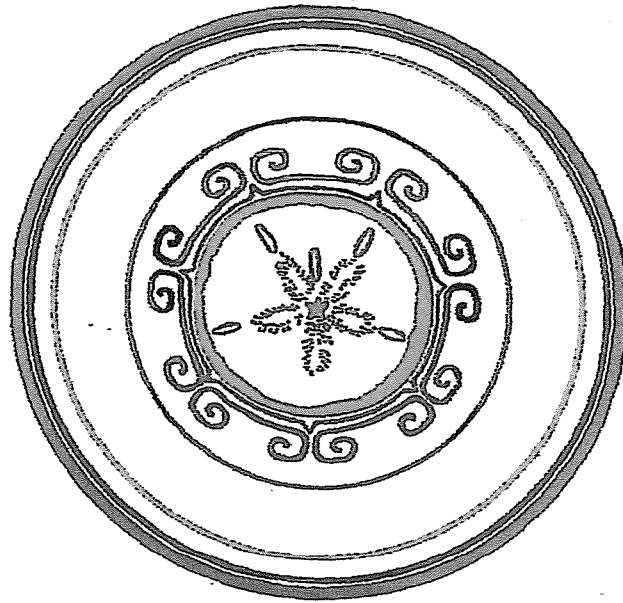


Acadia First Nation



POST SECONDARY EDUCATIONAL ASSISTANCE

PROGRAM POLICY

Approved by Chief and Council
April 1994

(REVISIONS approved April 1998; May 2001; April 2008; May 2012)

Post Secondary Educational Assistance Program Policy**TABLE OF CONTENTS**

SECTION 1 - OVERVIEW	1
SECTION 2 - POLICY OUTLINE	1
SECTION 3 - DEFINITIONS	1
SECTION 4 - APPLICATION PROCESS	2
SECTION 5 - ELIGIBILITY	3
SECTION 6 - FUNDING PRIORITIES	3
SECTION 7 - LEVELS OF POST SECONDARY EDUCATION	4
SECTION 8 - DURATION/LIMITATIONS OF ASSISTANCE	5
SECTION 9 - ACADEMIC REQUIREMENTS	5
SECTION 10 - SPRING/SUMMER COURSES	6
SECTION 11 - COURSE WITHDRAWAL	6
SECTION 12 - FUNDING PROBATION/ACADEMIC DISMISSAL/TERMINATION	7
SECTION 13 - STUDENT ALLOWANCE RATES	7
SECTION 14 - ELIGIBLE COSTS	8
SECTION 15 - INELIGIBLE COSTS	9
SECTION 16 - STUDENT INFORMATION SYSTEM	9
SECTION 17 - APPEAL PROCESS	10
SECTION 18 - SUMMARY/HIGHLIGHTS	10

SECTION 1 - OVERVIEW

- 1.1 The Acadia First Nation Post Secondary Educational Assistance Program is intended to assist eligible registered band members with costs associated with post secondary education.
- 1.2 Financial subsidization under this policy is provided to cover most of the costs associated with pursuing a post secondary education. The funding is in no way intended to be a replacement for a wage, salary or any other type of financial support.
- 1.3 The program provides the opportunity for eligible registered band members to gain access to education and skill development opportunities at the post secondary level.
- 1.4 The program policy shall serve as the operating guidelines for the Acadia First Nation while administrating this program. It will apply to **all** student applications for post secondary financial assistance.
- 1.5 The program policy will be reviewed from time to time and revised as required.

SECTION 2 - POLICY OUTLINE

The program policy outlines:

- 2.1 the criteria to be met by students in order to qualify for financial assistance;
- 2.2 the types and levels of allowance available through this program;
- 2.3 the duration of assistance that may be provided while a student is enrolled in a post secondary education program.

SECTION 3 - DEFINITIONS

In this policy:

Academic Year is as defined by the post secondary institution but will not be less than eight months in duration.

Band Member means a person whose name is registered on the band membership list of Acadia First Nation.

