

TABLE OF CONTENTS

EDUCATION AS A TREATY RIGHT.....	A
PREAMBLE - INTENT OF POLICY.....	B
OBJECTIVES OF MUSKODAY POST-SECONDARY PROGRAM.....	1
DEFINITIONS.....	2-3-4
<u>SECTION ONE - FINANCIAL SPONSORSHIP.....</u>	<u>5</u>
WHO IS ELIGIBLE.....	5
APPLICATION DEADLINE.....	5
HOW TO APPLY.....	6
ASSESSING & PROCESSING OF APPLICATIONS.....	6
COMPLETE APPLICATION.....	7
INCOMPLETE APPLICATION.....	7
LATE APPLICATION.....	7
DEFERRED APPLICATION.....	7
REJECTED APPLICATION.....	8
<u>SECTION TWO - POST-SECONDARY TRAINING.....</u>	<u>8</u>
PROGRAMS/COURSES THAT QUALIFY.....	8-9
PROGRAMS/COURSES THAT DO NOT QUALIFY.....	9
<u>SECTION THREE - STUDENT PRIORITY LIST.....</u>	<u>10-11</u>
<u>SECTION FOUR - AREAS OF FINANCIAL SUPPORT.....</u>	<u>11</u>
TUITION.....	11
BOOKS & SUPPLIES.....	11
TUTORIAL SERVICES.....	12
LIVING ALLOWANCE.....	12
TRAVEL EXPENSE.....	12
<u>SECTION FIVE - LIMITS OF FINANCIAL SUPPORT.....</u>	<u>12</u>
LIMIT AND DURATION OF TUITION SUPPORT.....	12-13
LIMITS OF SUPPORT FOR BOOKS & SUPPLIES.....	13-14
LIMITS TO TUTORIAL SERVICES.....	14
LIMITS AND DURATION OF LIVING ALLOWANCE.....	14-15
LIMITS TO TRAVEL EXPENSE.....	15-16

<u>SECTION SIX - STUDENT INCENTIVES</u>	16
GRADUATION.....	16-17
SCHOLARSHIPS.....	17-18
AWARDS.....	18
<u>SECTION SEVEN - STUDENT COUNSELLING</u>	18
ATTENDANCE.....	19
ACADEMIC COUNSELLING.....	20
PERSONAL COUNSELLING.....	20-21
TUTORING.....	21
FRAUD & MISREPRESENTATION.....	22
DISCIPLINE.....	23-24
<u>SECTION EIGHT - EXTENSION IN FUNDING</u>	24
<u>SECTION NINE - APPEAL BOARD AND PROCESS</u>	25
COMPOSITION OF APPEALS BOARD.....	25
APPEALS PROCESS.....	25-26
<u>SECTION TEN - FORMULAS AND LEVELS</u>	26
TUITION.....	26
BOOKS & SUPPLIES.....	26
TUTORIAL SERVICE.....	26
TRAVEL.....	27
GRADUATION.....	27
CONFERENCES & WORKSHOPS.....	27
LIVING ALLOWANCE.....	28
<u>SECTION ELEVEN - STUDENT MEDICAL LEAVE</u>	29
MEDICAL LEAVE CONTRACT.....	29
MEDICAL LEAVE & FUNDING ISSUES.....	30
<u>SECTION TWELVE - STUDENT ADVANCES</u>	31
<u>CAREER EDUCATION RESEARCH</u>	32-33
<u>MUSKODAY FIRST NATION – CHIEF & COUNCIL RESOLUTION</u>	34

(A)

**Muskoday First Nation asserts
that Post-Secondary/Technical
Education is a Treaty Right
and nothing in its acceptance of the
Administrative responsibility for the
Post-Secondary/Technical Program
abrogates that right nor the trust, or
the fiduciary responsibility of the
Government of Canada towards
Treaty Indian Education.**

(B)

PREAMBLE

1. INTENT OF POLICY

This Policy establishes the mandate and boundaries of the Muskoday Post-Secondary Education Program. It spells out regulations and procedures under which the Program will operate. It is also a security alarm system to warn the Program when it is about to do something either unwise or dangerous or stated in other words, it keeps the Program true to its stated goals. This policy is a very critical part in the administration of the Post-Secondary Education Program in that it provides direction, dictates codes of behaviour, defines expectations, and asserts priorities.

Consistent with the above, this policy will do the following:

- A. Promote more consistent and prudent decision making or stated negatively minimize inconsistencies in actions and decisions made in Post-School Programming.**
- B. Save time, money, and effort for many questions that deal with similar principles that repeat themselves in a variety of forms, and therefore can be handled in a manner suggested by a single policy.**
- C. Establish good public relations.**
- D. Reduce pressure on Chief and Council and their staff from special interest pleaders.**
- E. Reduce criticism of Program decisions and actions when it becomes apparent to the students and community that decisions are based on well defined consistent policies rather than on expediency.**
- F. Better communication regarding Post-School Programming between Chief and Council and the community.**
- G. Ensure annual Post-School funding reflects the goals and aspirations of the Muskoday Post-Secondary Education Program.**

(1)

2. **OBJECTIVES OF MUSKODAY POST--SECONDARY PROGRAM**

The objective of the Post-Secondary Student Support Program is to sponsor students who are members of the Muskoday First Nation to gain access to Post-Secondary Education. The goal of the Program is to graduate students with the qualifications and skills needed to pursue individual careers and to contribute to the achievement of Indian self-government and economic self-reliance.

