STURGEON LAKE FIRST NATION
POST SECONDARY STUDENT SUPPORT PROGRAM MANUAL

Adopted for use __________

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APPLICATION DEADLINES

MAY 31ST FOR FALL INTAKE (SEPTEMBER) INCLUDES CONTINUING STUDENTS

OCTOBER 15TH FOR WINTER INTAKE (JANUARY)

March 15th Inter session / summer school / summer program
<table>
<thead>
<tr>
<th>Table of Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Manual Ratifications.</td>
<td>Pg. 1</td>
</tr>
<tr>
<td>Organizational chart of Sturgeon Lake First Nation Education Programs.</td>
<td>Pg. 2</td>
</tr>
<tr>
<td>Contact</td>
<td>Pg. 3</td>
</tr>
<tr>
<td>Information</td>
<td></td>
</tr>
<tr>
<td>Policy 100 - Philosophy of the Sturgeon Lake First Nation Post Secondary Support</td>
<td>Pg. 4-5</td>
</tr>
<tr>
<td>Program</td>
<td></td>
</tr>
<tr>
<td>Policy 200 – Definitions.</td>
<td>Pg. 5-6</td>
</tr>
<tr>
<td>Policy 202 – Regulations Governing the Operation of the Education Advisory</td>
<td>Pg. 6-7</td>
</tr>
<tr>
<td>Committee.</td>
<td></td>
</tr>
<tr>
<td>Policy 203 – Duties of the Chairperson or Co-chairperson in the Absence of the</td>
<td>Pg. 7-8</td>
</tr>
<tr>
<td>Chairperson.</td>
<td></td>
</tr>
<tr>
<td>Policy 204 – Sturgeon Lake First Nation Education Advisory Committee Code of</td>
<td>Pg. 8-9</td>
</tr>
<tr>
<td>Ethics.</td>
<td></td>
</tr>
<tr>
<td>Policy 300 – Eligibility.</td>
<td>Pg. 9-10</td>
</tr>
<tr>
<td>Policy 400 – Priorities for Approval of Applications.</td>
<td>Pg. 11-12</td>
</tr>
<tr>
<td>Policy 500 – Limits of Support.</td>
<td>Pg. 12</td>
</tr>
<tr>
<td>Policy 600 – Types of Support and Allowances.</td>
<td>Pg. 13</td>
</tr>
<tr>
<td>• 600.1 – Tuition and Book Support.</td>
<td>Pg. 13-14</td>
</tr>
<tr>
<td>• 600.2 – Travel and Relocation Assistance.</td>
<td>Pg. 14</td>
</tr>
<tr>
<td>• 600.3 – Part-Time Studies Support.</td>
<td>Pg. 14</td>
</tr>
<tr>
<td>• 600.4 – Living Allowance.</td>
<td>Pg. 14</td>
</tr>
<tr>
<td>• 600.5 – Allowance for Special Needs Students.</td>
<td>Pg. 14-15</td>
</tr>
<tr>
<td>• 600.6 – Emergency Assistance.</td>
<td>Pg. 15</td>
</tr>
<tr>
<td>• 600.7 – Graduation Assistance.</td>
<td>Pg. 15</td>
</tr>
<tr>
<td>• 600.8 – Educational Trips, Seminars and Conferences.</td>
<td>Pg. 15</td>
</tr>
<tr>
<td>Policy 700 – Incentives and Scholarships.</td>
<td>Pg. 15</td>
</tr>
<tr>
<td>• 700.1 – Process.</td>
<td>Pg. 15</td>
</tr>
<tr>
<td>• 700.2 – Incentives for Level III Programs.</td>
<td>Pg. 16</td>
</tr>
<tr>
<td>• 700.3 – Strategic Studies Bursary in Level II Programs.</td>
<td>Pg. 16</td>
</tr>
<tr>
<td>• 700.4 – Academic Excellence Scholarships for Level I and II Studies.</td>
<td>Pg. 16</td>
</tr>
<tr>
<td>• 700.5 Personal Performance and Achievement Scholarships for Level U, Level I</td>
<td>Pg. 16</td>
</tr>
<tr>
<td>and II.</td>
<td></td>
</tr>
<tr>
<td>Policy 800 – Accountability.</td>
<td>Pg. 16-17</td>
</tr>
<tr>
<td>Policy 900 – Appeals Process.</td>
<td>Pg. 17-18</td>
</tr>
<tr>
<td>Policy 1000 – Obligations of Students.</td>
<td>Pg. 18-19</td>
</tr>
<tr>
<td>Policy 1100 – Obligations of Adult Education.</td>
<td>Pg. 19</td>
</tr>
<tr>
<td>Policy 1200 – Student Registry.</td>
<td>Pg. 19-20</td>
</tr>
<tr>
<td>Policy 1300 – Policy Review.</td>
<td>Pg. 20</td>
</tr>
<tr>
<td>Appendix A - Steps for obtaining funding for post secondary education.</td>
<td></td>
</tr>
<tr>
<td>Appendix B - Funding Application Form.</td>
<td></td>
</tr>
<tr>
<td>Appendix C - Incentive &amp; Scholarship Form.</td>
<td></td>
</tr>
<tr>
<td>Appendix D – Budget.</td>
<td></td>
</tr>
<tr>
<td>Appendix E - Living Allowance Rates.</td>
<td></td>
</tr>
</tbody>
</table>
Addendum Ratification

This version of the Policy Manual was reviewed by PSSSP/Education Advisory Committee on June 25, 2012 and initially ratified by Band Council Motion on __________________________. It came into effect __________________________.
NOTICE TO READER: The statements, policies and procedures set out in this Policy Manual are intended to provide information to Post Secondary applicants, students and band membership. It was recommended by the (PSSSP) Education Advisory Committee and it is issued under the authority of Chief and Council.

Students are encouraged to read and retain this policy manual for reference. It outlines the terms and conditions for the student and SLFN to work together in furthering post-secondary educational goals. The support funding will be provided to eligible students attending an approved post secondary institutions.

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Section I PHILOSOPHY

Policy 100 Philosophy of the Sturgeon Lake First Nation Post Secondary Support Program

100.1 Self-determination is a recognized inherent right of First Nations. The Sturgeon Lake First Nation [“SLFN”] Education Program, and its advisory committee, the SLFN Education Advisory Committee, were established pursuant to the right to self-determination in education by the Band’s Chief and Council by Band Council Resolution.

100.2 The SLFN Education Program operates as a separate Band program, but under the general governance of Chief and Council. The K-12, Post Secondary Student Support Program and Aboriginal Skills and Employment Training Strategy (ASETS) Initiative operates under the Education Program.

100.3 SLFN has assumed responsibility for an educational program that meets the elementary, secondary, adult basic education, upgrading, post-secondary and technical training needs of its Band members.

   a) Nonetheless, its doors remain open to all students regardless of age, race, creed or national origin.

100.4 Notwithstanding the Band’s assumption of administrative control of the education services provided on Reserve, SLFN believes that each and every member of the First Nation is guaranteed a right to access education “for as long as the grass grows, the rivers flow and the sun shines”. The First Nation representatives who negotiated Treaty 6 on behalf of SLFN understood that formal education would enable the community to supplement traditional education with western teaching so their members and future generations could “live, prosper, and provide”. SLFN believes the Crown has a general fiduciary duty towards First Nations to protect them in the enjoyment of their aboriginal rights. SLFN believes that contemporary recognition and affirmation of aboriginal rights must be defined in light of the historic relationship.

