

**LAC DES MILLE LACS FIRST NATION**

**POST SECONDARY PROGRAM POLICY,  
PROCEDURES, ADMINISTRATIVE GUIDELINES,  
AND  
STUDENT RESPONSIBILITIES / OBLIGATIONS  
DOCUMENT**

# LAC DES MILLE LACS FIRST NATION

Effective:  
Dec. 18, 2003

**Policies • Guidelines • Procedures • Student Responsibilities/Obligations**

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POST SECONDARY EDUCATION ASSISTANCE PROGRAM DOCUMENT

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The Lac Des Mille Lacs post secondary program policies, procedures, administrative guidelines, and student responsibilities/obligations are outlined under the following policy numbers and headings:

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PURPOSE AND GENERAL INFORMATION

NO. 101

## **PURPOSE:**

To state the policy, procedures, administrative guidelines, and student responsibilities/obligations with respect to the provision of educational assistance to registered Lac Des Mille Lacs First Nation post secondary students.

## **GENERAL INFORMATION:**

1. The Lac Des Mille Lacs Post Secondary Education Assistance program is intended to assist as many as possible registered band members to acquire university, college, and professional qualifications so that they may realize their individual potential for contributions to their community and other communities. The program provides counselling and financial assistance to registered First Nation members who are qualified and/or have been accepted by accredited Provincially funded college, university, or private institutions. This includes those persons with lesser academic qualifications that are accepted in recognition of their maturity and potential for success in their chosen field of study.
2. To ensure that the maximum possible number of Lac Des Mille Lacs students are able to achieve their academic and vocational goals through the funds available for this program, fair, and reasonable performance standards for students will be established through the cooperation of the institutes of higher learning and will be expected of students who participate in the program. Reasonable participation in the program will assist the First Nation or it's designate in the responsible administration and management of the program.
3. The Lac Des Mille Lacs First Nation Council or it's designate is responsible for the implementation of this policy, guidelines, and the management/ administration of this post secondary program.

**STUDENT ELIGIBILITY FOR ASSISTANCE POLICY**

**NO. 102**

To be eligible to receive assistance under the terms of the Post-Secondary Educational Assistance program, it is required that:

1. The applicant be a registered Band Member of Lac Des Mille Lacs First Nation.
2. a) The applicant has attained university or college entrance requirements through successful completion of secondary school studies and has been accepted for registration by a recognized college, university, or private institution into a program of studies which has secondary school graduation as a normal prerequisite to registration.  

or

b) The applicant has not been registered as a full time student in a recognized secondary school for at least one full year prior to application and has been accepted for registration as a **Mature Student** (19 years of age or over) into a program of studies of an approved institution.
3. An applicant applying for initial or renewed assistance will make available a **Letter of Acceptance** from the post secondary institution which she or he plans to attend or a document indicating promotion and/or approval to continue studies from the post secondary institution which she or he most recently has attended.
4. The applicant is aware that funds provided to students through this program are not intended to be sufficient to pay off personal debts or to responsibly carry personal debts while being enrolled in a college, university, or any approved training institution.

5. POST SECONDARY PRIORITY LIST:

- |                |  |
|----------------|--|
| PRIORITY ONE   | Continuing students who were enrolled in post secondary studies at one institute, in the present school year, with a grade point average of 2 (two) or better and are continuing in the following school year. |
| PRIORITY TWO   | High school students (Present school year graduates).  |
| PRIORITY THREE | Students with a grade point average of 3 (three) or better who have had to discontinue their studies because of extraordinary circumstances.   |
| PRIORITY FOUR  | Students who have enrolled in post secondary studies with a grade point average of 2 (two) or better and received funding from another source.   |

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PRIORITY FIVE	Mature students who have enrolled in post secondary studies for the first time.
PRIORITY SIX	Students who were not enrolled in post secondary studies in the previous school year.
PRIORITY SEVEN	Students who were enrolled in post secondary studies in the present school year with a grade point average of less than 2 (two) but greater than 0 (zero).
PRIORITY EIGHT	Students who had dropped out of post secondary studies or had a grade point average of 0 (zero) in the present school year.

### EDUCATIONAL ASSISTANCE AVAILABLE FROM OTHER AGENCIES POLICY

NO. 103

1. To avoid duplication of funding, students are to accept any and all educational assistance provided to them, unconditionally, by other funding agencies to offset a portion or all of the financial assistance required from this program.
2. Provincial, private bursaries, scholarships, and fellowships which are received by Lac Des Mille Lacs students are considered as an enhancement.
3. Awards won by a student for outstanding scholarships, in competition with other scholars, are considered as incentive income and do not affect the assistance benefits available or are provided to the student.

### INDIVIDUAL ASSISTANCE LIMITS AND CONDITIONS POLICY

NO. 104

1. While adhering to all the applicable assistance regulations and conditions set out in this document, the total assistance provided to an individual student shall not exceed the student months allowed for the programs listed in the next page under 2 A to E.
2. The number of student months funded will depend on the course length of particular programs as listed below in page 4 under A to E. In exceptional circumstances, students may be provided with additional student months.