The program provides financial support to students for tuition and living allowance while in training. The Program and this document outlines the criteria to be met by students to qualify for sponsorship, the areas and levels of financial support available through the Program, and the limits and duration of support entitled to qualified students.

(2)

DEFINITIONS

- A. **“Human Resources and Skills Development Canada”** is a federal government department formerly known as Canada Manpower.
- B. **“Aboriginal Affairs and Northern Development Canada”** means the federal government department responsible for Indians and Indian lands.
- C. **“Dependent”** means a child of the student or a child for which the student has legal custody and is dependent on the student.
- D. **“Dependent Spouse”** means an unemployed person living with the student in a husband/wife relationship for at least one year prior to making application for financial support.
- E. **“Foreign Post-Secondary Institution”** means a Post-Secondary Institution located in a country other than Canada.
- F. **“Fraud and misrepresentation”** means using deliberate deception to acquire Post-Secondary funds which is a criminal offence.
- G. **“Full-time Student”** means a student enrolled in full-time studies as defined by the training institution attended.
- H. **“G.E.D.”** means General Education Development which for the purposes of this policy means a grade 12 equivalent. **“A.B.E”** means Adult Basic Education.
- I. **“Muskoday First Nation”** means the membership of the Muskoday Indian Band No. 99.
- J. **“Part-Time Student”** means a student who is taking less than the required course load for full-time studies as defined by the institution.

(3)

- K. **“Pathways Program” means the part of Human Resources Skills Development Canada annual regional budget which goes to Indian governments for pre-employment, trades, technical, and vocational training.**
- L. **“Post-Secondary Education or Training” means a program of studies offered by a Post-Secondary Institution for which a grade 12 or equivalent is a prerequisite.**
- M. **“Post-Secondary Institution” means a learning institution which offers training programs and courses requiring a grade 12 or equivalent for admission.**
- N. **“Private Post-Secondary Institution” means a Post-Secondary Institution owned and/or operated privately for profit or otherwise and not being subsidized by government.**
- O. **“Program of Studies” means a Post-Secondary training program at least eight months in length and resulting in a certificate, diploma, or degree upon successful completion (programs such as pre-law, UEP, and unclassified university studies are included).**
- P. **“Public Post-Secondary Institution” means a publicly owned Post-Secondary Institution funded in whole or in part by government.**
- Q. **“Required to Discontinue” means a Post-Secondary institution cancelling the students enrollment in a training program and from the institution due to unsatisfactory academic performance.**
- R. **“Tutor” means a teacher/instructor who gives extra instruction to students individually or in small groups. A “Tutor” is a person who is recognized by the institute in a particular area of study.**

(4)

- S. UEP means University Entrance Program that upgrades the student academic skills in preparation for university studies.**
- T. Unclassified Student means a full or part-time student taking university level courses without being admitted into a college or program. (i.e. College of Education, Arts & Science, Commerce, etc.)**

SECTION ONE - FINANCIAL SPONSORSHIP

1. WHO IS ELIGIBLE

To be eligible for funding under the Muskoday Post-Secondary Student Support

Program, an applicant must satisfy and meet the following minimum criteria:

- A. An applicant must be a member of the Muskoday First Nation whose name appears on the Muskoday Membership list.
- B. An applicant must be accepted for admission into a Post-Secondary Program of Studies whose minimum entrance requirement is Grade Twelve (12) or equivalent (GED; ABE).
- C. An applicant must supply proof (documentation) of having a complete grade 12 or equivalent (GED; ABE).
- D. If the courses and marks identified in the applicant's high school transcripts indicate he/she might have problems in Language Arts and Math, he/she may be requested to take the G.E.D. exam to ascertain his/her capabilities in those areas, and may be requested to take U.E.P.

2. APPLICATION DEADLINES

To expedite the orderly processing of applications and have ample time to receive and check supporting documentation, the following deadlines for submissions of applications shall be adhered to:

- A. Applications for funding must be submitted by June 30th for enrollment into a Program of Studies starting in September.
- B. Applications for funding must be submitted by October 30th. for enrollment into a Program of Studies in January.
- C. Applications for funding must be submitted by MARCH 30TH for enrollment into Intersession.
- D. Applications for funding must be submitted by JUNE 15TH. for enrollment into Summer Session.

(6)

3. HOW TO APPLY

A person applying for financial sponsorship must as a minimum provide the following documentation:

- A. A completed application form issued by the Muskoday Post-Secondary Student Support Program.
- B. Submit the funding application by the due date.
- C. Applicants may be asked to produce identification, (i.e. birth certificate, drivers license, picture I.D., etc.) to corroborate they are indeed the person whose name appears on the Muskoday Membership List.
- D. Documentary proof of acceptance into a Post-Secondary Program of Studies.
- E. Documentary proof of a Grade Twelve Standing or Grade Twelve equivalent (G.E.D.) and/or pertinent post-school standing.
- F. A completed Muskoday First Nation Career Education Research form (attached at the back of this policy).

