

STURGEON LAKE FIRST NATION
LOCAL LABOUR FORCE DEVELOPMENT
ADULT TRAINING PROGRAM
2007 STUDENT HANDBOOK

STURGEON LAKE FIRST NATION
ADULT EDUCATION – LOCAL LABOUR FORCE DEVELOPMENT
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PREFACE

This student handbook/policy manual provides information about the Sturgeon Lake First Nation (S.L.F.N.) administration of the Local Labour Force Development Program (L.L.F.D.). It is issued under the authority of the Sturgeon Lake First Nation and has been approved by the S.L.F.N. Education Director, Coordinator and the S.L.F.N. Education Board.

Students are encouraged to read and retain this handbook/manual for reference purposes. It outlines most of the terms and conditions by which the student and S.L.F.N. will work together in furthering the individual and collective educational goals of members of the Sturgeon Lake First Nation.

Contact List:

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Mail: Sturgeon Lake First Nation – Adult Education
Local Labour Force Development
Box 24, Site 12, RR#1
Shellbrook, Sask.
S0J 2E0

Walk in: Adult Education Building
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Phone: 1-306-764-0824
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ANTI HARASSMENT POLICY

“Sturgeon Lake First Nation – Local Labour Force Development Program is committed to a healthy, harassment-free environment. Sturgeon Lake Local Labour Force Development will not tolerate harassment if its employees and/or students. Harassment violates fundamental rights, personal dignity and personal integrity. For further information, a copy of the Sturgeon Lake First Nation Anti-Harassment Policy and Procedures may be obtained from Sturgeon Lake Education”

TABLE OF CONTENTS

Part 1:	Steps for Applying for Student Funding	Page 4-6
Part 2:	Student Handbook	
1.0	Introduction	Page 7
2.0	Definitions	Page 7
3.0	Eligibility	Page 7-8
4.0	Application Priorities	Page 8
5.0	Limits of Support	Page 8
6.0	Types of Support	Page 8-9
7.0	Accountability	Page 9-10
8.0	Funding Appeal Process	Page 10
9.0	Obligation of Students	Page 10
10.0	Annual Review	Page 10
Appendix A		Page 11
	Student Contract	
	Student Approval/Release of Information Consent	Page 11
Appendix B		Page 12
	Student Allowance Rates	
Appendix C		Page 13
	Pay Schedule	
Appendix D		
	SITAG Client Form	Page 14
	SITAG Client Contract Form	Page 15
	SITAG Consent To Disclose Personal Information	Page 16

Part 1

Steps for Obtaining Funding for Local Labour Force Development:

1. Applying to the Technical Institute/program you wish to attend – contact S.L.F.N.-LLFD for payment of application fees and details.
2. Apply for Local Labour Force Development funding and submit all required documents.
3. You will be placed on our wait list and contacted at our earliest convenience and informed of your status. There are three (3) types of decisions made for student who have applied to for funding:
 - a. Approved – students may start their program on the date applied for.
 - b. Not Approved – students are not allowed to start their program due to various reasons; academic, personal or finance.
 - c. Deferred – students are placed back on the waitlist for various reasons; incomplete files, not accepted into the chosen program, not start date, no funding available.

How to apply for Funding:

1. Fill out the required forms which include: The Local Labour Force Development SITAG Client Form, Consent to Disclose Personal Information Form, SITAG Client Contract, make sure you fill in every space on the form. Include all documentation required with your application form. (See Part 2 for application form)

2. Mail to:

Sturgeon Lake First Nation - Local Labour Force Development Program
Box 24, Site 12, RR # 1
Shellbrook, Sask. S0J 2E0

OR

Walk in:

Adult Education Building, Sturgeon Lake First Nation

3. Order official transcripts to be sent to this office. You will need to order your high school transcripts and transcripts from any program/institution you have previously attended. Order Saskatchewan High School Transcripts from:

Saskatchewan Education – Student Records
1500 –4th Avenue
Regina, SASK. S4P 3V7
Ph: 306-787-6012 for transcript information

If you've attended any College, Technical School or University, order transcripts from the registrar for each institution to be sent directly to S.L.F.N.-L.L.F.D.

Other Sources of Available Funding:

Student Loans

Applications for student loans are available at the S.L.F.N.-P.S.S.S.P office, or by applying to:

Student Financial Assistance Branch

Saskatchewan Learning

4635 Wascana Parkway

Regina, SASK. S4P 3V7

Website: www.student-loans.sk.ca

Students are urged to use the student loan as a last resort of funding.

*Student loans area LOAN and must be paid back with interest after you completed your program.

Scholarships, Awards and Bursaries

To obtain information on Student's Guide to Scholarships, Awards and Bursaries, please visit the website: www.sasknetwork.ca

First Nations Labour Force Development Training and Employment Program

Urban Services

Suite 100 1008 1st Avenue West

Prince Albert, Sask. S6V 4W4

Phone: 306-765-5300

Fax: 306-922-5544

PAGC Urban Services offers funding for Technical Programs under two (2) years or less in length. Students must be treaty and have an address for the city in which the student is residing. Proof of Residency will be required when applying for funding. For more information, you can contact the PAGC Urban Services at the number provided.