Dependent means a biological/adopted child(children) under age eighteen (18) years residing permanently with and fully dependent upon the student.

Eligible Student means a registered band member of Acadia First Nation who meets all admission requirements of the post secondary institution and the funding requirements of the Post Secondary Educational Assistance Program.

Foreign Institution means any post secondary institution located outside the geographical boundaries of Canada.

Full-time Student is a student enrolled in four or more full credit courses per academic year.

Part-time Student is a student enrolled in less than four full credit courses per academic year.

Post Secondary Education means a program of studies offered by a recognized post secondary institution (non-private) for which completion of secondary school, Grade 12 or equivalent is required for admission.

Post Secondary Institution is a degree, diploma and/or certificate granting institution which is recognized by a province and includes educational institutions affiliated with, or delivering accredited post secondary programs by arrangement with a post secondary institution.

Private Institution is a post secondary institution that receives the majority of its funding from sources other than governments.

Program of Studies includes all eligible post secondary programs, at least eight months in duration, leading up to a degree, diploma and/or certificate.

Public Institution is a post secondary institution that receives the majority of its funding from federal and provincial governments.

Targeted Community Program is a post secondary education program that a community has recognized as essential to meet community priorities.

SECTION 4 - APPLICATION PROCESS

- 4.1 Applications are available from the Acadia First Nation Education Director. The closing date for applications is June 15 of any calendar year. In fairness to all applicants no applications are reviewed or approved prior to that date. Submitting an application does not guarantee that the applicant will receive funding.
- 4.2 Applicants and continuing/returning students must apply for assistance on a yearly basis.

- 4.3 Along with a fully completed application, prospective students must provide a letter of acceptance from an academic level degree or diploma credit program, a transcript of marks from the most recent institution attended and proof of course registration with the instructors' names and contact information.
- 4.4 **All applicants, with the exception of those currently receiving assistance and continuing in their present program of studies, will be subject to an interview. Misrepresentations and/or falsifications during the interview will disqualify the applicant from re-applying for funding for a period of five (5) years.**

SECTION 5 - ELIGIBILITY

5.1 To be eligible to apply for assistance under this program, the applicant:

- ⇒ must be a registered band member of Acadia First Nation;
- ⇒ must have resided in Canada for twelve (12) consecutive months prior to the date of submitting an application;
- ⇒ must have met post secondary entrance requirements;
- ⇒ must have read, understood and agreed to the Acadia First Nation Post Secondary Educational Assistance Program Policy. Each student/applicant will be given a copy of this policy and must sign a statement agreeing to abide by this policy;
- ⇒ must have referral from a community selection committee to enroll in a targeted community program.

5.2 Financial assistance will be provided within the limits of funds allocated to the Acadia First Nation Post Secondary Educational Assistance Program by Aboriginal Affairs and Northern Development Canada (AANDC).

SECTION 6 - FUNDING PRIORITIES

As the number of post secondary educational assistance requests usually exceed the available funding a priority list has been established to assist in the selection process. Priority will be given to students/applicants in the following order:

- 6.1 **Continuing Students** - Currently sponsored students who have successfully completed the previous academic year with a Grade Point Average (GPA) of 2.0 (C) or better.
- 6.2 **Medical Leave Students** - Students in good standing who cease to attend their studies because of a medical leave. The reason for the medical leave must be

documented by a valid medical certificate.

- 6.3 Targeted Students** - Student enrolled in a program that Acadia First Nation has recognized as essential to meet community priorities.
- 6.4 Newly Graduated Students** - Grade 12 graduates who have been accepted into an eligible post secondary institution/program.
- 6.5 Self-funded Students** - Students who have self-funded through other sources and have successfully passed all required courses with a Grade Point Average (GPA) of 2.0 (C) or better.
- 6.6 Previously Successful Students** - Students who have enrolled in post secondary graduate studies or a professional degree program such as BEd, LLB, MD, PhD.
- 6.7 Mature Students** - Students as defined by an eligible post secondary institution.
- 6.8 Delinquent Students** - Students who were previously dismissed from post secondary studies or quit their program of studies through their own action will be considered for funding only if:
- ⇒ they have served a five year waiting period;
 - ⇒ they have reimbursed the Acadia First Nation for any funds received through the post secondary and/or employment program but were not entitled to;
 - ⇒ funds are available.