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The following are the maximum number of "student months" of assistance which may be provided for each of the five major post secondary education levels:

- A. COMMUNITY COLLEGE
- 1 year program e.g. college vocational ..... 8 student months
  - 2 year program. .... 16 student months
  - Trades program ..... 16 student months
  - 3 year program e.g. accounting, nursing ..... 24 student months
- B. BACHELOR'S DEGREE or equivalent ..... 24 student months
- C. HONOURS BACHELOR DEGREE ..... 8 student months
- D. MASTER'S DEGREE or equivalent ..... 16 student months
- E. DOCTORATE (Ph.D.) ..... 16 student months

3. A **student month** is a unit of measure used for the programs described above in 2A to 2E for budgetary and assistance limitation purposes. For record purposes, a full student month is used when a student has received educational assistance, under the terms of this program, to permit them to attend full-time for four weeks an approved educational institution.

### DEPENDENTS OF STUDENTS POLICY

NO. 105

1. Under the terms of this program, **dependents** of a student may only include a spouse and those children of the student provided that they are not gainfully employed.
2. A **spouse** is a person who has lived with the student as husband or wife for a period of not less than one year prior to application of Educational Assistance. If the spouse is legally married to the student, no time factors are relevant or applicable.

### CATEGORIES AND LEVELS OF ASSISTANCE POLICY

NO. 106

1. TRAINING ALLOWANCE SCHEDULE
  - a) Training allowance is paid to students, who qualify, to assist in covering normal daily living expenditures such as food, local travel, lodging, and school related expenses.
  - b) Allowances paid to students vary according to the number of the student's dependents and whether it is necessary for the student to live away from home to attend College, University, or a private institution.

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- c) Training allowances are not provided for **part-time** students or fully employed students. However, educational assistance to cover the cost of tuition and books shall be made available if not provided by the employer. The financial situation may be reviewed for those employed students and allowances could be provided if funds are available.

### ALLOWANCES TO BE AS FOLLOWS:

S0	Single student living with employed parents	290
S1	Single student	675
S2	Single parent with:	
	1 dependent	1,045.00
	2 dependents	1,205.00
	3 dependents	1,355.00
	* \$50/month for each additional dependent	
M1	Married student with employed spouse	675
M2	Married student with dependent spouse and with:	895.00
	1 dependent	1,045.00
	2 dependents	1,205.00
	3 dependents	1,355.00
	* \$50/month for each additional dependent	

### 2. TUITION ALLOWANCE

A tuition allowance will be paid for a student who is approved for post secondary funding while attending an approved Post Secondary institution.

### 3. TRAVEL ALLOWANCES

- a) Students may select any recognized post secondary institution for their studies. However, travel support is restricted to the travel costs to a Canadian post secondary institution, that offers the selected program of studies, nearest the student's home.
- b) Students shall receive, for each period of time covered by their enrollment in an approved training institution, a travel allowance equal to the cost of one return trip from the student's residence to the training site. The most economical mode of travel must be used.

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- c) With the approval of the program's manager/administrator, students attending education programs during periods of time which include the Christmas holidays can be provided with return transportation to their home community. This allowance cannot be used for purposes other than travel to the home community.

#### 4. SPECIAL CLOTHING

Allowances may be provided, if funds are available in the post secondary program budget, for special clothing in cases where it is required for the student's course. The decision to provide a clothing allowance is the exclusive responsibility of the administrators of the program.

#### 5. BOOKS AND SUPPLIES

- a) The maximum amount for books and supplies for full-time students shall be \$600 per year.
- b) The maximum amount for books and supplies for part-time students shall be \$80 per course taken. Special circumstances will be reviewed and additional book costs may be funded if funds are available at the discretion of the program administrator.

PROCEDURES FOR APPLICATION AND PROVISION OF EDUCATIONAL ASSISTANCE POLICY

NO. 107

#### 1. APPLICATION PROCEDURES

All registered First Nation members who are interested in receiving Educational Assistance under the terms of this program are to contact the program administrator in writing prior to June 15<sup>th</sup> each year, unless otherwise specified.

The process for application is:

- a) Submit a letter of intent prior to June 15<sup>th</sup>.
- b) Submit a formal application by June 15<sup>th</sup>.
- c) Provide proof of eligibility.
- d) Provide an **acceptance letter** from post secondary institution.
- e) Provide a signed waiver.



## 2. PROVISION OF INFORMATION TO STUDENTS

If the application has been approved by the post secondary program manager/administrator, he or she will notify the student of the approved amounts of assistance. Applicants not approved for education assistance will be also notified.

## 3. RESPONSIBILITY OF THE STUDENTS

Students receiving any type of educational assistance under the terms of this program will be responsible for satisfying the academic requirements of the institution of higher learning in which they are enrolled. Students, as well, are responsible for managing the assistance funds made available to them in a manner which ensures that all fees, training related expenses, and personal expenses are paid when due. Students, also, are responsible for meeting all other the requirements set out in this document. **Students must sign a waiver of Release of Information (1e).**

## 4. TERMINATION OF EDUCATIONAL ASSISTANCE

The funding agency may terminate Educational Assistance to a student who has demonstrated a lack of ability or willingness to meet the requirements, responsibilities, the obligations contained in this document. If the personal circumstances of the student are such that further consideration is recommended, a conditional extension of educational assistance benefits can be approved.