100.5 The SLFN Education Program is sensitive to the social and economic realities of the community and the outside world and is dedicated to preparing students to be productive and responsible citizens in either. In keeping with this, the SLFN Education Program must prepare its students to confidently participate in both First Nation and non First Nation worlds and to appreciate the merits of both. This goal can only be accomplished in an educational environment that recognizes and affirms the dignity and worth of the individual and that is dedicated to principles of free inquiry and expression.

100.6 To achieve its goals, the SLFN Education Program will utilize all available resources to assist each post-secondary student to attain and have respect for the following:

   a) competency in basic academic skills [literacy and numeracy] that will serve as a foundation for future endeavours and lifelong learning;
   b) an ability to cope rationally, intelligently and constructively with problems and issues as they arise; and
   c) an ability to compete fairly for positions in post-secondary programs and in the workplace.

100.7 To achieve its goals, the SLFN Education Program is committed to a standard of excellence in all aspects of the education process. It requires the fullest cooperation of the staff, the community, Chief and Council and the Band’s Education Advisory Committee to ensure the achievement of these goals.

100.8 The Sturgeon Lake Post Secondary Student Support Program [“PSSSP”] is intended to provide support to eligible persons who

   a) are members of SLFN;
   b) have Grade XII or equivalent (Adult 12 or GED);
   c) are registered at a recognized post-secondary institution for the equivalent of at least 12 credit hours/semester (4 full/half courses);
   d) are enrolled in a program of studies that is at least eight (8) months in duration;
   e) are not in receipt of post secondary student support program funding from any other First Nation or government agency except for scholarships and bursaries;
   f) are not in default with the PSSSP or Aboriginal Skills & Employment Training Strategy (ASETS) program;
   g) have met the terms and conditions set out herein including the requirements set out in INAC’s current Post Secondary Education National Program Guidelines; AND
   h) have not breached the terms and conditions of a previous agreement for PSSSP funding or ASETS.

100.9 The objectives of the PSSSP are to encourage and support eligible persons

   a) to acquire university, college or technical training or professional certification so that they can become economically self-sufficient;
   b) to hone their individual potential;
   c) to further their personal and professional goals; and
   d) to become contributing members of their family, First Nation community, the region, the country and/or global community.
Section II Definitions

Policy 200 Definitions

200.1 For the purposes of this manual, the following words shall have the following meanings unless the context suggests otherwise:

a) “Academic Year” is the time during which a school, college or university holds classes and may be divided into “quarters”, “sessions”, “semesters”, “terms” or “trimesters” depending on the institution. Generally, an academic year begins with the start of autumn and ends the following summer but for the purposes of this policy will not be less than eight (8) months in duration.

b) “Bill C-31”(Bill C-3) means a person who gained Treaty status under the provisions of Bill C-31, Bill C-3 (Canada).

c) “Deferred applicant” means a student who has either missed the deadline for applying for post secondary assistance or for whom there was insufficient funding and whose application is held, at the request of the student, until the next intake process when it will be considered on its merits.

d) “Dependent” means a person other than a spouse to whom the student is parent or guardian or stands in loco parentis and

i. is under eighteen years of age, or if over eighteen but by reason of illness of disability is unable by reason of illness or disability is unable to obtain the necessities of life and remains in the student’s charge; or

ii. If over eighteen years of age, must attend high school and provide proof of registration and attendance, maintain good academic standing and attend regularly;

iii. continuously resides with the student at all times during completion of the student’s program of study; and

iv. for whom no financial support is received from any other source except for the child tax benefit or universal tax benefit.

e) “Dependent Spouse” means either

i. the wife or husband of a PSSSP student; OR

ii. a person with whom the student cohabits (lives together as life partners) and has cohabited continuously for a period of not less than one (1) year AND

iii. the spouse is dependent upon the spouse and does not receive income in excess of the level of income allowed for a dependent spouse by CRA.

f) “Full-time student” means the student is carrying the equivalent of twelve (12) credit hours per semester.

g) “High cost” means a program that is not accredited and/or that offers courses, curriculum and/or programs that are not transferable to other post secondary institutions (i.e., Academy of Learning).

h) “Part-time student” means a student who is carrying less than the equivalent of twelve (12) credit hours per semester.

i) “Post secondary education” means a program of studies offered by a post secondary institution for which completion of secondary school studies (i.e., Grade XII) or the equivalent is required (i.e., GED or Grade X and work or life experiences).

j) “Post-secondary institution” means any institution which grants degrees, diplomas, or certificates and which is licensed by provincial or state authorities as a post-secondary institution and include educational institutions affiliated with or delivering accredited programs by arrangement with a post-secondary institution. The PSSSP Office will maintain a list of nationally recognized and accredited post secondary institutions.

k) “Practicum” and “Internship” and “Articles” means a program where students spend time engaged in paid employment that closely relates to their academic studies and is a prerequisite of practising their profession.

l) “Private institution” means a Canadian or foreign post secondary institution which receives the majority of its funding from sources other than governments.

m) “Program of studies” includes all post secondary programs, at least one academic year in duration, leading directly to a certificate, degree or diploma or required for admission to professional certificate or degree program (i.e., pre-law, pre-medicine, etc.).

n) “Public Institution” means a Canadian or foreign post secondary institution which receives the majority of its funding from government sources.

o) “Reference Group Population” means the age 18 to 34 cohort of SLFN’s on Reserve First Nation populations.
“Special Needs” means any student that is afflicted with a disability as defined by the Saskatchewan Human Rights Commission is recognized as qualifying as a student with special needs. The SHRC definition of disability is:

Disability means:

i. Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing includes:
   a. epilepsy;
   b. any degree of paralysis;
   c. amputation;
   d. lack of physical coordination;
   e. blindness or visual impairment;
   f. deafness or hearing impairment;
   g. muteness of speech impediment;
   h. physical reliance on a guide dog, wheel chair or other appliance or device; or

ii. any of:
   a. a condition of mental retardation or impairment;
   b. a learning disability or dysfunction in one or more of the processes involved in the comprehension or use of symbols or spoken language
   c. a mental disorder where “mental disorder” means a disorder of thought, perceptive feelings, or behaviour that impairs a person’s:
      A. judgement
      B. capacity to recognize reality
      C. ability to associate with others;
      D. ability to meet the ordinary demands of life.

“Status Indian” means any person who is registered as a member of the Sturgeon Lake First Nation.

“Wait list” means a list compiled by the PSSSP Office of completed applications received between January 1st and June 30th of a calendar year that are date stamped and filed by priority grouping until all of the applications for PSSSP funding are reviewed.

200.1.1 Unless any provision in this Manual otherwise specifies, and where the context requires, the singular shall include the plural and the plural the singular. Furthermore, where the context requires, masculine pronouns shall be deemed to be read as feminine pronouns or vice versa.

Policy 202 Regulations Governing the Operation of the Education Advisory Committee

202.1 Decisions of the Education Advisory Committee shall be made by simple majority vote (50% + 1). A quorum shall consist of three (3) members.

202.2 All meetings of the Education Advisory Committee shall be open to any elector. If a private session is required to discuss confidential, personnel or related matters, the Education Advisory Committee may meet “in camera” as a committee of the whole. A Committee of the Whole includes the Elders, Portfolio Councillor and the Director of Education where there is no conflict of interest. However, any motions or resolutions must be passed at an open meeting of the Education Advisory Committee.

202.3 Chief and Council may exercise their overriding authority with respect to any recommendation of the Education Advisory Committee [whether by motion, resolution or directive] if:
   a) there is a violation of the terms and conditions for local control of education by INAC;
   b) there is a violation of any of the terms of reference contained within the Education Addendum;
   c) there is a violation of any current Band policy; or
   d) the Chief and Council, acting reasonably, find such motion or directive objectionable for any other reason.

202.4 Chief and Council may exercise their overriding authority to declare any recommendation of the Education Advisory Committee null and void.