SECTION 7 - LEVELS OF POST SECONDARY EDUCATION

7.1 Assistance may be provided for three (3) levels of post secondary education:

Level 1 - Community College (only certain programs apply)

Level 2 - Undergraduate University Programs

Level 3 - (a) Advanced or Professional Degree Programs; e. g. - law, medicine and (b) Masters or Doctoral Programs

7.2 Assistance may be provided to complete one program at each level, however:

- ✦ Students, in good standing, may be supported in Level 1 studies after dropping out of a Level 2 studies. If a student resumes Level 2 studies, the previous months spent at Level 2 will be counted for support purposes.

- ✦ Students who have completed a post secondary program at any level, **with or without support from this program**, are ineligible for additional support unless the previously completed program is a prerequisite for another program.
- ✦ When students change programs within one of the levels, the academic months used for each program within this level will be counted for support purposes.
- ✦ Students who become eligible for support and who have previously completed a portion of post secondary studies without support from this program may be eligible for assistance for the official balance of their program.

SECTION 8 - DURATION/LIMITATIONS OF ASSISTANCE

8.1 Assistance will be provided to eligible students that have been approved for funding who are attending:

- ✦ UCEP (University/College Entrance Program) - a program that requires completion of secondary school or equivalent and that offers **two or more** university credits.
- ✦ Undergraduate programs as defined by the post secondary institution.
- ✦ Advanced undergraduate programs that require an undergraduate degree to enter the program.
- ✦ Graduate programs, including professional degree programs at the Masters or Doctoral level.

8.2 Students are given a specific number of **student months** to complete their program of studies. The number of student months allowed for funding is consistent with the official length of the student's program of studies as defined by the post secondary institution. Students are required to maintain full-time status while they are fully funded.

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

The Acadia First Nation Post Secondary Educational Assistance Program maintains a list of approved institutions. Students are advised to check with the Education Director before applying to an institution.

SECTION 9 - ACADEMIC REQUIREMENTS

- 9.1** Full-time students are required to attain a Grade Point Average (GPA) of 2.0 (C). Failure to do so could result in the discontinuation of financial assistance.
- 9.2** Part-time students are required to attain a Grade Point Average (GPA) of 2.0 (C) after taking **five (5)** consecutive courses. Failure to do so could result in the discontinuation of financial assistance.
- 9.3** Some programs require a Grade Point Average greater than 2.0 (C). Should this be the case, students are expected to maintain the GPA that is required for their program of studies. Failure to do so could result in the discontinuation of financial assistance.
- 9.4** Students are responsible for fulfilling **all** the obligations of the program in which they are enrolled. Failure to do so may result in the termination or reduction of financial assistance.

SECTION 10 - SPRING/SUMMER COURSES

- 10.1** Students must have successfully completed one full-time academic year of studies at university.
- 10.2** Students must provide a letter of confirmation from the Department Head verifying that classes are offered only during Spring/Summer session and are required for program completion.
- 10.3** The closing date for applications is **April 15** of any calendar year.

Application forms are available from the Acadia First Nation Education Director.

SECTION 11 - COURSE WITHDRAWAL

The Acadia First Nation Post Secondary Educational Assistance Program recognizes that students may withdraw from their courses for a wide variety of reasons. Because of the possible impact on their education, students are advised to seek counselling before making a decision to withdraw from a course or program. In the event of a student deciding to withdraw from a course or program, the following will apply:

- 11.1** A student must complete a withdrawal form obtainable from the student advisor at the post secondary institution. The student is to notify the Education Director immediately upon withdrawal and a copy of the withdrawal form is to be forwarded to the Education Director.

