and/or mid-term marks must be submitted to the Chippewas of the Thames First Nation Post Secondary Counsellor as soon as they are available from the college or university.
10. That should a student receive Educational Assistance to which he/she is not entitled as outlined in policy item 13.0 and 13.1, the student is placed in a "Student not in Good Standing" category and will become ineligible for any further assistance for a period of 3 years. The outstanding amount owed to the Post Secondary program must be repaid in full before further assistance will be considered.
11. If a student is unsuccessful in achieving a minimum standard, sponsorship will be withdrawn. In addition to the standard contract, students placed on probation will be required to sign a probation contract.

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POST SECONDARY CONTRACT:

As a student sponsored by the Chippewas of the Thames First Nation Board of Education, under Post Secondary Education program THAT:

1. I will attend all classes, complete assignments, and utilize all counselling and tutoring services to meet the academic requirements of the institution.
2. I will discuss my progress on a monthly basis with the designated Post Secondary counsellor. Continuing students on probation must submit an attendance report to the office.
3. I, as a student on probation, understand that I will not receive my allowance until my monthly call to the Education office has been made.
4. I must submit a monthly attendance report with the understanding that deductions will be made should I have any unauthorized absences. Therefore, proof of attendance is my responsibility.

STUDENT CONTRACT:

The following is contained within a student contract that each student approved for funding support through Post Secondary will sign:

All the First year students will be on probation for one (1) semester. They will be required to contact the Counsellor at the Post Secondary office once a month to discuss progress and status information. If a student does not contact the Counsellor, the allowance will be delayed.

ORIENTATION:

An orientation workshop is scheduled each year during the month of August. Orientation is about information on policy, budgeting, housing, strategies for First Year student's success at the Post Secondary level, college and university regulations/procedures, other sources of funding, and health issues.