Approval for funding is based on eligibility and availability of funds. (Refer: Section 3.0, 4.0, 5.0, 6.0)

You may be put on a waitlist due to the number of seats and availability of funds.

Students **MUST** apply annually for continuation of funding.

Part 2 Student Handbook

1.0 Introduction

- 1.1 The policies set in the Sturgeon Lake First Nation Adult Training Program Student Handbook have received approval from the Sturgeon Lake First Nation Education Board.
- 1.2 Sturgeon Lake First Nation Education is the Manager of all Adult Training Program activities undertaken by Sturgeon Lake First Nation.
- 1.3 The Adult Training Program under First Nations Labour Force Development supports Treaty/Status First Nation students in recognized vocational/technical institutions.
- 1.4 This handbook provides policy direction for Sturgeon Lake First Nation Adult Education administration for the First Nations Labour Force Development and forms the basis for operating guidelines for the administrative staff.

2.0 Definitions

- 2.1 **Treaty/Status** means a person whose name has been entered in the Indian Registry in accordance with the Indian Act and/or person recognized as possessing Band Membership Status.
- 2.2 **SITAG** means Saskatchewan Indian Training Assessment Group
- 2.3 **Dependent Spouse** means a person who is married to a student or a person who has lived with the student for period of at least six months prior to application for student support. This person is dependent upon the student and does not receive income from any other sources.
- 2.4 **Dependent** means a person who lives with the student and is eighteen years or younger.
- 2.5 **Vocational/Technical Training** means a program of studies being offered by a recognized institution.
- 2.6 **Vocational/Technical Institutions** are certificate and diploma granting institutions and/or affiliations

3.0 Eligibility

- 3.1 The student must be a First Nation Member or Inuit
- 3.2 The student must have met entrance requirements and been accepted into a recognized vocational/technical institution
- 3.3 The student must meet all Sturgeon Lake Education eligibility criteria for Adult Training Programs.
- 3.4 The student must be enrolled in demonstrated adult training programs leading to either further education and/or employment.
- 3.5 Adult Training support MAY BE provided within the limits of funds available in accordance with Sturgeon Lake Education funding

arrangements. If demand for funding exceeds availability, applications will be deferred.

- 3.6 Applications to Sturgeon Lake Education Adult Training Program must be received prior to start date of desired program and/or Sturgeon Lake Education deadline.

4.0 Application Priorities

- 4.1 Students must be residing on Sturgeon Lake First Nation, RM (Paddockwood No. 520, Torch River No. 488 and/or Lakeland No 521)
- 4.2 Walk in Clients' application will be assessed based on basis of "First Come First Served" pending eligibility criteria, as per waiting list on database.
- 4.3 Students WILL BE required to re-apply for support annually.
- 4.4 Application from student required to discontinue from Adult Training within the previous 12 months will be deferred.

5.0 Limit of Support

- 5.1 Only Full-time students may be eligible for travel and income support
- 5.2 Support for Adult Training will not exceed 30 months in duration – 20 months allowed for Adult Basic Education.
- 5.3 Funding Arrangements will be assessed on an individual basis and on the program and institution requirements.
- 5.4 Students MAY BE eligible for Employment Insurance Benefits. (E.I.)

6.0 Types of Support

- 6.1 Tuition and Books –Support will include tuition, materials/supplies, books and associated student fees required by the vocational/technical institution and/or deemed reasonable by Sturgeon Lake Education.

6.2 Travel & Relocation

- a. Students attending vocational/technical institutions outside Sturgeon Lake First Nation MAY BE eligible for travel Support for one round trip per academic year as per established operating guidelines.
- b. New Students with dependents MAY BE eligible for relocation support, from Sturgeon Lake to the location of the training institution. On the onset of the program and upon successful completion of the program, back to Sturgeon Lake First Nation. The relocation rate will be outlined in the operating guidelines.
- c. Approval for relocation support will be dependent upon the student providing verification of change of address and a clear

demonstration of need. The student must apply for travel support before relocation.

6.3 Part-Time Studies

Those students classified as being in less than full-time attendance by the vocational/technical institution will be eligible for costs associated with books, supplies and tuition fees only.

6.4 Income Support

- a. Income Support rate structure and entitlement will be reviewed annually.
- b. The income Support levels for Sturgeon Lake First Nation Adult Training sponsorship will be based on SITAG Income Support Policy. Refer Appendix B

6.5 Contingency Support

- a. Contingency Support will consist of special or emergency situations not covered by other provisions of the Operating Guidelines.
- b. Contingency Support will be deducted from future student income support payments.

6.6 Support for Special Needs Students

- a. Students with special needs (i.e. Physically disabled persons) required additional support related to their program of studies shall have their request considered on an individual basis.
- b. Sturgeon Lake First Nation will assess the additional support being requested, along with the appropriate contact of the vocational/technical institution.