- 11.2** If a student is unable to obtain a withdrawal form, a letter from the institution can be sent to the Education Director explaining the situation.
- 11.3** To prevent academic penalty, all students should obtain and read their college/ university's withdrawal policy.

SECTION 12 - FUNDING PROBATION/ACADEMIC DISMISSAL/TERMINATION

- 12.1** Students who are dismissed or quit/withdraw from their program of studies will be required to wait **five (5)** years before re-applying for financial assistance from the Acadia First Nation Post Secondary Educational Program.
- 12.2** Student funding will be terminated when:
- ⇒ student months have been depleted
 - ⇒ students do not achieve a level of success as outlined in SECTION 9 or
 - ⇒ Acadia First Nation Post Secondary Educational Assistance Program believes a student is not fulfilling his/her responsibilities as detailed in this policy and/or the application process.

SECTION 13 - STUDENT ALLOWANCE RATES

- 13.1** A monthly living allowance (where applicable) will be provided as follows:

Category	Monthly	** Yearly
Single student living with parent	\$300.00	\$2400.00
Single student living on own	\$950.00	\$7600.00
Student with dependents under 18 years		
1 dependent	\$975.00	\$7800.00
2 dependents	\$1075.00	\$8600.00
3 dependents	\$1175.00	\$9400.00
4 dependents	\$1275.00	\$10200.00

Category	Monthly	** Yearly
5 dependents	\$1375.00	\$11000.00
6 dependents	\$1475.00	\$11800.00

** Yearly figure is based on an academic year of eight months. Adjustments will be made according to program.

13.2 Students living in residence:

- ⇒ Eligible living allowance will be used to cover residence fees. Fees will be paid directly to the post secondary institution.
- ⇒ Should residence fees be less than the eligible living allowance per semester, the funding balance will be forwarded to the student.

SECTION 14 - ELIGIBLE COSTS

14.1 Tuition fees will be paid directly to the post secondary institution with the exception of health and dental fees. These fees are not covered (covered through Health Canada) through the Acadia First Nation Post Secondary Educational Assistance Program. It is the student's responsibility to opt out of these. Failure to do so will result in deductions to any assistance you may receive.

In cases where students pay their own tuition and make submission to the Acadia First Nation Post Secondary Educational Assistance Program for reimbursement a detailed list is required. A receipt showing only the total amount will not be accepted.

14.2 Books/Supplies costs, as officially identified as being required by a student's program of studies, will be paid (Canadian funds) directly to the post secondary institution. In cases where students pay their own books/supplies costs and make submission to the Acadia First Nation Post Secondary Educational Assistance Program for reimbursement, receipts must be from a college/university bookstore. If they are not purchased at a bookstore, then itemized receipts by place of purchase will only be accepted.

14.3 Travel assistance, (Canadian funds) will be issued once every semester, only to students required to live away from their permanent place of residence. The most economical form of transportation will be covered. Travel assistance does not include the transport of household effects.

14.4 Conferences - Students may be eligible for funding to cover registration and travel expenses if conferences are mandatory and directly related to the student's program of studies. A copy of all mandatory conferences, with related fees, must

be attached to the student's application forms. Within fifteen (15) days of the conference the student must forward a written report, along with a copy of actual expenses, to the Education Director. Failure to do so will result in deductions to any assistance you may receive.

14.5 Foreign Studies - Students enrolled in educational institutions outside of Canada will have their funding assistance provided in Canadian currency. Living allowance amounts remain at the established level in Canadian dollars (see Section 13.1). Tuition fees will only be paid to a maximum amount of \$8000.00 (Canadian). Any costs incurred above what is allotted will be the students responsibility. Any medical/dental and/or insurance fees will not be covered.

14.6 Distance Education - Distance Education, Correspondence, On-line Learning and/or any other similar programs are considered part-time studies. Any such programs offered at private institution are ineligible for funding assistance.

14.7 Special Clothing/Equipment - Along with the items and estimated costs, students must submit a letter from the post secondary institution indicating that special clothing/equipment are required for the program of studies.

