



Keewatin Tribal Council

POST SECONDARY

STUDENT GUIDELINES

&

INFORMATION

Revised April 2010

INTRODUCTION

- A. The objective of the Post Secondary Support Program is to assist First Nation members of Keewatin Tribal Council to gain access to post secondary education and to graduate with qualifications and skills needed to pursue individual careers and to contribute to the achievement of the First Nation self-government and economic self-reliance.
- B. The Student Support Program provides financial assistance to eligible First Nation/Band members towards the cost of their post secondary education.
- C. The following will be outlined:
 - I. Criteria to be met by students in order to qualify for financial assistance that varies from program to program. These programs include Post Secondary, University, College Entrance Preparation and the Indian Studies Support Program:
 - II. Application for educational assistance:
 - III. Assistance for full-time students:
 - IV. Assistance for part-time students:
 - V. Maximum duration of assistance that may be provided at the various levels of post secondary education:
 - VI. Incentives available through the Program:
 - VII. Keewatin First Nation Students Services guidelines used to determine and provide sponsorship to students and
 - VIII. Student allowance rates

I. CRITERIA FOR SPONSORSHIP

Three types of programs are within the Student Support Program they include; Post Secondary, University and College Entrance Preparation (UCEP) and the Indian Studies Support Program. Each program has its own criteria that is considered when a student's application for funding is reviewed by Keewatin First Nation Student Services. The criteria for each program is outlined as follows:

1) POST SECONDARY SUPPORT SPONSORSHIP

To qualify for assistance under the Student Support Program students must meet all of the following eligibility criteria:

Student Eligibility:

- i. Must be status Indian registered with one of the following First Nation (Barren Lands, Fox Lake, Northlands, Sayisi Dene, War Lake and York Factory):
- ii. Must have been resident in Canada for the twelve months prior to the date of application for assistance;
- iii. Must have been enrolled or accepted for enrollment in a post-secondary institution for a program of studies.

Program Eligibility:

- i. Requires high school graduation for entrance; and
- ii. Must be at least one academic year in length.

INDIAN STUDIES SUPPORT PROGRAM

To qualify for assistance under the Indian Studies Support Program, student must meet the following eligibility factors:

Student Eligibility:

- i. As per the Post-Secondary Support Program Policy;
- ii. Must be employed by their First Nation and within a related field, and
- iii. MUST have Letter of Support from their Employer

Program Eligibility:

- i. As per the Post-Secondary Support program policy; and
- ii. Must be on the approved Indian Studies Support Program listed in the Manitoba Region.

2) UNIVERSITY AND COLLEGE ENTRANCE PREPARATION PROGRAM

The objective of the University and College Preparation Program (UCEP) is to provide financial support to status Indian and Inuit students who are enrolled on programs offered in Canadian Institutions to enable them to attain the academic level required for entrance to degree and diploma credit programs.

Student Eligibility:

- I. As per the Post-Secondary Support Program Policy; and
- II. Must be accepted for enrollment in a UCEP program of a Canadian post-secondary institution that will provide university/college entrance within one academic year or two semesters. (e.g. Civil/CAD Preparation)
- III. Must meet the mature student admission requirements for the post-secondary institution.
- IV. Students cannot have received any previous funding under the Post-Secondary Student Support Program.

Program Eligibility:

- I. Program cannot be more than one academic year in length (2 Semesters) as defined by the institution.

CRITERIA FOR CONTINUED SPONSORSHIP

To continue receiving sponsorship from Keewatin First Nation Students Services the student must meet the following conditions:

- i. Take advantage of orientation session provided by the educational institutions;
- ii. All students must meet the academic requirements and standards of the post-secondary institutions;
- iii. Maintain a minimum of a "C" average, 60% average or 2.0 grade point average;
- iv. Provide transcripts to Keewatin First Nation Student Service after each semester or term;
- v. Not exceed time allotment for funding (refer to section V); and
- vi. Full time sponsorship students must maintain a full course load as defined by the post-secondary institution.

II. APPLICATION FOR EDUCATIONAL SPONSORSHIP

A. For new students, applications will be considered complete once the following documents have been received by KTC Student Services:

- i. Letter of acceptance and/or registration;
- ii. Latest transcripts of marks (if applicable);
- iii. Information on application for post-secondary sponsorship must be completed;
- iv. Seasonal address and phone number (re: where you live when attending university/college);
- v. Signed release form/ waiver
- vi. Estimated costs for tuition and books for out of province students; and
- vii. Copy of Treaty/Status Card
- viii. For out of province students, program description on degree/college program that you are taking must have a grade 12-entrance requirement and be eight months or more in duration.

You are encouraged to send in your application for educational sponsorship so that a file will be open, however, your application for educational sponsorship will not be assessed until all documents listed above are received.