4. ASSESSING & PROCESSING OF APPLICATIONS

All applications shall be date stamped as they are received. For mailed in applications with the date appearing on the Post Office cancellation stamp on the envelope, this will be recognized as the official date received. The application shall be appraised to determine validity and merit and funding criteria relevant to the application. Based on this assessment, the application will be categorized into one or more of the following categories. The applicant will then be notified as to the status of his/her application:

(7)

A. COMPLETE APPLICATION

Provided all conditions for funding relevant to the application are met and the applicant has submitted all supporting documentation (completed career education research, acceptance letter, photocopy of treaty/registration card, grade 12 transcripts, post-secondary transcripts) the applications shall be recommended for approval by MFN Education Committee, subject to availability of funds. All recommendations shall be ratified by Chief & Council.

B. INCOMPLETE APPLICATION

An incomplete application is one where required information and/or documentation to support the application is missing. Such applications shall be held in abeyance until such time as the required information and/or documentation is supplied by the applicant.

C. LATE APPLICATION

A late application is one submitted after the applicable deadline in which case it shall be given consideration only after all valid applications received on time have been considered.

D. DEFERRED APPLICATION

A deferred application is one which is held in abeyance until such time as the appropriate conditions relevant to the application are in place to warrant re-consideration or approval. Applications may be deferred for the following reasons:

- I) When all available funds for which the application is made have been expended or committed; or,
- II) When application is made for funding to enter into a Post-Secondary Program of Studies that has already started and the course/program is past the deadline for late entry; or,
- III) Information and/or documentation required to support the application is forthcoming from the applicant.

(8)

E. REJECTED APPLICATION

An application may be rejected for not meeting one or more conditions relevant to the application. An application may be rejected for the following reasons:

- I) The required information and/or documentation to support the application is not submitted by the applicant within thirty (30) days from the request being made.
- II) The applicant was asked to discontinue from a previous Post-Secondary Program or had discontinued on his/her own volition without notification or justifiable cause on his/her part.
- III) The applicant has been previously funded for Post-Secondary Training for the maximum time allowed under this program (40 full-time student months maximum).
- IV) The applicant is requesting funding for a Course/Program that does not meet policy criteria to be classified as Post-Secondary.

SECTION TWO - POST-SECONDARY TRAINING

1. PROGRAMS/COURSES THAT QUALIFY

The Post-Secondary Student Support Program area of funding responsibility shall include and be restricted to the following areas of Post-Secondary Training:

- A. Subject to section two (2), a training program at least eight (8) months in length requiring a grade twelve or equivalent for admission and resulting in a certificate, diploma, or degree upon completion.

(9)

- B. The training program must be sanctioned or offered by a Post-Secondary Institution recognized by legislation of the country province, or state in which the institution is located.**
- C. University Entrance Programs designed to give students the skills and prerequisites to gain entrance into university may qualify as Post-Secondary training under this policy, subject to the university sanctioning the program.**
- D. Unclassified students taking university classes and UEP students are eligible for sponsorship from this program for a maximum of one year.**
- E. Intersession and Summer session will be dealt with by the Muskoday First Nation Education Committee on a case by case basis.**

1. PROGRAMS/COURSES THAT DO NOT QUALIFY

The Post-Secondary Student Support Program shall not sponsor the following training programs and courses:

- A. Training ordinarily sponsored by Human Resources Skills Development Canada and the Pathways Program which includes pre-employment, trades, apprenticeship training, and vocational training, technical programs/courses.**
- B. The Chief and Council and Program may at its discretion decline from sponsoring any Program/Course they feel does not meet Post-Secondary criteria or otherwise.**
- C. The MFN Post-Sec. Student Support Program will not fund any Private Post-Sec. Institution.**

SECTION THREE - STUDENT PRIORITY LIST

1. To be fair and equitable in the distribution of limited funds in the Post-Secondary Program it is essential to have priorities in place to ensure resources are spent wisely and efficiently as possible. The following list of student categories enables the program to fund students based on need, merit, and commitment:

PRIORITY 1

Students in the midst of completing their studies from the previous year and are in good standing with the Muskoday First Nation Post-Secondary Program. Students in this category are required to submit a complete application every new fiscal year for regular, spring or summer sessions.

PRIORITY 2

Recent grade 12 graduates and students who recently went back immediately following graduation, to upgrade marks or pick up classes that are required for future post-secondary courses.

PRIORITY 3

New students starting Post-Secondary Training Programs/Courses requiring grade 12 or equivalent for admission.

PRIORITY 4

Students re-entering training programs previously started provided their history as post-secondary students is satisfactory in terms of personal and academic commitment and had discontinued their studies through no fault of their own.

PRIORITY 5

University students starting post graduate studies and students taking further training in their profession to enhance their employability and promotion opportunities. (i.e. a student with a B. Ed. and pursuing a M.Ed., a student with a diploma in nursing and pursuing a degree in nursing).

PRIORITY 6

Students pursuing a second certificate, diploma in a discipline unrelated to their previous training. (A student to be placed in this category must sit out one year after his/her last training program and then present his/her case before the appeals board).

PRIORITY 7

Students required to discontinue from their last training program or had discontinued for no apparent reason (students in this category re-applying for sponsorship must present his/her case before the Appeal Board).