202.5 At least twice per year, there shall be a joint meeting of the Education Advisory Committee and the Chief and Council to discuss matters pertaining to the Education Program. At these joint meetings the Education Advisory Committee shall submit a report setting out the activities of the Committee since the last report.
At least once per year, there will be a general Band meeting at which the annual report of the Education Advisory Committee shall be presented to all electors.

Any member of the Education Advisory Committee who misses more than three (3) consecutive scheduled meetings or any four out of six consecutive scheduled meetings, without good and reasonable cause, shall be removed from his or her position. The Councillor with the Education portfolio shall report the same to the Chief and Council who will declare the position vacant and appoint someone to finish the term according to Band custom.

If any member of the Education Advisory Committee is convicted of an indictable offense or otherwise disqualified from sitting on the Education Advisory Committee, then his or her position shall immediately be declared vacant and Chief and Council shall select someone to finish the term.

If any member of the Education Advisory Committee wishes to resign prior to the expiration of his or her term, he or she should do so in writing to Chief and Council with copies of the letter delivered or mailed to the Chairperson and Director of Education. The letter should include the effective date of resignation and set out the reason(s). Verbal resignations may be accepted. Upon notice of resignation, Chief and Council shall select someone to finish the term according to Band custom.

An Education Advisory Committee member who wishes to apply for a job with the Education Program must resign before applying for the position.

An Education Advisory Committee member who is disruptive and does collaboratively with the Chief and Council, school administrators or school staff may be removed from the Committee by Chief and Council.

An Education Advisory Committee member who breaches the code of ethics, oath of confidentiality or conflict of interest protocol shall be removed from the Committee by the Chief and Council.

Policy 203  
Duties of the Chairperson or Co-chairperson in the Absence of the Chairperson

The Chairperson shall:

Convene Adult Education meetings of the Education Advisory Committee at the request of the Director of Education or the Adult Education Coordinator in the absence of a Director of Education.

Call meetings to order and determine if a quorum of members [i.e., three voting members] is present. If a quorum is present at the opening of the meeting, the Committee members present may proceed with the business of the meeting, notwithstanding that a quorum is not present throughout the meeting.

If a quorum is not present at the opening of the meeting, the members present may adjourn the meeting to a fixed time and place but shall not transact any business.

If a quorum is present and following an opening prayer, the Chairperson shall announce the order of business and have the agenda approved ‘as circulated’ or ‘as amended’. The order of business thereafter will normally be:

1. Opening Prayer
2. reading of minutes from the last meeting;
3. approval or amendment of said minutes;
4. reading of reports;
5. approval of reports as read/circulated or as amended;
6. reading of any correspondence;
7. discussion of old business arising from the minutes;
8. discussion of new business;
9. setting of next meeting date and time;
10. adjournment; and
11. closing prayer.

203.5 Maintain order and be an impartial mediator in the workings of the Education Advisory Committee.

203.6 Ensure that the business of any meeting proceeds in an orderly and civilized fashion.

203.7 Not propose or second motions or resolutions.

203.8 Not vote on a motion or resolution unless his or her vote will break a tie.

203.9 Call for a motion and ensure that it is seconded for all business decisions of the Education Advisory Committee.

203.10 Read or cause to be read the motion under consideration.

203.11 Ensure that all members of the Education Advisory Committee present at the meeting have an opportunity to debate and discuss each motion provided.

203.12 After enough time is spent on debate and discussion, call for a vote on the motion.

203.13 In the case of a Committee meeting where the Chairperson is absent or unable to be present throughout, the Director of Education shall chair the meeting.

Policy 204 Sturgeon Lake First Nation Education Advisory Committee Code of Ethics

As a member of the Education Advisory Committee I will:

204.1 Be motivated by a sincere desire to serve my Band and the PSSSP students from my community to the best of my ability.

204.2 Make a commitment to attend all meetings.

204.3 Recognize that the spending of PSSSP funds is a public trust and I will see that all such money is spent efficiently, economically and wisely with the best interests of the PSSSP and the adults it serves in mind.

204.4 Not use the PSSSP or any part of it for my own personal advantage or gain nor for the advantage or benefit of family or friends.

204.5 Do everything possible to maintain the integrity, confidence and dignity of the office of Education Advisory Committee member.

204.6 Listen to what other Committee members and other individuals or groups may have to say before I make any final decisions on a matter.

204.7 Avoid being rude or nasty and use proper manners and behaviour in dealing with my fellow Committee members and Education Program staff.

204.8 Encourage full and open discussions in all matters with my fellow Committee members.

204.9 Treat other members of the Committee and Education Program staff with respect and consideration.

204.10 Not withhold or hide from members of the Committee any information or matter(s) in which they should be concerned or informed.
204.11 Not, in or out of meetings, put down other Committee members or their opinions, but I reserve the right to make truthful and respectful criticism.

204.12 Not, in or out of meetings, put down Education, post secondary staff or elected officials, but I reserve the right to make truthful and respectful criticism. Recognize that as an individual Committee member I have no authority to make decisions on behalf of the Committee or to speak on behalf of the Committee.

204.13 Recognize that the authority of the Committee rests in the decisions and motions it makes in properly called meetings.

204.14 Follow the majority decisions of the Committee once they are made, and I will accept and support them as long as I remain a member of the Committee.

204.15 Not discuss the confidential business of the Committee outside of Committee meetings.

204.16 Keep informed of all local, provincial and national educational developments of significance.

204.17 Sincerely try to interpret the needs of and attitudes of the entire community and do my best to see them put into practice in the PSSSP.

204.18 In public meetings or in private discussions with staff and community members, be careful to present my views and opinions as my own personal ones, and not as those of the Committee or other Committee members.

As long as I am a member of this Committee, I shall:

204.23 Represent the interests of all members of the Sturgeon Lake First Nation and not favour any special interests inside or outside the community.

204.24 Not use my position on this Committee for my own personal financial advantage or for the advantage of my friends, family or business associates whether as loans or advances or other benefits including access to PSSSP resources.

204.25 Keep privileged information confidential at all times.

Policy 300 Eligibility

300.1 The Student must be a member of the SLFN and be listed on the Band membership list.

300.2 The student must be enrolled in a program of at least eight (8) months duration that leads to a recognized certificate, degree or diploma and which ordinarily requires at least a Grade XII diploma as an entrance requirement.

300.3 The student must have met the entrance requirements and been accepted for enrolment in a program of studies at a public post secondary institution.

300.4 SLFN PSSSP funding will be provided in accordance with terms set out herein including INAC’s current Post Secondary Education National Program Guidelines. If demand for funding exceeds the availability of funds, applications will be accepted according to the policies set out herein and those which are not accepted shall be deferred according to the priority rules set out in herein. No more monies will be allocated than are available in a particular academic year.

300.5 Applicants cannot receive funding from other Band programs while in receipt of PSSSP funding (i.e., Social Assistance) BUT may receive funding from other programs (i.e., Social Assistance) between sessions (i.e., inter session or summer session) if they are not enrolled in post secondary programs.
Deferred applicants may update their applications by submitting a current proof of acceptance to an approved post secondary program.

Students may apply for programs of study outside Saskatchewan but in considering such requests for PSSSP funding, the Education Advisory Committee will consider the availability of the program of studies closer to SLFN and in no case will more money be advanced than would have been done had the student taken a similar course in Saskatchewan. If a particular program of studies is not offered in Saskatchewan, regard will be had to the cost of a comparable program provided in Saskatchewan.