When a student has used all the allocation of student months described in page 4 section 2A, assistance will be discontinued until she or he is enrolled in a more advanced program of studies.

When a student has used the total allocation of student months, all further assistance will be automatically terminated.

## 5. PROVISION OF INFORMATION TO STUDENTS

- a) On his or her request, each potential student shall receive a formal Lac Des Mille Lacs post secondary application form.
- b) Each student approved for any type of educational assistance shall receive an accounting of the approved amounts of their financial assistance. The student will also receive a copy of the Lac des Mille Lacs First Nation Post Secondary Education Assistance Program Policy, Procedure, Administrative Guideline, and Student Responsibilities/Obligations Document.

A student participating in this program can expect to have two sources of academic and general Counselling available. Firstly, the counselling services that are available to all students enrolled in institutions of higher learning. Secondly, Counselling services that are available to students from the Lac Des MILLE Lacs post secondary program Counsellor or the Designated manager/administrator's Counsellor. The content and extent of these services may vary in accordance with the policies and resources of the individual institutions and sponsoring organization.

1. GENERAL FUNCTIONS OF AN EDUCATION COUNSELLOR:

- a) Informs potential applicants of the state of the Post Secondary Education Assistance Program.
- b) Discusses with eligible potential applicants, the individual's interests and goals with a plan to assist the student to develop a realistic achievable academic plan.
- c) Assists students to obtain full information about their program of studies that are consistent with the student's academic plan approved under the terms of the Educational Assistance program.
- d) Assists, if requested by a student, in the required procedures to acquire acceptance for registration in a selected college, university, or an approved training institution.
- e) Assists students to complete the application for the post secondary assistance program.
- f) Identifies, to students, of all approved benefits of the assistance program to which they are entitled.
- g) After final approval has been given, maintains files of students' completed application forms, records, and all relevant information.
- h) Informs the appropriate receiving training institution of each student's plans and ensures that the student contacts the institution's Education Counsellor and is aware of the services they provide.
- i) If requested by a student, assist in making appropriate travel arrangements to the location of the institution of higher learning.
- j) Provides to each student that is approved for funding assistance a copy of the Lac Des Mille Lacs post secondary program document.
- k) Discusses each student's personal financial position and together along with the student

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determine if he or she has enough resources to help achieve their academic plan and not be hindered by a debt load. For some potential or continuing students it might be necessary for them to look after their debts before they attempt training.

- I) The First Nation's counsellor or their designated organization's counsellor will refer students that they cannot help to an appropriate agency or health facility.

**STUDENT RESPONSIBILITIES AND OBLIGATIONS POLICY**

NO. 109

In order to qualify for educational assistance or to keep their sponsorship in good standing, each student must follow and adhere to the preceding requirements and also meet and/or perform the following responsibilities and obligations:

1. As a potential student or continuing student, notify the post secondary program manager/administrator about their educational intentions prior to June 15<sup>th</sup> of each year.
2. As a potential or continuing student, submit a completed application form and other required documents to the post secondary program's manager/administrator by June 15<sup>th</sup> each year.
3. Students planning to attend summer courses must notify the program's manager/administrator by January 15<sup>th</sup> each year.
4. All students attending an educational institution full-time or part-time are required to maintain at least a 2.0 grade point average (GPA).
5. Full-time students must carry at least 4 full credits.
6. Attend classes on regular basis in order to obtain and maintain good marks.
7. When a student is enrolled in a program, they must maintain regular contact with a representative of the First Nation or it's designate assigned to manage/administer the Lac Des Mille Lacs Post Secondary Program to keep them informed of their schooling and school related information. Students must consult the program's manager/administrator in order to change their studies or when they leave their institution. Failure to do this will result in the denial of future educational assistance.
8. When a student has to disrupt their studies or cannot continue due to an emergency, to avoid a penalty or the denial of future funding they must notify the program's manager/administrator in writing of the reason.
9. Students are required to adhere to their training institution's rules and regulations.

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## STUDENT APPEALS POLICY

NO. 110

1. Should any student be convinced that the preceding policies, procedures, administrative guidelines, or student responsibilities/obligations have not been fairly applied to his or her situation, the student should file an appeal within two weeks in writing to the Lac Des Mille Lacs Council.
2. The Lac Des Mille Lacs Council will convene an Appeal Board to deal with the student appeal as quickly as possible. In making a decision, the Appeal Board will determine if the Lac Des Mille Lacs Post Secondary Policy, Procedure, Administrative Guidelines, and Student Responsibilities/Obligations Document contents were fairly or unfairly applied. The decision made, on the appeal, by the Appeal Board is final and binding for those involved with the program.

Adopted by: Gary Kishiqueb  
Interim Chief

Gary Kishiqueb

Elaine Hogan  
Councillor

Elaine Hogan

Tracy Morrison  
Councillor

Tracy Morrison

Witness

Lorne Henry

Date March 16/04