PRIORITY 8

Students who are forever taking classes without ever getting certified in any given area; these students drop and change classes, change programs in mid-stream, and never seem to finish training in any discipline (students in this category, re-applying for sponsorship, must present his/her case before an Appeal Board).

SECTION FOUR - AREAS OF FINANCIAL SUPPORT

1. The Post-Secondary Student Support Program provides eligible students with full or partial financial support in the following areas depending on the student's personal circumstances and funding criteria under which the student's application was approved:
 - A. **TUITION**
The cost of instruction paid directly to the training institution on behalf of the student including other applicable fees required by the institution (i.e. student union, application fees, athletic & recreation services, student services, etc.).
 - B. **BOOKS & SUPPLIES**
The cost of materials and instructional aids required by the course/program if not included in the tuition charged by the institution. (i.e. textbooks, special art supplies, special instruments and clothing, etc..)

(12)

C. **TUTORIAL SERVICES**

The cost of extra or supplementary instruction requested by the student if not included in the tuition charged by the institution.

D. **LIVING ALLOWANCE**

The cost of food, clothing, and shelter for the student and if applicable for his/her spouse and children and children of which he/she has legal guardianship while he/she is actively attending a course or program.

E. **TRAVEL EXPENSE**

- I. The cost of daily transportation to and from classes for physically disabled students. (i.e. a student on wheelchair).
- II. The cost of travel to and from the students family home at the beginning of Sept., for Christmas break, and at the end of the term; if the students spouse, children or family are left at home while he/she is living and taking training elsewhere.
- III. The cost of field trips required by the course of program if not covered by tuition charged by the institution.

SECTION FIVE - LIMITS OF FINANCIAL SUPPORT

1. **LIMIT AND DURATION OF TUITION SUPPORT**

Full or partial financial support for tuition shall be provided to applicants who have met all conditions relevant to their application, subject to the following terms and conditions:

- A. The full cost of tuition for students enrolled in full or part-time studies at any Canadian Public Post-Secondary Institution closest to their normal place of residence.
- B. When and wherever possible students shall take their training at a public Post-Secondary Institution closest to their normal place of residence.

(13)

- C. A student enrolled in a course/program at a foreign institution not offered at a Canadian public institution closer to the students home community shall have the full cost of tuition paid.
- D. A student not receiving living allowance from this program and enrolled full or part-time at a public or private institution shall have his/her tuition paid in full for a maximum of 40 student months.
- E. For students receiving living allowance from this program, the maximum length of time tuition shall be paid will be as per the official length of the course/program as defined by the institution offering the course/program.
- F. A student needing additional time to complete his/her studies may be eligible for extra tuition by special permission. (See Section Eight)

2. **LIMITS OF SUPPORT FOR BOOKS & SUPPLIES**

The program shall pay the cost of required books and supplies if not included in the tuition charged by the institution, subject to the following terms and conditions:

- A. The student shall provide his/her own consumable supplies such as pens, pencils, paper, book bags, etc.
- B. Additional resource material which exceeds the \$350.00 books & supplies allowance may be subsidized or paid in full by the program on a case by case basis, with the MFN Post-Sec. Program retaining any materials purchased if paid in full (ie. expensive camera, etc.)
- C. The program shall pay the actual cost of required textbooks and supplies as determined by the institution.

- D. The program will not pay for book and supplies for a class/course repeated by a student unless a new edition (s) or a change in textbook (s) is required by the class/course.

3. **LIMITS TO TUTORIAL SERVICES**

The program shall pay the cost of extra or supplementary instruction requested by the student if not included in the tuition charged by the institution, subject to the following terms and conditions:

- A. This service shall be provided only to students whose attendance is regular and not for students who habitually miss classes for no apparent reason.
- B. Provided the student is attending regularly and his/her instructor has submitted a written report stating the student is doing all required work and study but still needs additional instruction, tutorial services will be provided for as long as required.
- C. The tutor must be sanctioned by the Post-Secondary Institution by either the instructor or student services office of the institution.
- D. The payment of tutorial services shall be paid directly to the tutor at a set rate per hour of tutoring.

4. **LIMITS AND DURATION OF LIVING ALLOWANCE**

A monthly allowance shall be provided by the Program to offset the cost of food, clothing, and shelter if the student has no other means of support contingent on meeting the following terms and conditions for eligibility:

- A. A student enrolled in full-time studies as defined by the training Institution offering the program shall have his/her living expenses paid by the Program.

- B. **Students taking part-time studies do not qualify for living allowance, but if extenuating circumstances precipitated by the Institution forces the student to attend part-time through no fault of his/her own, he/she may be eligible for funding. (i.e. class cancellations, conflicting time table because of class re-scheduling, etc.**

- C. **A student attending part-time by choice, by dropping classes, or by being required to discontinue a class (s) because of unsatisfactory performance is not eligible or will lose eligibility for living allowance.**

- D. **The duration of financial support to cover living expenses shall be for a maximum of 40 students months, excluding periods when the training program is in recess, and provided the student maintains eligibility to receive a living allowance.**

- E. **A student needing extra time to complete his/her training may be eligible for continued living allowance by special permission if the student did not complete his/her studies on time because of circumstances beyond his/her control. (See Section Eight)**