A student who is entering his/her final year by May 1st and who requires only one or two classes to complete his/her certificate, degree or diploma requirements may be allowed to attend inter session or summer school with full funding upon application to the Education Advisory Committee setting out the circumstances. Similarly, a student who requires courses that are only offered during inter session or summer school may be allowed to attend the same with full funding upon application to the Education Advisory Committee setting out the circumstances. All such decisions are at the sole discretion of the Education Advisory Committee and shall depend upon availability of funding.

Applications must be received at the Sturgeon Lake First Nation PSSSP Office by the deadlines set in this policy. Applications can be hand delivered or sent by fax or regular mail and will be date stamped upon receipt. Applications which are not complete will not be processed until all of the supporting documentation has been provided.

All supporting documentation must be submitted to the PSSSP Office on or before the deadlines set out herein. The following documentation is required before applications will be processed:

a) photocopy of current Treaty card;

b) verification of acceptance by a recognized post secondary institution;

c) dependent verification: a copy of the current CRA Child Tax Credit form showing the names and birth dates of the dependents and to whom the same is paid;

d) if claiming a dependent spouse, proof of cohabitation and spouse’s income from all sources (wages, social assistance, child support, spousal support, GST credit, child tax credit, etc.);

e) official transcripts (Grade XII /GED OR ABE for new applicants) and program transcripts for returning students;

f) a copy of the current Saskatchewan hospitalization card(s) showing the names and birth dates of all dependents;

g) a program description and course syllabus; and

h) a signed Release authorizing the PSSSP to access information about the student’s attendance and performance, etc.

Application deadline dates are as follows:

- May 31st: Fall (September) admission
- October 15th: Winter (January) admission
- March 15th: Inter session / summer school / summer program

All continuing students must submit official transcripts of marks and proof of continued or re-enrolment to maintain funding. Failure to submit the same by the deadlines set out above will disqualify them for consideration for funding for the subsequent year.

All students must sign a Release prior to any funding being provided.

Ineligibility – all students who have completed a certificate, diploma and/or degree program will not be eligible for funding within that level. See policy 500 Limits of Support.

POLICY 400 PRIORITY FOR APPROVAL OF APPLICATIONS
Priorities for approval of application for tuition and books shall be based on the following categories with Group 1 being the first set out of applications to be approved. Group 2 to be second considered, Group 3 to be third and so forth.

Only applications received within the deadline dates set out above will be considered for the current intake. Those that are not accepted but are deferred will be considered early applicants for the next intake.

These categories may be modified to accord with the types of application received for a particular intake or to accommodate specific SLFN initiatives. Students will be notified of any changes.

**Group 1 – Note: these categories will be considered together and given equal priority.**

1. Continuing (Full-time/Part-time) students in good standing: successful completion of at least 75% (3 out of 4 classes or 4 out of 5 classes during the previous academic year) with minimum grade average requirements for program completion.

2. Students who have recently completed Grade XII, ABE 12 or GED 12 and have been accepted into regular post-secondary programs.

**Group 2 – Note: These categories will be prioritized separately within the group.**

1. Mature Students
   1.1 Students with a grade 12
   1.2 Students with GED or ABE 12
   1.3 Students without Grade 12 or ABE/GED 12

2. UEP Students
   2.1 Students with Grade 12
   2.2 Students with GED or ABE 12
   2.3 Students without GED or ABE 12

**Group 3 – Note: These categories will be prioritized separately within the group.**

1. Students taking advanced/post graduate level certificates, diplomas or degrees
2. Students taking a professional degree after degree programs: LLB, MD
3. Students taking combination degrees or pre-degree students
4. Students entering a high program level (i.e. certificate/diploma to degree)

**Group 4 – Note: These categories are prioritized separately within the group.**

1. Students who are returning after a leave of absence for authorized medical or substantial personal reasons with grade requirement similar to the continuing students in Group 1.
   1.1 Returning to the same program
   1.2 Returning to a different program

**Group 5 – These categories are prioritized separately within the group and are only funded if there are available funds.**

1. Students who are changing disciplines mid program.
2. Students applying to program that do not normally qualify for PSSSP because of durations, academic requirements, cost, etc.
   2.1 programs that require less than Grade XII for admission.
   2.2 seat purchase programs (i.e., National Aviation School).
Group 6 - All other students - Separate priority in each case
6.1 Student who have not completely repaid an overpayment.
6.2 Students changing programs before completion as a result of performance.
6.3 Students who have been required to discontinue and who have been re-admitted by the academic institution.
6.4 Students who remain in program(s) beyond their student months without completing their program.
6.5 Students who have not been required to discontinue by the post-secondary institute.
6.6 Students who have been required to discontinue and who, after being re-admitted into a post-secondary institution.
6.7 Students who withdrew or failed to complete their course and who, after being re-admitted into a post-secondary institution.

400.4 Living expenses will follow approval for tuition and books provided the student is attending post secondary programs off Reserve and registered in a minimum of 12 credit hours per semester. If a student withdraws from one or more classes with the result that he or she is taking fewer than 12 credit hours, the funding will be discontinued or pro-rated depending on whether or not he or she is still registered in at least 9 credit hours. Further funding for students who are registered in fewer than 12 credit hours must be approved by the Education Advisory Committee.

a) Students that dropped to 9 credit hours will be prorated to three quarter time funding
b) Students that dropped to less then 9 credit hours will be rated as part time status

POLICY 500 LIMITS OF SUPPORT

500.1 Students must ordinarily choose one academic path throughout studies.

500.2 Support for travel and living expenses will be provided for four (4) levels of post-secondary education, with limits placed on the duration of support according to the level of program that student is enrolled in.

Level U
University or College Entrance/Preparation. A student is allowed up to 8 student months. Students should be aware that attendance at a UEP [University Entrance Program] may not always be required to enter a University.

Level I
Technical Institute, Community College or CEGEP (College d’Enseignement General et Professionnel defines in French as “College of General and Vocational Education) diploma or certificate program. A student is allowed up to 16 months funding depending on the institution’s normal program duration.

Level II
University Undergraduate Program (i.e., B.A. / B.Ed. / B.Sc. / B.Comm. / B.Sc.N. / B.S.W. / B.I.S.W. / B.Admin, etc.) a student is allowed up to 40 months of study based on the Universities normal program duration.

Level III
Advanced or professional degree programs.

i. Post Graduate Programs (i.e., Masters or Doctorate programs): the duration of support will be in accordance with the university’s normal program duration; however, reasonable limits may be established on the basis of individual need. All applications will be dealt with on an individual basis. Graduate students are ordinarily allowed up to 24 months of study.

ii. Professional Degree Programs (i.e., M.D. / LLB): the duration of support will be in accordance with the University’s normal program duration. A student will ordinarily be allowed up to 32 months of study.

500.3 Funding may be considered when a student drops out of a Level II program and goes to a Level I program. If a student resumes Level II studies, the previous time spent at Level II will be counted for support purposes.

500.4 Students cannot remain ‘unclassified’ for a period of longer than two (2) academic years.
The duration of assistance will accord with the official length of the program as defined by the post-secondary institution at which the student is enrolled, while the student is in good standing at the institution.

Level III funding arrangements will be dealt with on an individual basis and arrangements will depend upon the program and institution.

Students who transfer programs and, as a result, may require additional funding require the prior written approval of the SLFN Education Advisory Committee to transfer or the student may be disqualified from seeking further PSSSP funding.

Where students change programs within one of the aforementioned levels, the academic time used for each program within this level will be counted for support purposes [i.e. a student starts out in Arts and switches to Commerce or Education]. Students wanting to change program levels must seek the prior written approval of the SLFN Education Advisory Committee or the student may be disqualified from seeking further PSSSP funding.

Students who become eligible for support and who have previously completed a portion of post-secondary studies without support from the SLFN PSSSP may receive support for the balance of their program of studies provided they meet the terms set out herein.