B. For **continuing students**, applications for sponsorship will not be processed without the following:

- i. Re-application for sponsorship;
- ii. A copy of the student registration indicating courses to be taken;
- iii. Latest transcript of marks.

C. Deadlines for applications

September Enrollment – May 15 th	MAIN INTAKE ANNUALLY
January Enrollment - October 15 th	PENDING FUNDING AVAILABILITY
Intersession or summer – February 15 th	CONTINUING STUDENTS ONLY

D. Once application is completed

Once these documents are received, Keewatin First Nation Student Services will review the student's application and documents to determine sponsorship. If the application and documents are completed and approved for sponsorship, the student will receive a letter of approval for sponsorship and authorization to invoice with dates specified.

Student applications are prioritized according to the following categories:

1. Continuing students and grade 12 graduates
2. Deferred
3. Post graduates
4. New mature students
5. UCEP
6. Students returning after a break in studies

Students enrolled in educational institutions outside of Canada will be given Canadian rates/currency.

Students who are terminated by their post secondary institution will be discontinued from sponsorship. Suspension from sponsorship will be for one full academic year.

Keewatin First Nation Student Services may terminate sponsorship at any time to a student who is not adhering to the student guidelines or has not shown any willingness to meet academic criteria.

III. SPONSORSHIP ASSISTANCE FOR FULL-TIME STUDENTS

a) **TUITION** is provided to students attending a recognized post secondary institution. United States institutions also qualify, but at the discretion of Keewatin First Nations Students Services. Assistance is provided for:

- i. The cost of tuition fees;
- ii. Registrations fees that are required of the student by the institution;
- iii. Any other costs which are listed as required by the post secondary institution; and
- iv. Books and supplies that are required for the courses selected. Funds for books and supplies are pre-arranged. Receipts are compulsory for reimbursement.

The letter of **APPROVAL OF SPONSORSHIP** includes an “**AUTHORIZATION TO INVOICE**” to the student’s post-secondary institution. This means that the post-secondary institution will invoice Keewatin First Nation Student Services for your tuition. The student does not have to worry about paying tuition.

In the event the student pays for their own registration fee, Student Services will reimburse the student once the receipt is submitted.

In the beginning of the year, students who do not provide a copy of their registration form identifying number of courses will receive a flat rate of \$150.00 for books and supplies. Students who provide a copy of their registration form will receive \$50.00 per course plus \$50.00 for supplies. If the cost of the required books exceeds the amount allotted to the student, she/he will be reimbursed for the difference once receipts are provided to Keewatin First Nation Students Service. **It is important to keep all receipts.** Student Services will arrange for “Book Accounts” with Universities and Colleges so students have ready access to required reading materials, this account will be limited to \$500.00 (Five Hundred Dollars) per semester.

b) **Travel Assistance** will be provided to students who are required to live away from their permanent place of residence. Assistance will be granted once every semester to: a) leave to school, b) Christmas Break & c) end of Regular Session, for themselves and any dependents that reside with them on a regular basis. The most economical route to travel from the student’s home community to their post secondary institution is used to determine the amount the student receives. It is the responsibility of each student to make their own travel arrangements and to advise their Counselor of their arrangements.

Travel assistance does not include the removal of household effects.

Travel assistance for those students going out of province will be provided according to the travel rates to the nearest public institution in Manitoba in which the program of studies is available. Where the program of studies is not available within Manitoba, the student will be eligible for full travel assistance via the most economical means.

Students who are sponsored by **Training & Employment** are not eligible for travel assistance and will need to indicate on their application if travel assistance is required to attend classes.

c) **ASSISTANCE FOR LIVING EXPENSES** is intended to cover a student's living expenses not exceeding the allowable rates as identified in section VIII.

A student allowance is provided to **full time students only**. The student's post-secondary institution defines a full time student. Students are encouraged to carry the maximum course load to receive a student allowance. Students receive a living allowance according to the information on their application for educational sponsorship and the rate are set by the department of Indian Affairs. The rates for student allowance are listed in section VIII.

The student allowance covers the student's daily living expenses such as: rent, food, hydro, daily transportation, child-care (if applicable), etc. The student allowance is provided on a semi-monthly basis. For example:

THERE IS NO ADVANCES ON STUDENT ALLOWANCES, so please budget accordingly.

September 1-15 60% of student allowance

September 16-30 40% of student allowance

Out of province students will receive one cheque per month for the full amount.

A **START UP ALLOWANCE** is provided to new students to the post secondary program who are *required to leave their regular place of residence to attend school on a full-time basis*. The allowance is provided to assist students with their relocation cost (i.e. security deposit). The start up allowance is calculated at 50% of the monthly rate. For instance, a single student would receive $\$776.25 \times 50\% = \388.13 . This is a one-time occurrence. If a student has received a start up allowance from other sources, they will not be eligible to receive a start-up allowance from Keewatin First Nation Student Services.