5. **LIMITS TO TRAVEL EXPENSE**

Travel Expense shall be paid by the Program for special circumstances under the following terms and conditions:

- A. **The cost of daily transportation to and from classes for physically disabled students requiring special transportation services.**

- B. **The cost of travel to and from the students family home at the beginning of the regular term (Sept.), during Christmas break, and at the end of the regular term(April), if the students spouse, children, or family are left at home while he/she is living and taking training elsewhere provided the students family lives within the same or adjacent province from where the student is taking his/her training.**

(16)

- C. Travel shall be by the most economical mode of transportation. A student who elects to travel by private vehicle will be covered for the cost of fuel at a set rate per kilometre to a maximum amount as determined by the Program.
(See Travel Rates in Section Ten).
- D. Students taking training further away than what is specified Article (B) above shall be subsidized at a set rate per kilometre to a maximum amount as determined by the Program.
(See Travel Rates in Section Ten).
- E. The cost of field trips required by the course or program if not covered by tuition charged by the institution.
- F. The cost of travel to conferences and conventions, etc. may be considered only by special request through written submission by the student (s) to the Program. The request will be given consideration based on validity, merit, and feasibility of the submission, and subject to availability of funds for this purpose.
- G. Special Post-Secondary Compassionate Travel at actual cost is permitted under the following circumstances:
 - (a) funeral attendance - actual cost of transportation at .13 cents per kilometre, up to \$250.00 for immediate family member to attend a funeral;
 - (b) visits to family members in hospitals outside the community of residence;
 - (c) immediate family member includes the family the student is part of now as a parent and the family in which he/she is a child. This also includes spouses, common-law spouse, sons, sons-in-law, daughters, daughters-in-law, brothers, sisters, grandparents and grandchildren.

SECTION SIX - STUDENT INCENTIVES

1. GRADUATION

To offset the costs associated with graduation, the Program will provide a graduation allowance to the student upon successful completion of their program of studies, subject to the following terms and conditions:

(17)

- A. Graduation allowance will be provided only once to any one student for any one Post-Sec. training program.
- B. A student who has previously received the allowance and has subsequently gone on to take other training unrelated to his previous training shall not be eligible for further allowance.
- C. The student must satisfy all course/program requirements for the awarding of a certificate, diploma, or degree from the training institution.
- D. Graduation costs incurred by the student over and above the amount provided by this Program shall be the responsibility of the student.

2. SCHOLARSHIPS

To encourage, recognize, and reward exemplary high achievement the Post-Secondary Program may award incentive scholarships, subject to the following conditions:

- A. A student must be enrolled full time in a Post-Secondary Program of studies that is two or more years in length to be considered for a scholarship award.
- B. The Muskoday First Nation has a scholarship fund set up separate from the Post-Secondary Program. However if additional funds for scholarships purposes are identified from this program, the collective amount of scholarships awarded each year shall not exceed Three Thousand Five Hundred Dollars (3,500.00), subject to availability of funds.
- C. A student awarded a scholarship shall receive it after he/she has actually started the next year of his/her studies.
- D. A student selected for a scholarship who does not continue his/her studies the following year shall forfeit the award.

(18)

- E. A student in his/her last year of study shall not be eligible for scholarship consideration.
- F. The criteria and process of selecting students for scholarship awards shall be determined by the Chief and Council and the Program.
- G. The manner of awarding scholarships shall be made available to all students and members of the Muskoday First Nation.

3. AWARDS

To encourage, recognize, and reward exemplary high achievement, the Post-Secondary Program may provide recognition awards in the form of plaques, money, etc., subject to following criteria:

- A. Any full or part-time Post-Secondary Student who is a member of the Muskoday First Nation is eligible to be considered for an award.
- B. The collective cost of recognition awards for each year shall not exceed two thousand dollars (2,000.00) subject to availability of funds for this purpose.
- C. The criteria and process of selecting students for awards shall be determined by the Chief and Council and the Program.
- D. The manner of selecting students for awards shall be available to all students and members of the Muskoday First Nation.

SECTION SEVEN - STUDENT COUNSELLING

- 1. The Post-Secondary Student Support Program shall provide guidance and counselling services to all students as required. This shall include monitoring of students attendance and performance on an ongoing basis to discern problems and possible misrepresentation of student status in the following areas:

A. ATTENDANCE

Discipline, commitment, and attendance are essential factors in the degree of success or failure that results in any undertaking. For students, regular attendance is of the utmost importance and all possible help and persuasion within reason should be used to see that students attend classes regularly. In particular the following should be done in this regard:

- I) Students are encouraged to immediately seek help and counselling from the Program if they find themselves in a situation where their attendance is being compromised for whatever reason whether personal or otherwise. Failure to correct attendance problems at an early stage usually results in failure and being required to discontinue the Training Program.
- II) If there is cause to believe a student is not attending classes regularly, it is incumbent on the Program to determine the reason (s) for the truancy through investigation and to provide appropriate guidance and counselling as may be required.
- III) To monitor student attendance, the Program shall make spot checks on student attendance by contacting instructors and other appropriate personnel of the institution attended by students.
- IV) A student may at any time be required to produce certified proof of attendance from the institution.
- V) Financial support may be discontinued for any student whose attendance is less than satisfactory.