Support will be approved for University Academic year which is normally eight (8) months (Fall and Winter Sessions - September to April). Students will not ordinarily be supported through inter session or summer school. Student for whom inter session or summer attendance is required, will receive normal levels of support through these sessions. Support for students attending other post-secondary institutions (i.e., SIAST) will be sponsored for the normal academic year as determined by that institution. Students must re-apply for support annually. Only required program courses will qualify for funding.

Financial assistance for tuition, compulsory student fees and required books may be provided to full-time and part-time students who have also been provided with PSSSP funding [see 600.1].

Students who are enrolled in correspondence, on-line or distance education courses qualify for limited assistance (Books & Tuition, other related costs which are required by the post-secondary institution).

**POLICY 600 TYPES OF SUPPORT AND ALLOWANCES**

**600.1 Tuition and Book Support**

a) Includes fees for one (1) registration / application fee; tuition fees; compulsory tutorials, seminars, and laboratory fees; library fees; compulsory student union fees; initial professional certification or qualification fees; examination fees; and assistance with books and supplies, which are required by the post-secondary institution and are not included in the tuition.

b) Students considering attendance at a recognized private, foreign or out-of-province post-secondary institutions, should note that they will ordinarily be eligible for tuition support of not more than the cost of comparable program in Saskatchewan.

c) Students enrolled in foreign institutions [i.e., institutions outside of Canada] may be eligible for tuition support at the actual tuition rate charged by the foreign institution where no comparable program is available at an institution in Canada. The onus is on the student to show that no comparable Canadian program is available. Students enrolled in out of Province institutions may be eligible for tuition support at the actual tuition rate charged by the out of Province institution where no comparable program is available at an institution in Saskatchewan. The onus is on the student to show that no comparable program is available in Saskatchewan.
d) Students who receive scholarships or bursaries to attend post-secondary institutions will be eligible for additional funding from the PSSSP as required to meet tuition, travel or living costs not fully covered by the scholarships or bursary. All regulations governing eligible students, programs and institutions must be met. Each case will be considered individually.

e) Students who require extra tutorial assistance to convocate will be asked to provide the following:
i. a request from the student for tutorial support;
ii. support for tutorial request by the Institution;
iii. an invoice from a tutor providing his or her name and address and/or a receipt from the student;
iv. student tutorial support will be payable upon receipt of satisfactory receipts or invoices.
Contact PSSSP staff for tutoring application assistance and approval.

600.2 Travel and Relocation Assistance

a) Students will be eligible for travel support for one (1) round trip per semester for the student and his/her dependents if their permanent address is different from their study address at the rates established in PSSSP Operating Guidelines. The travel rate is set by the Band. Out of province students will receive travel support at the same band rate they would receive if they were attending the public post-secondary institution nearest to their permanent homes offering a comparable program.

b) Students and graduates may be eligible for relocation assistance to move from the student’s home community to the community where the post-secondary institution is located. The relocation assistance would be payable at the start of a student’s program and upon graduation provided the student is returning to his/her original address. The rate payable will be set annually in the Operating Guidelines and in accordance with SLFN’s mileage rates.

c) Approval for relocation assistance will be dependent upon the student providing verification from the SLFN housing program or current landlord of the change of address and clear demonstration of need.

600.3 Part-time Studies Support

a) When a student attends a post-secondary institution less than full-time (less than 12 credit hours per semester), the student may be eligible for assistance to pay for required books and supplies and tuition fees. If the student is registered for 9 credit hours, he or she may also qualify for a pro-rated living allowance.

b) Students enrolled in correspondence, on-line or other distance education courses qualifies only for tuition fees, book assistance and other associated fees required by the post-secondary institution and are not included in the tuition.

c) Part time students must follow the same admission procedures as for full time students.

600.4 Living Allowance

a) The living allowance rate structure and entitlement is set out annually in INAC’s current Operating Guidelines. The Education Advisory Committee will review the same and determine whether additional funding can be found to supplement the amounts set out in the Guidelines. The living allowance is expected to cover the costs of necessaries: food, shelter (rent and damage deposit), utilities, transportation, clothing, child care.

i. School registration fees and book fees will be paid to the student on behalf of dependent(s) attending school in the community where the parent is attending a post-secondary institution. The rates are set in Operating Guidelines.

ii. A bus transportation allowance will be paid to the student on behalf of dependents who must use public transportation to attend Division III or IV schools in the community where the parent is attending a post-secondary institution. The student may also apply for the transportation
allowance. Rates will be set at the normal monthly bus pass rate for the city where the student resides. It is the student’s responsibility to provide proof of purchase of public transportation passes.

iii. Students with employed spouses will receive the single rate. Where both spouses are in receipt of PSSSP, one must claim the living allowance rate equivalent to a married student with employed spouse and the other will receive the single student rate.

600.5 Allowance for Special Needs Students

Students with special needs requiring additional assistance related to attending a post-secondary program shall have their requests considered on an individual basis. Special needs expenses must be relevant to the student’s special needs and to their successful completion of the program of studies. The assessment of special needs will be carried out by the Student Counsellor in collaboration with student services staff at the institution and the student. In the event that the student wishes to appeal the decision, normal appeal procedures will apply.

600.6 Emergency Assistance

Emergency assistance may be paid, subject to availability of funds, to eligible full-time PSSSP students to defray costs associated with emergency or special situations not covered under other provisions of the policy. Emergency assistance may be provided for situations that include, but are not necessarily limited to the following: emergency travel due to death or critical illness in the immediate family (includes the spouse (legal or common-law) of a PSSSP student, the grandparents, parents (natural or adoptive), siblings (natural or step), offspring (natural or adopted) and grandchildren of a PSSSP student; or the grandparents, parents, siblings, offspring and grandchildren of the spouse of a PSSSP student), rental of specialized equipment designated by the post-secondary institution, specialized counselling services or other costs of an extraordinary nature. Emergency Assistance is repayable to the PSSSP in some instances.

600.7 Graduation Assistance

a) Students are eligible graduation assistance. Graduate assistance must be applied for in writing and must be accompanied by a letter from their institute indicating that the student has met the requirements to graduate.

b) The amount of assistance available is as follows:

i. 1 year program $400
ii. 2 year program $500
iii. 3 year program $650
iv. 4 year program $650
v. post graduate, professional degree or degree after degree program $900

c) Assistance must be requested at least one (1) month in advance of a graduation ceremony. Proof of graduation / convocation must be submitted. If there is no graduation ceremony, there will be no assistance provided. The assistance must go towards the expenses for the student and his/her guest to attend the graduation ceremony including clothing costs, cap and gown rental, travel, accommodation, meals, tickets to the ceremony and/or banquet.

600.8 Educational Trips, Seminars and Conferences

A letter of request must be submitted to the PSSSP Worker at least one (1) month in advance of the event outlining the type of assistance required. A letter from the institution must accompany the request verifying that the trip, seminar or conference is part of the program curriculum. Trips, conferences and seminars that are not part of the program requirements are not covered.

Rates for students attending required educational trip, seminars or conferences are at the rates established for the Band:

- meal rates: at the rates set by the Band or cost recovery whichever is less
- mileage rates: at the rates set by the Band or cost recovery whichever is less
- accommodation: at the rates set by the Band or cost recovery whichever is less
- registration fee: at cost
POLICY 700 INCENTIVES AND SCHOLARSHIPS

700.1 The PSSSP in conjunction with the Education Advisory Committee will award incentives and scholarships and establish a process for administration and disbursement of incentives and scholarships. Incentives and Scholarships include the following types of awards:

It is the student’s responsibility to apply by November 15th for the Scholarships and/or Incentives each year.