A student who chooses to stay in residence will have their allowance adjusted accordingly. Residence fee will be paid directly to the College/University. Any remaining allowance will be distributed to the student.

The student is to ensure his/her counselor is advised of any changes in his/her situation (i.e. marital status, number of dependents, employed/unemployed spouse, single parent, course load changes etc).

THE STUDENT IS ALSO RESPONSIBLE FOR SEEKING THEIR OWN PLACE OF RESIDENCE.

Cheque for student allowance, travel, books/supplies can be picked up at the following locations:

Winnipeg students - Keewatin Tribal Council Sub-Office
#100 – 55 Donald Street
Winnipeg, MB R3C 1L8 Phone: 594 - 9004

Brandon Students - Dakota Ojibway Tribal Council (DOTC)
702 Douglas Street
Brandon, MB R73 6A4 Phone: 729-3682
DOTC Sub Office – PM only
Cultural Centre
1837 Princess Avenue
Brandon, MB R7B 0H2 Phone: 729-3619

The Pas Students - Student Counselor
University College of the North
P.O. Box 3000
The Pas, MB R9A 1M7 Phone: 627-8566

Thompson Students- Keewatin First Nation Student Services
(KTC Office)
Room 102 - 83 Churchill Drive
Thompson, MB R8N 0L6 Phone: 677-0234

IV. SPONSORSHIP ASSISTANCE FOR PART-TIME STUDENTS

Keewatin First Nation Student Services will provide sponsorship to cover tuition, cost of books and supplies only, as required by the post secondary institution. Assistance to part-time students is not time limited.

V. LEVELS OF EDUCATION

Assistance will be provided to students enrolled in the following four (4) levels of post- secondary education:

- i. **UCEP** – College Preparation, University Entrance Preparation (**1 academic year Maximum**)
- ii. **LEVEL 1** – Community College and CEGEP (only in Quebec) diploma or certificate program;
- iii. **LEVEL 2** – University “Undergraduate” program
- iv. **LEVEL 3**- Masters Or Doctoral Program

STUDENT MONTHS

This refers to the number of months that a student is entitled to for an allowance and travel assistance from Keewatin First Nation Student Services. Students are given a specific number of “student months” to complete their program of studies. The number of student months allowed for funding is consistent with the official length of the student’s program of studies as defined by the post secondary institution. Students are required to maintain full time status while they are fully sponsored. *A full course load consists of a minimum of 3 six credit hour courses (18 credit hours) and a maximum of 5 six-credit hours (30 credit hours) for regular session*, unless otherwise specified by the post secondary institution. For example, a student wants to attain a 4 year Bachelor of Arts degree, he/she is allowed 32 students months to complete this degree (4 years x 8 months/year = 32 months), therefore, a student will need to take maximum course load of 30 credits hours per academic year.

If a student exceeds the allotted time for the program of studies as defined by the post secondary institution, **a written request and a letter of support for the Dean or Department Head must be included with the student’s application for an additional academic year.**

Due to funding restrictions coupled with students depleting their student months, there is virtually no flexibility for the changing of program of study. Level II programs of studies include assistance for an additional degree that requires an undergraduate degree (i.e. Bachelor of Arts as a pre-requisite). If a student has completed a program as Level II or III, he/she CANNOT receive assistance for another Level I or II program.

VI. INCENTIVE

Keewatin First Nation Student Services will provide incentives in the form of scholarships and bursaries to students that apply prior to the **deadline of July 15th** annually. Keewatin First Nations Students Services also suggest that students apply for other scholarships they may be eligible for that are offered elsewhere. Receiving other scholarship will NOT affect the amount of funding a student will get from Keewatin First Nation Student Services.

- a. ALLOWANCE INCREASE INCENTIVES will be provided to students who have an overall “B” average or a 3.0 grade point average from the previous year and who have maintained a full course load as defined by the post secondary institution during regular session. In the absence of letter grades or grade point average, the student must maintain an average of 70% or higher. The incentive will be in the form of a 15% student allowance increase awarded effective September 1st of the following academic year. The increase will remain in effect as long as the above average is maintained and the course load remains at full time status.

The 15% increase will be awarded **once** during sponsorship, should the student fail to maintain this stipulation; the allowance will be decreased to the regular full-time student rates. This **incentive only applies to students who are receiving full-time assistance from KTC Student Services.**

Students do not have to apply for this incentive. During the main intake when Post Secondary applications are being reviewed so will transcripts to determine their eligibility.