B. ACADEMIC COUNSELLING

To ensure students are aware and understand the structures and administrative processes employed by learning institutions to deliver and maintain standards of education, plus the expectations and rigorous discipline required for Post-Secondary study. The Program shall provide academic program counselling to all students as part of the application process and as needed thereafter. In particular, the program shall concentrate on the following:

- I) The program shall endeavour to have at its disposal as many of the course calendars from various Post-Secondary Institutions across Canada for reference in academic counselling.
- II) As part of the application process prospective students shall be given appropriate counselling and information to help them assess their suitability in regards to aptitude and academic skills necessary to take the training applied for.
- III) The Program shall endeavour to keep in touch with all its students for the purposes of gauging student performance and to intercept when any particular student is experiencing problems of any type of posing a threat to his/her studies.
- IV) The student shall be given a copy of this policy and key areas of the policy regarding student responsibility and performance shall be explained to him/her.

C. PERSONAL COUNSELLING

A student to be successful in Post-Secondary Studies must have peace, quiet and contentment in his/her personal life. However, unexpected tension and strain in one's personal life whether self made or external in origin usually results in neglect of commitment to work and family. In this regard, the Program shall provide personal counselling to students who may experience such problems by doing the following:

(21)

- I) The Program shall make contacts and network with social development agencies and justice systems to prepare and be ready for any inevitable personal problems students may encounter during the course of their studies.
- II) As part of the application process prospective students shall be given appropriate counselling and information to help them assess their personal life and if need be to set things in order so that they may be able to train with minimal interference from personal matters.
- III) The program shall endeavour to keep in touch with all its students for the purpose of detecting possible personal difficulties and work with the student before such problems causes him/her to fail or dropout from his/her respective training program.

D. TUTORING

Sometimes additional and supplementary instruction outside regular class hours makes the difference between failure and success. Students experiencing difficulty in keeping up with class work and study demands may be counselled to partake in tutorial classes. Students who may be in need of such services should be counselled to take the following into consideration:

- I) Students should be advised that falling behind in their studies usually results in failure and being required to discontinue and that they should seek help before reaching that stage.
- II) The Program shall have a list of tutors sanctioned and available for tutorial services from the various institutions attended by the students.
- III) The Program shall endeavour to keep in touch with all its students to detect possible difficulties in their studies and set up tutorial services before such problems causes him/her to fail or dropout from his/her respective training program.

E. **FRAUD & MISREPRESENTATION**

The funding of Post-Secondary Education is a Treaty Right as guaranteed in Treaty Six signed by our ancestors and the Queens representatives in 1876. Under this affirmation, the Program funds for students who qualify for tuition and living expenses while taking Post-Secondary studies. To maintain and protect this Treaty Right, it is imperative that students and others do not abuse or take undue advantage of allotted dollars for this purpose. The Program must be diligent in making sure funds are used for the purpose designated by this policy and to deal with inconsistencies in the following manner:

- I) The administration of the Post-Secondary Student Support Program shall be in accordance with this policy.
- II) Gross deviation from this policy by Program personnel and students may be cause for disciplinary action. In particular, the following breach of policy shall be considered as violations requiring either reprimand, suspension, or dismissal depending on the severity of the infraction:
 - A) Deliberately using funds for unauthorized purposes or making fraudulent claims. Requisitions, and reports with the intent of accessing Program funds for ulterior purposes.
 - B) A student giving false information to gain financial sponsorship for which he/she would not be entitled to otherwise.
 - C) A student deliberately concealing his/her actions and other pertinent information which would reduce or terminate his/her financial sponsorship in any area of funding under this program.

F. **DISCIPLINE**

It takes rigorous discipline to succeed in Post-Secondary study. Students have to forego immediate gratification of their desires in favour of disciplined hard work in the short term so that they satisfy their needs and aspirations in the long term. To avoid the pitfalls and the lure of life's deceptions masquerading as the easy life, the Program shall provide the student with ongoing counselling to help keep the student from falling by the wayside.

The Program is expected to do the following in this regard:

- I) Students are encouraged to immediately seek help and counselling from the Program if their personal lifestyle and activity is causing them to neglect their studies.
- II) If it is determined that a student's lifestyle and other outside activity is in competition with the demands of his/her studies, the Program shall intercede and help the student impede such activity and behaviour through counselling and guidance.
- III) If a student deliberately defrauds the Program or his/her behaviour is such that it grossly taints the integrity of the Program and the Band. He/she shall be disciplined according to the following procedure:
 - A) Depending on the severity of the infraction, the student shall be verbally reprimanded in the presence of a witness. The reprimand shall include what the problem is and what corrective action must be taken by the student to rectify his/her performance and/or behaviour.
 - B) Should the student's performance and/or behaviour not improve after a reasonable period of time, another interview shall be conducted at which time the student will be given a written reprimand detailing the problem and consequences if he/she does not improve his/her conduct.

(24)

- C) Continued disregard of advice and directives from the Program given to the student to amend his/her behaviour may result in termination of financial sponsorship. (The decision to terminate financial sponsorship shall be made by the Appeal Board as per Section Nine.
- D) If the student received Program funds under deliberate false pretence, the Program will retrieve the fraudulent income from the students living allowance. The appeals committee shall decide the timeframe in which the funds shall be retrieved.
- F) If a students financial sponsorship is terminated after being caught receiving Program funds fraudulently, the overpayment will be deducted from his/her living allowance when and of he/she is approved for sponsorship in the future.