700.2 Incentives in Level III Programs:

Students enrolled in a Level III program may receive incentives upon commencement of the final year of their program or upon successful completion. This incentive will only be provided once. Incentives are subject to a maximum of $1000.00.

700.3 Strategic Studies Bursary in Level II Programs:

To encourage students to engage in studies which directly contribute to the advancement of Indian Self-Government and economic self-sufficiency, the PSSSP offers an incentive scholarship. Strategic Studies Scholarships may be awarded upon successful completion of one year of an eligible program and continuation. Students who are currently receiving financial support under the PSSSP and who are enrolled as full time/part time students in a program of studies in the areas of:

- commerce, public or business administration, physical science, mathematics and computer sciences, forestry, engineering, education, social work, and Indian social work and/or any other areas as defined as level II are eligible for the Strategic Studies Scholarships.

The amount of the scholarships awarded by PSSSP is divided among eligible students up to a maximum of $5000.00. Eligibility for the scholarship is conditional upon successful completion of one (1) year of the program of study and continuation in it. The scholarship will be awarded annually at the PSSSP Christmas Dinner and thereafter in accordance with the length of the program as defined in the limits of assistance. Recipients of the scholarship will be determined by the administering organization. Eligible students may only apply for either an Academic Achievement Scholarship or a Strategic Studies Bursary in an academic year.

700.4 Academic Excellence Scholarships for Level I and II Students:

In recognition of academic excellence, scholarships may be awarded to students enrolled as full-time/part time students and who achieve a grade of B or higher in their program in any university. Eligible students will be eligible for either an Academic Achievement Scholarship or a Strategic Studies Bursary in an academic year.

a) Students currently receiving support under PSSSP are eligible for scholarships in recognition of academic excellence.

b) Students may be eligible for this scholarship upon successful completion of each year of their program of studies.

c) Students may be eligible for this scholarship on the basis of outstanding academic achievement, which means a grade score of 70% or more, as determined by the institution attended.

d) The amount of the scholarships awarded by PSSSP is divided among eligible students up to a maximum of $3000

700.5 Personal Performance and Achievement Scholarships for Level U, Level I and Level II:

In recognition of personal performance and achievement, scholarship may be awarded to students enrolled level U, Level I and Level II. Personal Performance and Achievement Scholarships are subject to a maximum of $2000.00.

700.6 Students may be awarded only one scholarship/bursary in an academic year.
POLICY 800  ACCOUNTABILITY

800.1 Every effort should be made by the PSSSP to recover overpayments to students who fail to comply with the terms and conditions outlined in this policy or who knowingly provides false or misleading information with respect to their application, performance or attendance.

800.2 When it is suspected a student has failed to comply with the terms and conditions as outlined, the PSSSP staff will:
   a) write a letter to the individual setting out the concern and inviting an explanation;
   b) if no explanation is provided or if the evidence supports the overpayment, the student will be suspended from the current rate of funding and the PSSSP staff will arrange with the student to recover any living allowances paid to the student for any semester(s) in which the policy has been violated.

800.3 When it is known that a student has been placed on an academic probation by their institution, the student will be also be placed on probation by SLFN Adult Education. The student must sign a probationary contract for the duration of that semester.

800.4 Students who are required to discontinue or withdraw from their program of study without a valid reason shall be disqualified for a period of at least one (1) full academic year or until full recovery of the overpayment. If the student wants to return prior to full repayment, he or she will enter into a Debt Recovery Plan Agreement.

800.5 Students who are initially registered as full-time students in their program of studies and who subsequently withdraw from a class or classes without a valid and substantiated reason (i.e., health) after the time for withdrawing without penalty shall be responsible for the repayment of that portion of the tuition fees paid for the class(es). He or she will enter into a Debt Recovery Plan Agreement.

800.6 Students funded under PSSSP funding, who for valid medical reasons are unable to complete a semester or more of their program of studies may apply to have their sponsorship deferred to a future time. All applications for deferral must be accompanied by a detailed medical report from the student’s attending physician verifying that the temporary or permanent disability of the student is wholly incompatible with their continued attendance at the post-secondary institute. Each application for deferred sponsorship shall be considered on its own merits.

800.7 Students are required to maintain a monthly attendance average of 90% or greater to qualify for ongoing sponsorship. When a student fails to meet this expectation, the following procedure will apply:
   a) The Student Support Advisor will contact the student by phone or letter advising that the student’s attendance must immediately improve to at least 90% or more.
   b) If attendance continues to fall below the minimum requirement the student will receive a second letter indicating that their living allowance will be prorated according to attendance.
   c) If attendance remains or falls below the minimum requirement a third time, the student will be disqualified from further funding for a period of one (1) year and will be moved to Group 6 of the wait list.

800.8 All living allowances recoverable under this policy shall be considered a debt due to the PSSSP and shall be enforced by way of deduction from future living allowances to be paid to the student as provided herein.

800.9 Unless otherwise agreed, the following procedure shall apply to the debt recovery:
   a) where the amount to be recovered is $500 or less, arrangements shall be made to have the payment recovered by the end of the current semester.
   b) where the amount to be recovered is between $500 and $3,600, payment shall be recovered by way of deduction from the future living allowances to the end of the program of study in which the student is enrolled.
   c) where the amount to be recovered is greater than $3,600, arrangements satisfactory to the PSSSP with respect to overpayment will have to be made before any further funding is considered.

800.10 The PSSSP program may purchase a computer on behalf of the student and the cost of the same will be deducted in equal instalments from the student’s living allowance such that the entire sum owing will be repaid before the end of the fiscal year. To qualify for a computer, the following will apply:
   a) the student must be a full time student
   b) must have completed one full year of studies
c) the computer must be relevant to their studies, by a supporting documentation by the instructor

d) once approved the student must enter into a Debt Recovery Plan Agreement

If the student drops out or is required to withdraw, the amount left owing will be a debt applied to the students file.

POLICY 900 APPEALS PROCESS

900.1 There is no appeal against failure to fund because of insufficiency of funds or where funds have been fully committed or where the students errors or omissions or failure to perform have resulted in the student being expelled or required to discontinue. It is acknowledged that there are insufficient funds provided by INAC to fund every student who applies for funding. The funding priorities are set out in this policy. However, there may be an appeal if the Education Advisory Committee fails to follow the priorities set out herein in awarding sponsorship.

900.2 With exception noted above, students may appeal decisions made by the PSSSP staff or Education Advisory Committee provided that such appeal is launched within fourteen (14) of the receipt of the decision being appealed.

900.3 Upon receipt of a Notice of Appeal, an impartial Appeal Board will be assembled consisting of three (3) persons including the Director of Education or Principal, Band Administrator and Post Secondary Adult Education Coordinator. An Elder will be asked to attend the Appeal Hearing but will not vote. The Appeal Hearing will be held within thirty (30) days of receipt of the Notice of Appeal.

900.4 Each party, the student [“the Appellant”] and the Education Advisory Committee and/or PSSSP staff [collectively, “the Respondent(s)”] may provide oral presentations to the Appeal Board. Both sides will be required to file supporting documents to the Appeal Board and the other side at least one (1) week in advance of the Appeal Hearing.

900.5 Each party may have an advocate or legal counsel appear with them. Any party choosing to have legal counsel present, does so at his/her own expense. No party may draw elected officials into the debate.

900.6 The Board shall render its decision based on the factual evidence presented. The Board may determine its own procedure for hearing evidence and all questions or issues raised shall be settled by the majority decision of the tribunal.