- b. STUDENTS ENROLLED IN LEVEL III PROGRAMS may receive an incentive from Keewatin First Nation Student Services, one time only, subject to a maximum of \$1,500.00. The incentive will be provided to the student after completion of their program.
- c. ACADEMIC ACHIEVEMENT SCHOLARSHIPS are given in recognition of academic achievement to those students enrolled in Level I and II programs on full time basis (as defined by the post secondary institution during regular session). The student must achieve an average of a “B+” or 3.5 grade point average or higher in their program over a regular academic year (Fall and Winter). In the absence of letter grades or grade point average, the student must maintain an average of 70% or higher. The amount of the scholarship will be up to a maximum of \$1,000.00. (The scholarship will be provided to a maximum of 5% of the number of students sponsored by Keewatin First Nation Student Services)

VII. KEEWATIN FIRST NATION STUDENT SERVICE GUIDELINES.

The following guidelines are to be used in determining and providing sponsorship for all Keewatin First Nation Student Services’ University and College students:

- a. GENERAL
 1. All students must adhere to all college/university residence rules and regulations.
 2. Attendance at classes must be kept at 100% unless a legitimate reason for absences is conveyed to the counselor and/or instructor.
 3. All students must utilize all support services provided by the college/universities, such as Study Skills, Tutoring, Counseling, etc.
 4. Counselor must be consulted when difficulties arise in terms of program of studies, housing, finances, or personal problems affecting student’s program.
 5. Counselor must be consulted prior to student’s official withdrawal from any or all courses.

6. Students who drop out of their program without an official withdrawal will not be sponsored the following academic year.
7. Students not applying themselves diligently to their studies and are not meeting the program requirement will have their sponsorship re-evaluated by Keewatin First Nation Student Services.
8. A student put on probation by the College/University or Keewatin First Nation Student Services will be monitored very closely for improvement.
9. A breach of probation will result in termination of sponsorship. The length of time of the suspension will be at the discretion of Keewatin First Nation Student Services.
10. Students who fail more than half of his/her courses or program in an academic year will not be sponsored for the following year unless legitimate reasons are presented to Keewatin First Nation Student Service.
11. All students must provide all marks and reports to Keewatin First Nation Student Services upon counselors request. (KFNSS reserves the right to withhold Student allowance if requests are not followed up on)

b. STUDENT APPEALS

There is no appeal against refusal of assistance because funds are not available. Students may not appeal to the Department of Indian Affairs for a decision made by the Keewatin First Nation Student Services. This includes an administrative decision and an appeal ruling.

Should an appeal hearing be required; the following procedures will be followed:

1. The student will be required to make an appeal in writing, within fourteen (14) days of the date of the letter of the decision they wish to appeal, to the Director of Student Services.
2. The Director of Student Services will review the written appeal and make an administrative ruling. If the outcome is not satisfactory to the student, the appeal shall be taken to the next level in writing.
3. The Director of Student Services will arrange for an appeal hearing with the following participants: student (student's parents if applicable), Home/School Coordinator, Chief, Students Services Counselor, KTC Executive Council Member with the Education Portfolio, and a person the student chooses to be present.
4. The necessary arrangements will be made through teleconference at a mutually acceptable time for participants to be involved in the Appeal Hearing.
5. The decision of the Appeal Board is final and binding.

VIII. STUDENT ALLOWANCE RATES

	2015-2016 Monthly	Monthly Allowance Increase of (20%)
A. SINGLE student (living with employed parent)	\$290.00	\$348.00
B. SINGLE student	\$675.00	\$810.00
C. MARRIED/COMMON LAW (Student with employed Spouse)	\$675.00	\$810.00
With 1 dependent	\$850.00	\$1020.00
With 2 dependent	\$1030.00	\$1236.00
With 3 dependent	\$1205.00	\$1446.00
**Add \$50.00 for each additional dependent.		
D. MARRIED/COMMON LAW Student with dependent spouse	\$895.00	\$1074.00
With 1 dependent	\$1045.00	\$1254.00
With 2 dependent	\$1205.00	\$1446.00
With 3 dependent	\$1355.00	\$1626.00
**Add \$50.00 for each additional dependent		
E. SINGLE PARENT		
With 1 dependent	\$1045.00	\$1254.00
With 2 dependent	\$1205.00	\$1446.00
With 3 dependent	\$1355.00	\$1626.00

**Add \$50.00 for each additional dependent.

Only those students categorized under section D and E are eligible to receive the allowance for High rental Areas. The High Rental Areas will be identified and reviewed annually by the Department using the Canadian Mortgage and Housing Corporation rental survey. *The cities last identified as High Rental Areas are: Calgary, Peterborough, Thunder Bay, Windsor, Halifax, Ottawa, Metropolitan Toronto and Vancouver.*