SECTION EIGHT - EXTENSION IN FUNDING

1. A student who does not complete his/her studies, after having used the maximum 40 student months allotted by this program, may be granted financial support for one additional year by special permission from the program, subject to the following terms and conditions:
 - A. The student must make written request to the Program detailing the reasons why he/she was unable to finish his/her program on time and provide documentation to support his/her claim.
 - B. The student must also have written approval for the extension to complete his/her studies from the Institution=s Dean or Department Head.
 - C. The student must present his/her request for additional financial support to the Appeals Board as per Section Nine of this policy.
 - D. The decision of Appeals Board shall be final.

SECTION NINE - APPEAL BOARD AND PROCESS

1. To ensure this policy is applied fairly and equitably in all aspects and that students are not arbitrarily denied what may be entitled to them the Muskoday Post-Secondary Student Support Program shall have an Appeals Process in place. The composition and process of the appeals mechanism shall be as follows:

A. COMPOSITION OF APPEALS BOARD

The composition of the Appeal Board shall be as follows:

- I) The Program shall, within 10 working days of receipt of the appeal, establish an Appeal Committee composed of:
 - 1 representative selected by the student appealing,
 - 1 representative selected by the MFN Post-Sec. Program,
 - 1 representative agreed to by both parties.

B. APPEALS PROCESS

To make the appeals process work and to ensure that frivolous complaints are screened and valid complaints based on policy have every chance of being heard, the following process shall be adhered to:

- I) A student launching an appeal shall do so in writing to the Post-Secondary Program Manager. The written submission shall include the reason for the appeal and what part of this policy it is based on plus background information as to why the student thinks he/she was treated unfairly by the Program.
- II) The Post-Secondary Program Manager shall respond within ten (10) days by setting a mutually agreed upon date for the hearing of the appeal.
- III) The student launching the appeal shall have the right to make representation on his/her behalf before the appeals board.

(26)

- IV) The Post-Secondary Counsellor and/or Manager shall make a presentation on behalf of the Program.
- V) The appeals board shall have the right to call anyone to appear before the board to provide evidence at the hearing.
- VI) The decision of the appeals board shall be given in writing to the student within ten (10) days after the hearing.
- VII) The decision of the appeals board shall be final.
- VIII) The Post-Secondary Program will not pay or reimburse any expenses incurred by a student in the launching and hearing of his/her appeal.

SECTION TEN - FORMULAS & LEVELS

1. The following funding levels are based on student need to cover instructional and other associated costs required for the instruction of the student, plus the cost of food, clothing, and shelter for the student and his/her dependents if applicable:
 - A. **TUITION**
Tuition shall be paid in full or in part by the program depending on the need and classification of the student and subject to areas of this policy regarding tuition.
 - B. **BOOKS & SUPPLIES**
Subject to areas of this policy regarding books and supplies, the program shall pay the actual cost of required textbooks and supplies.
 - C. **TUTORIAL SERVICES**
Subject to areas of this policy regarding tutorial Services, the program shall pay for this service at the rate of \$15.00 per hour of tutoring.

(27)

D. **TRAVEL**

Subject to areas of this policy regarding travel, the Program shall provide the cost of travel as follows:

- I) Student travel during extended leave from studies shall be the actual cost of the least expensive round trip fare to a maximum of \$500.00 dollars.
- II) Students using private transportation returning home during extended leave from studies shall be subsidized at thirteen cents per kilometre to a maximum of \$500.00.
- III) Actual cost of special daily transportation to and from classes if the student is on a wheelchair.

E. **GRADUATION**

Subject to areas of this policy regarding graduation, the program will subsidize the student to a maximum amount of \$250.00. Students may apply for additional funding to offset travel costs, by the most economical mode of transportation.

F. **CONFERENCE & WORKSHOPS**

Subject to areas of this policy regarding conferences and workshops, such expenditures shall be by special permission on a case by case basis and depending on availability of funds.

G. LIVING ALLOWANCE

Living allowance shall be paid in full or in part by the program depending on the need and classification of the student and subject to areas of this policy regarding living allowance. At any rate, the maximum level of assistance for living expenses is as follows:

- I) Single student living
with employed parent.....\$1,000.00

- II) Single Student.....\$1,000.00

- III) Married student with
employed spouse.....\$1,000.00
With 1 dependent.....\$1,000.00
With 2 dependents.....\$1,200.00
(or more)

- IV) Married student with
dependent spouse.....\$1,000.00
With 1 additional dependent.....\$1,000.00
With 2 additional dependents.....\$1,200.00
(or more)

- V) Single parent
With 1 dependent.....\$1,000.00
With 2 dependents.....\$1,200.00
(or more)

SECTION ELEVEN - MEDICAL LEAVE

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CONTRACT BETWEEN MUSKODAY FIRST NATION POST-SECONDARY PROGRAM AND THE STUDENT

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This contract is specifically designed for Muskoday First Nation Post-Secondary Students who are taking a Medical Leave from their institute of study. This contract is with the sponsoring agency (Muskoday First Nation Post-Secondary Program) and the student named, and signed to this contract.