14.8 Tutorials - Funds for tutoring, in certain situations, are available. If a student requests tutoring s/he must obtain a letter from the instructor indicating that the student has been working to her/his maximum potential, is in danger of failing a course but with tutoring would be successful. Tutor expenses will be paid directly to the tutor once an invoice is received.

SECTION 15 - INELIGIBLE COSTS

- Childcare
- Computer purchases
- Daily travel
- Dental fees/insurance programs
- Medical fees/insurance programs
- Monthly household expenses
- Moving expenses (excluding travel allowance, see SECTION 14)
- Programs at private institutions

SECTION 16 - STUDENT INFORMATION SYSTEM

The Acadia First Nation Post Secondary Educational Assistance Program is responsible for maintaining a student registry. The following data will be used for the purpose of reporting student participation in post secondary education:

- ⇒ Student's full name

- ⇒ Name of post secondary institution
- ⇒ Program of studies and duration
- ⇒ Certificate/diploma/degree obtained

SECTION 17 - APPEAL PROCESS

- 17.1** A student/applicant will have access to an appeal hearing if the student/applicant believes that the Acadia First Nation Post Secondary Educational Assistance Program has been unfairly applied to her/him.
- 17.2** Notification of appeal must be forwarded to the Acadia First Nation Band Councillor, education portfolio, within **thirty (30)** days of the date of the written decision, that has been forwarded to the student/applicant.
- 17.3** Appeal Request Forms are available from the Education Director.
- 17.4** **There is no grounds for appeal if a decision is based on lack of funding.**

SECTION 18 - SUMMARY/HIGHLIGHTS

1. Not all post secondary institutions are fundable. A list of eligible institutions will be maintained by the Acadia First Nation Education Director. Conditional acceptance and/or final acceptance shall not be assumed that financial assistance will automatically be approved.
2. Students/Applicants **must** submit their applications for assistance by **June 15** of each calendar year.
3. Students must register for courses as required by the post secondary institution and must provide a copy of his/her registration form to the Education Director.
4. Students must sign a transcript release form and consent to disclose/use/exchange personal information form prior to the start of the academic year. All funding will be withheld if verification of registration and these signed forms are not submitted.
5. Students who plan to **drop** or **add** courses must notify the Acadia First Nation Education Director. Course selection is extremely important. Courses dropped could impact the student's status as full or part time. Depending on the situation, students adding or dropping courses may be required to reimburse the Acadia First Nation Post Secondary Educational Assistance Program. Students who add courses will be eligible to have tuition and books paid for providing prior approval has been given by the Education Director.

6. New applicants, if funding is approved, will be reimbursed for application fees to undergraduate programs to which they have been accepted and planning to attend in the current academic year.
7. Students must receive prior funding approval before applying for any part time courses.
8. Student allowance cheques, where applicable, will be issued on a monthly basis.
9. NO ADVANCES WILL BE PAID UNDER ANY CIRCUMSTANCES, please budget accordingly.
10. The Acadia First Nation Post Secondary Educational Assistance Program, where applicable, will pay tuition fees, books and supplies costs and residence fees directly to the eligible institution.
11. Students who drop out of their program of studies, do not meet the terms of probation or are academically dismissed by the post secondary institution will be required to wait five (5) years before re-applying for financial assistance.
12. Any student who receives funding to which s/he is not entitled or is overpaid must reimburse the Acadia First Nation Post Secondary Educational Assistance Program before re-applying for financial assistance.
13. Students have the responsibility to complete their program of studies within the length of the program as defined by the post secondary institution.
14. Students are required to provide, in writing, their educational plan and career goals and objectives.
15. All students are required to sign a Letter of Agreement. Under no circumstances will any student receive funding without first providing the Acadia First Nation Post Secondary Educational Assistance Program with this document.
16. Under NO circumstances is the Acadia First Nation Post Secondary Educational Program responsible for any rental agreements.
17. If a student fails to receive credits for a class/es during a semester, tuition costs will be recovered from the student's allowance.