900.7 All decisions of the Appeal Board shall be final and binding and there shall be no further recourse by way of appeal to the Chief and Council, INAC or the courts. Without limiting the generality of the foregoing, no order, direction, declaration, or decision of the Board shall be subject to review by any other person or panel and no order shall be made or processed or proceedings taken by way of injunction, declaratory judgment, certiorari, mandamus, prohibition, or otherwise to question, review, prohibit or restrain the Board or may of its proceedings or decisions.

900.8 The Adult Education will provide costs for the Appeal Board, the applicant and respondent(s). The Adult Education will cover the costs of legal counsel, if any, for the Appeal Board.

POLICY 1000 OBLIGATIONS OF STUDENTS

1000.1 Each student must have a current Canadian bank account for financial services.

1000.2 The SLFN PSSSP is intended to provide support for students with serious intent to succeed in post-secondary education. Expectations are that the students will attend at least 90% of their classes, submit assignment regularly and
apply themselves to their studies. Students are expected to conduct themselves in a manner that will bring credit to themselves, their family and peers.

1000.3 Each student must sign a contract acknowledging that they have been provided with a copy of this Manual and that they agree to abide by the terms therein and suffer the penalties if they breach the terms or conditions.

1000.4 The student is required to keep SLFN PSSSP staff apprised of their progress. If the student is having trouble with assignments or course work, tutorial or other assistance may be provided.

1000.5 The student is required to immediately advise the SLFN PSSSP staff if they drop a class, transfer to another class or withdraw voluntarily or otherwise.

1000.6 The student is required to report any change of circumstance that might affect funding level [i.e., change in domestic situation (separation or divorce, change in number of dependent children, etc.).

1000.7 The student is required to immediately report changes of address, phone number, e-mail or other contact information.

1000.8 Students are required to provide copies of their midterm and final marks. To qualify for on-going sponsorship a student must meet the following criteria:

   a) complete and pass all four classes with a 65% average;
   b) complete and pass all four classes with an average of less than 65% and receive approval for funding from the Education Advisory Committee based on funding priorities; or
   c) complete and pass 75% of the course load with a 70% average.

Students who do not meet one of the above requirements shall be placed on academic probation for at least one (1) semester. Students who have been disqualified and who do not meet the requirements in the subsequent semester will thereafter be disqualified for a period of at least one (1) year.

When calculating a student’s average for a semester, the SLFN PSSSP will use the following guidelines provided by the institution of study:

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<tr>
<th>Grade</th>
<th>Percentage</th>
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<tr>
<td>No Papers / Failing Grade</td>
<td>grade assigned or 40% (if no grade assigned)</td>
</tr>
<tr>
<td>Incomplete</td>
<td>0%</td>
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<tr>
<td>Withdrawal (unexcused)</td>
<td>0%</td>
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</table>

1000.9 Students will be held personally responsible for reimbursing the PSSSP program for overpayments including the tuition related to courses from which they withdrew, failed to complete course requirements, and/or failed to write the exam except where the institution has accepted certified medical reasons. In the event that a student fails one or more classes, it may be necessary to reallocate resources to persons showing greater promise of success.

1000.10 PSSSP staff are Band employees. There is zero tolerance for abusive behaviour directed at the staff and Education Advisory Committee. This includes verbal and physical abuse. Harassment will be reported to the RCMP and may affect current funding and/or consideration for future funding.

**POLICY 1100  OBLIGATIONS OF ADULT EDUCATION**

1100.1 The SLFN PSSSP will clearly set out the obligations of the students in the SLFN PSSSP Manual and related documents or by such other means as they deem advantageous.

1100.2 The SLFN PSSSP will provide orientation and/or student counselling services to new intakes.
1100.3 Student visits will be conducted in each of Prince Albert, Saskatoon and Regina at least once a semester by SLFN PSSSP staff.

1100.4 The SLFN PSSSP staff and Education Advisory Committee shall ensure the even-handed application of this manual to qualified students without fear or favour.

1100.5 Neither the SLFN PSSSP nor the band will assume any responsibility for financial commitments made by a student prior to applying for and being offered sponsorship. Nor will the PSSSP or Band assume responsibility for debts incurred by the student outside of the funding offered.

POLICY 1200 STUDENT REGISTRY

1200.1 The Adult Education will maintain documentation with respect to the student support provided.

1200.2 The Adult Education will maintain a student registry for statistical submission. The registry will contain the name of each student receiving funding as of November 1 of each year; the institution(s) attended, the program of study, the degree/diploma/certificate sought and the date attained, any additional information that may be required to be reported.

POLICY 1300 POLICY REVIEW

1300.1 The policy will be reviewed annually to address any changes or deficiencies.
APPENDIX A

SCHEDULE A  STEPS FOR OBTAINING FUNDING FOR POST SECONDARY EDUCATION

1. Applying to the institute/program you wish to attend: Contact the Sturgeon Lake First Nation PSSSP with respect to payment of application fees and details.

2. Apply for post-secondary funding and submit all required documents. You will be placed on our wait list and contacted when funding decisions are made [usually in early June] of each year and informed of your status. One of three (3) decisions will be made with respect to each application for funding:
   a) Approved: students may start their program on the date applied for.
   b) Not Approved: students have been denied PSSSP funding for various reasons including academic, personal or financial.
   a) Deferred: applications are held on the “wait list” for various reasons including but not limited to incomplete applications, applicant not accepted into his/her chosen program, no start date provided, insufficient funding available, program does not qualify.

How to apply for Funding:

3. Complete and submit the PSSSP Application for Funding Form [attached as Schedule B]. Make sure you fill in every space on the form. Include all documentation required with your application form.

4. Mail the completed form and supporting documentation to:
   Post Secondary Student Support Program
   721 White Buffalo Lake
   Sturgeon Lake, Sask. S0J 2E1

   OR deliver to:

   the Student Support Worker
   the Adult Education Building, Sturgeon Lake First Nation

5. Order official transcripts and have them sent directly to this office. You will need to order your high school transcripts and post secondary transcripts from any program/institution you have previously attended.
   a) Order Saskatchewan High School Transcripts from:
      Saskatchewan Education
      Student Records
      1500 – 4th Avenue
      Regina, Saskatchewan S4P 3V7
      Phone: 1 (306) 787-6012 for transcript information
      If you are currently attending high school, ask your principal or guidance counselor to send us a “Preliminary Statement of High School Courses and Marks”. This lists the marks you have achieved to date and the courses you are currently enrolled in. Send the official transcript as soon as possible.
   b) If you have attended any College, Technical School or University, order transcripts from the registrar for each institution to be sent directly to the Sturgeon Lake PSSSP. There are transcript order forms available from the PSSSP office for both the University of Regina and the University of Saskatchewan or from their

6. Other Sources of Available Funding:

   Student Loans
   Applications for student loans are available at the PSSSP office, or by applying to:

   Student Financial Assistance Branch
   Saskatchewan Learning
   4635 Wascana Parkway
Students are urged to use the student loan as a last resort of funding. Student loans are a LOAN and must be paid back with interest as soon as you are no longer a student [i.e., discontinue or graduate.]