- 1. I agree to consult with the Post-Secondary Counsellor if any problems arise.**
- 2. I authorize the Muskoday First Nation Post-Secondary Program Administrator to obtain information from persons, agencies, or organizations to determine and/or verify my eligibility for re-registering for classes.**
- 3. I will re-register for full-time classes for the semester immediately following the semester I took Medical Leave.**
- 4. I will inform my medical care-giver to release any information, verbally or in writing, which pertains to my medical condition in this particular situation. I will give my medical care-giver a copy of this contract so there will be no misunderstanding between the parties involved.**

I HEREBY AGREE TO THE TERMS AND CONDITIONS FOR FINANCIAL ASSISTANCE, AS LISTED ABOVE.

STUDENT SIGNATURE

DATE

WITNESS

DATE

POST-SECONDARY STUDENT MEDICAL LEAVE & FUNDING ISSUES

Any post-secondary student who is required to take a leave of absence from their institution of study for medical reasons (i.e.-physical, mental, etc.) Shall be allowed to re-register for classes the following semester; but, only if the student has been given consent to resume studies from their Doctor or any other persons who has been giving them care (i.e.- Medicine Man, etc.). The care giver must be recognized by the Muskoday First Nation Post-Secondary Education Committee.

The student shall be entitled to receive their regular living allowance if the medical leave falls within the last two (2) months of the semester they are currently enrolled; and they are re-registering to resume classes the following semester. One reason would be because Social Services will not fund anyone for two months, or less; and this will create a hardship for any student. Eg.-if they have to move back to the Reserve for only two (2) months before returning to their studies; if they have to uproot their children from school for a short period of time, etc.

Also, if the student has sincere intentions of returning to his or her studies immediately following the medical leave semester they must sign a contract stating this so we may acquire the proper information from the caregiver and the university regarding this student. The contract is attached.

If at any time the Muskoday First Nation Post-Secondary Education Committee views this privilege as being abused, or misused, the Muskoday First Nation Post-Secondary Committee will deal with the matter at a regular Post-Secondary Committee meeting or a special meeting will be called.

If the student feels he/she has been treated unfairly the appeals process can be used.

SECTION TWELVE - POST-SECONDARY STUDENT ADVANCES

The Muskoday First Nation Post-Secondary Education Committee recognizes the need for student advances.

There will be one advance per student per semester; this includes the regular sessions and inter-session and summer session.

The student can request up to 10% of their total remaining semester living allowance payout, but the full amount will be recovered before the semester is complete.

Anything outside of this policy will be brought to the Post-Secondary Committee for discussion.

If the student receives an advance and then quits or is asked to leave their studies by the University or by the Muskoday First Nation Post-Secondary Program, that student will be obligated to pay off the outstanding advance once he/she returns to the Muskoday Post-Secondary Program.

**MUSKODAY FIRST NATION
CAREER EDUCATION RESEARCH**

Name: _____

Status/Treaty Number: _____

Mailing Address: _____

Phone #: _____

Date: _____

Please supply all information requested. This will allow the Education/Labour Force Development Committees to make an accurate assessment/decision regarding your request.

1. What is your present level of education? _____

2. Have you been sponsored in a course? Yes _____ No _____

3. If yes, by whom? _____

4. What course? _____ When? _____

5. What course are you presently considering & where? _____

6. What is your long-term goal? _____

7. What certificates/diplomas/degrees do you possess? _____

8. If you have previous training, please explain why you are not utilizing/marketing this training? _____

9. What Institute have you selected and why? _____

10. What are the costs:

Tuition: _____

Books: _____

Supplies: _____

Other: _____

11. Have you applied to the Training Institute? Yes _____ No _____

12. Have you received a letter of acceptance? Yes _____ No _____

13. If yes, what is your student number? _____

14. What is the start date _____ & end date _____

15. Contact person at Institute & phone # _____

The SERVICE CANADA CENTER (1-800-662-6232) can help you plan your career. Please call them and make an appointment to visit a Career Counsellor.

A MUSKODAY FIRST NATION CHIEF & COUNCIL
RESOLUTION RATIFYING THE
MUSKODAY POST-SECONDARY STUDENT SUPPORT
POLICY & PROCEDURES MANUAL

We, the Chief & Council of the Muskoday First Nation are unanimous in our determination to realize the fulfilment of a first class Post-Secondary Education for our youth and membership;

AND WHEREAS, the membership has entrusted us with the responsibility to oversee the management of their Post-Secondary Education funding;

AND WHEREAS, it is necessary to have policy and procedures in place to guide our actions in the development and management of the Muskoday Post-Secondary Student Support Program;

BE IT RESOLVED that we, the Chief & Council by virtue of this resolution unanimously approve this, our Post-Secondary Education Policy;

AND FURTHER, that the policies and procedures specified in this manual shall immediately come into force and that such policies and procedures shall be reviewed annually and revised should it be necessary.

SIGNED, SEALED, and DELIVERED at the Muskoday First Nation this 1st Day of March , 1996.

AND AMENDED on the _____ day of _____, 20____.

Chief

Councillor

Councillor

Councillor

Councillor

Councillor