6.7 Graduation Support

- a. Students may be eligible for graduation support based on availability of program funds.
- b. Students must provide confirmation of graduation from Vocational/Technical Institution.
- c. Students must apply for graduation support.

7.0 Accountability

7.1 Sturgeon Lake First Nation will recover any overpayment to student who knowingly misuse program funds by not fulfilling student contractual obligations or who misrepresent vital personal information on application for student support.

7.2 When misuse of S.L.F.N. Adult Training Program funds has been discovered, the following procedure will apply:

- a. Written letter to student stating the findings.
- b. IF the student is in fact, found to be a misuser of funding, S.L.F.N. Adult Training Program will suspend the student from further funding or incorporate a repayment schedule, as agreed upon by both parties.

8.0 Funding Appeal Process

- 8.1 All students have the right to register an appeal of an S.L.F.N. Adult Training related decision regarding funding, however; when a student's application has been refused due to insufficient program funds, that particular appeal process will not be considered.
- 8.2 The matter after discussion with the S.L.F.N. Adult Training Program, must be referred in writing to S.L.F.N. Education Board.
- 8.3 If the misuse of funding is suspected, the student will be notified in writing. IF there is no response, funding will be terminated.

9.0 Obligation of Students

- 9.1 It is understood that the S.L.F.N. Adult Training Program is intended to provide support for First Nation Students in accessing further training and/or employment opportunities. As a result, students are expected to generally apply themselves to their respected vocational/technical programs. Therefore; all students will be obligated to enter into an agreement with S.L.F.N. by signing a student contract. Refer Appendix A.
- 9.2 Students will be dealt with fairly and equitably under the S.L.F.N. Adult Training Program and are expected to diligently apply themselves to their duties as students.
- 9.3 It is the responsibility of the student to notify S.L.F.N. – Adult Training Support Program of any changes regarding personal information and/or program changes.

10.0 Policy Review

This manual will be reviewed on an annual basis.

Appendix A

Student Contract

I understand the following conditions apply to my sponsorship by the S.L.F.N. – L.L.F.D. studies	
<ol style="list-style-type: none">1. I agree to meet all regulations and standards set up by the educational institution of which I am attending.2. I agree to be punctual and attend classes on a regular basis.3. I agree to have the institution or myself provide S.L.F.N. monthly reports on my attendance and/or progress.4. I agree to report any changes to S.L.F.N. regarding personal and/or program related status. I understand that is a serious matter to provide false information and/or fail to report any changes in the information provided.5. I authorize S.L.F.N. to obtain information from persons, agencies, or organizations to determine and/or verify my eligibility for services under S.L.F.N. Adult Training Program.6. I authorize S.L.F.N. to share information provided by myself with the S.L.F.N. Adult Training Program, SITAG, Human Resources Skills Development Canada and the S.L.F.N. Education Board.7. I declare that all information provided to S.L.F.N. is true and complete to the best of my knowledge.8. I understand that I have the right to appeal any decision made with respect to my application for sponsorship in accordance with S.L.F.N. Education Guidelines and Policies.	
I hereby agree to the terms/conditions for financial assistance that I have read above.	
(Print) Student's Name:	
Student's Signature:	Date:

Student Approval / Release of Information Consent

Privacy Act Statement	
<p>The information you provide on this document is for the purpose of administering Local Labour Force Development student financial assistance. Personal Information that you provide is protected under the provision of the Privacy Act.</p> <p>I hereby authorize information concerning my academics to be released upon request to the Sturgeon Lake First Nation/Local Labour Force Development Program. I will submit a Program Overview report signed by an academic/student counselor 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 the S.L.F.N. – L.L.F.D.</p> <p>I hereby declare I will abide by the Policy and Guidelines of the S.L.F.N. – L.L.F.D.</p>	
(Print) Student's Name:	
Student's Signature:	Date:

Appendix B

STUDENT ALLOWANCE RATES

<u>CATEGORY:</u>	<u>BASIC RATE</u>	<u>SUPPLEMENT</u>	<u>LLFD TOTAL</u>
Single Rate	\$850	-0-	\$850
Family Rate			
1-3 dependents	\$850	\$250	\$1100
4 or more dep's	\$850	\$400	\$1250

Note:

Students who have employed spouses or receiving PSSSP or LLFD funding will receive the single student allowance rate.

Appendix C

Local Labour Force Development Monthly Allowance Deposit Schedule

<u>Date of Deposit:</u>	<u>For the Month of:</u>
June 29, 2007	July 2007
August 1, 2007	August 2007
August 31, 2007	September 2007
October 1, 2007	October 2007
November 1, 2007	November 2007
November 30, 2007	December 2007
December (TBA)	January 2008
February 1, 2008	February 2008
February 29, 2008	March 2008
April 1, 2008	April 2008
May 1, 2008	May 2008
May 30, 2008	June 2008

Monthly allowances are manually deposited into your accounts.

There will be no Funding Advances or Early Releases.

Appendix D.

SITAG Client Form

SITAG Client Contract

SITAG Consent to Disclose Personal Information