**Scholarships, Awards and Bursaries**

To obtain information on Student’s Guide to Scholarships, Awards and Bursaries, please visit the website: [www.sasknetwork.ca](http://www.sasknetwork.ca)
APPENDIX B
POST-SECONDARY STUDENT SUPPORT PROGRAM
FUNDING APPLICATION FORM FOR THE ACADEMIC YEAR _____

Date of Application: ___________________________ Student ID #: ___________________________

Student Months Used: Level U _____ / 8 mos. (University Entrance Program)
Level I _____ / 16 mos. (Certificate / Diploma)
Level II _____ / 40 mos. (i.e. B.Ed / BISW)
Level III _____ / 24 mos. (i.e. M.Ed / M.A., PhD)
 _____ / 32 mos. (i.e. MD/ LLB)

Type of Study: Full Time: _____ Part Time: _____

Term/Semester: Spring: _____ Summer: _____ Fall: _____ Winter: _____

1. PERSONAL INFORMATION

Applicant’s Full Name: _______________________________________________________________

Former (Maiden) Name: ____________________________________________________________

Mailing Address: _________________________________________________________________

Permanent Address: _______________________________________________________________

Telephone: ____________________________ Cell: ____________________________

Email Address: ________________________________________________________________

Treaty / Status # (please include copy of treaty/status card): 3600 ___________________________

Male: _____ Female: _____

Date of Birth: ____________ Social Insurance Number: ____________________________


Name of Spouse / Common-law: _____________________________________________________

Spouse’s Income: Employed _____ Social Assistance: _____ E.I. Benefits: _____

Student Funding: _____ Other: _____ (please explain) ____________________________

STURGEON LAKE FIRST NATION - ADULT EDUCATION
721 White Buffalo Lane, Sturgeon Lake, SK. S0J 2E1
Ph: (306) 764-0828 / Fax:(306) 764-0829 / Toll free: 1-888-764-0828
Number of Dependent Children: ______

Please List Your Dependent Children if Applicable (please include copies of Self & Dependent’s Health Cards):

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Next of Kin: ___________________________ Telephone: ________________

2. PREVIOUS EDUCATION & TRAINING

Please offer information regarding your secondary background and any post-secondary training/education you may have undertaken.

i) Secondary Institution Attended:

High School Name: ________________________________

Location: ________________________________

Year Grade 12 Obtained: ________________________________

ii) Post-Secondary Institution(s) Attended:

Institution Name: ________________________________

Location: ________________________________

Year Completed: ________________________________

Program Completed: ________________________________

Certificate/Diploma: ________________________________
iii) Other Institution(s):

Institution Name: __________________________________________________________

Location: __________________________________________________________________

Year Completed: __________________________________________________________

Program Completed: ______________________________________________________

Certificate/Diploma: ______________________________________________________

iv) Other Institution(s):

Institution Name: __________________________________________________________

Location: __________________________________________________________________

Year Completed: __________________________________________________________

Program Completed: ______________________________________________________

Certificate/Diploma: ______________________________________________________

3. PRESENT EDUCATION GOALS

Name/Address of Post-Secondary Institution You Wish to Attend (please include acceptance letter):

__________________________________________________________________________

Course/Program: __________________________________________________________________

Year – UEP/Prep: _____ 1 _____ 2 _____ 3 _____ 4 _____ Grad: ______

Program Length: _____ mos. _____ Yrs.

Funding Period – Start Date: _____________________________ End Date: _____________________________

(Fill out only if you are a first-year student or if your goals have changed since your last application) Briefly describe both your short-term and long-term educational goals, indicate clearly the importance of the course/program you wish to attend. Use Separate paper and attach to form. Please write neatly and clearly.

I certify that the information contained in this application is true and accurate.

Student Signature: _____________________________ Date: ________________
Contract Between

The Student and Spouse, and

Sturgeon Lake First Nation, Post-Secondary Student Support Program

I UNDERSTAND the following condition for sponsorship by SLFN for post-secondary studies:

- I will accept the responsibility to adhere to the Institution regulations and meet the standards required by the Institution for continuation in my course of studies.
- I agree to attend classes regularly.
- I agree to consult with the Adult Education staff if any problems arise academically, emotionally, physically, and financially.
- I agree to provide my marks and reports on a semester-by-semester basis to the SLFN – Adult Education and/or upon their request.
- I agree to report any changes to my student and/or program status promptly. I understand that it is a serious matter to provide false information and/or fail to report any change in the information provided.
- I authorize SLFN – Adult Education to obtain information from persons, agencies, or organizations to determine and/or verify my eligibility for benefits or services under the Post-Secondary Student Support Program.
- I declare that all of the information provided is true and complete and I make this solemn declaration believing it to be true and knowing that it is of the same force and effect as if made under oath.
- I understand that I have the right to appeal any decision made with respect to my application for sponsorship.

I hereby agree to the terms/conditions for financial assistance that I have read above.

Student Signature: __________________________________________ Date: ____________________

Spouse Signature: __________________________________________ Date: ____________________

I hereby agree as a sponsor to provide moral support and encouragement that may be needed by this student to complete his/her studies.

Sponsor Signature (optional): __________________________________ Date: ____________________
PSSSP Bank Account Information

Attach your personal blank cheque (marked “void”), or a full encoded deposit Slip. Please make sure that you have your bank institution identification number of your deposit slip.

Mail the enrolment/authorization and your “VOIDED” cheque or your encoded Deposit slip to the SLFN – Adult Education immediately.

Authorization:

Name: ____________________________

Address: ____________________________________________________________

Phone: ____________________________

Bank Identification Number: ____________________________________________

Transit Number: ____________________________

Account Number: ______________________________________________________

I (we) hereby authorize the SLFN – Adult Education to deposit directly to my (our) account as noted on the form effective _______ (dd) _______ (mm) _______ (yr.). This authorization will be in force until written notice is given to the direct deposit.

Student Signature: ____________________________ Date: __________________

Spouse Signature: ____________________________ Date: __________________
STUDENT CONSENT TO RELEASE OF INFORMATION

PRIVACY ACT STATEMENT

The information you provide on this document is for the purpose of administering post-secondary student financial assistance. Personal information that you provide is protected under the provision of the Privacy Act.

I hereby authorize information concerning my academics to be released upon request to the SLFN – Adult Education. I will submit a Program Overview report signed by an academic/student counsellor at my institution of study. This report will detail the classes required in each semester of study until my completion date. I accept responsibility to complete and satisfy the academic requirements at my institution of study. I accept responsibility to provide all documentation required by SLFN – Adult Education.

I hereby declare I will abide by the Policy and Guidelines of the SLFN – Adult Education.

Student Signature: ________________________________ Date: ____________________

APPLICATION DEADLINES

MAY 31ST FOR FALL INTAKE (SEPTEMBER) INCLUDES CONTINUING STUDENTS

OCTOBER 15TH FOR WINTER INTAKE (JANUARY)

March 15th Inter session / summer school / summer program
INCENTIVE & SCHOLARSHIP FORM

Name: ____________________________________________
Address: ___________________________ Telephone: ____________________________
_________________________ Cell phone: ____________________________
_________________________ e-mail: ____________________________
Treaty Number: ____________________________
Student Number: ____________________________
Name of Institution: ____________________________
Program of Studies: ____________________________
Year of Program: ____________________________

Please check the incentive / scholarship you are interested in applying for:
☑️ Incentives for Level III programming - see 700.2
☑️ Strategic Studies Scholarship for Level II Programming - see 700.3
☑️ Academic Excellence Scholarship for Levels I and II - see 700.4
☑️ Personal Performance and Achievement Scholarship for Level U - see 700.4

Please answer the following questions on a separate piece of paper:
1. What are your educational goals?

2. What are your career goals?

3. Describe any community service (volunteer) activities you have been involved with.

4. Describe any extracurricular activities you have been involved with.

5. When you have completed your program, do your plans include returning to the Reserve community to work?

In addition, please provide the following documents with your application:
☐ your OFFICIAL transcript(s);  
☐ proof of enrolment (if a continuing student); and  
☐ two letters of reference (one personal and one academic.

Submit applications to: Sturgeon Lake Adult Education  
721 White Buffalo Lane,  
Sturgeon Lake, SK. S0J 2E1

Selected applicants will be contacted by telephone and then by mail. Please ensure the contact information we have on file is current.
## APPENDIX D

### HOUSEHOLD BUDGET

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