

**MAMALILIKULLA FIRST NATION  
POST SECONDARY EDUCATION FINANCIAL ASSISTANCE  
GUIDELINES**

**SEPTEMBER 2017**

**1. STUDENT ELIGIBILITY**

- A. You must be a registered status Indian, a resident of Canada at the time of application, and a member of the Mamalilikulla First Nation.

**2. PROGRAM ELIGIBILITY**

- A. The program of study must be a recognized Canadian University Community College, Technical Institute, School of Nursing, Teachers College, and recognized in the INAC Post-Secondary Guidelines.

**3. APPLICATION PROCEDURES AND DEADLINES**

- A) Generally, the school year starts in September. To be eligible for funding, new and continuing students must provide the following:
- i) **By April 30<sup>th</sup>**, you must contact the Band Office in writing, giving the program study, length of program and the educational institution as well as any relevant information such as number of dependents that may affect living allowance and;
  - ii) **By August 20<sup>th</sup>**, you must provide the Band with a letter of acceptance for registration or, in the case of continuing students, a document from the school indicating promotion or approval to continue studies.
- B) In years when the number of qualified students exceeds the funds available, a waiting list will be kept by the administration. Funding will be allocated among qualified students on August 31<sup>st</sup> according to the date at which all required documentation has been received and according to the criteria described in *Appendix 3 – Priority System*.

**4. TYPES OF ALLOWANCES**

- a) **Living Allowance** is paid to students to cover normal daily living expenditures such as food, daycare, lodging, local travel, recreation, etc. Amounts paid to students vary according to the number of the student's dependents (residing with them in the same

household) and whether it is necessary for the student to live away from one to attend university or college. The support is limited to the maximum amounts from each category listed in **appendix 1**. Costs beyond the level of the allowance are the responsibility of the student.

- b) **Tuition allowance** equal to the actual tuition and registration fees will be provided. The support is limited to the maximum amounts for each category listed in **appendix 2**. Costs beyond the level of the allowance are the responsibility of the student.
- c) **Books & Supplies allowance** for text books and supplies which are officially listed as requirements by the university or college for the student's program will be provided. The support is limited to the maximum amounts for each category listed in **appendix 2**. Costs beyond the level of the allowance are the responsibility of the student.

## **5. TYPES OF STUDENTS**

- a) **Full time students** are eligible for financial support covering tuition, books and supplies and a living allowance. Full time students are those enrolled in 4.5 credits (usually three courses) or more each semester.
- b) **Part time students** are eligible for financial support covering tuition, books and supplies only. Part time students are those enrolled in 4.0 credits (usually two courses) or less.

## **6. OTHER ELIGIBLE PROGRAMS**

- a) **University and College Entrance Programs (UCEP)** that are offered by provincially accredited post-secondary institutions to enable students to attain the academic level required for entrance to degree and diploma credit programs may qualify for funding.
  - i. The student must provide a statement from the institution offering the UCEP that the student will be eligible for acceptance as a student of a regular university or college credit program upon successful completion of the UCEP and that the student can attain the academic level for university or college entrance within the period of two semesters.
  - ii. The support for tuition, travel and living costs for UCEP student will be similar to that provided under the Post-Secondary Financial Assistance Program but limited to 2 semesters or 8 months.
  - iii. At the end of the first semester, financial support to UCEP students for the second semester will be subject to the Band Office receiving a statement from the institution confirming the successful completion of the first semester of the UCEP and that the student is expected to attain the prerequisites for entry into credit programs.
- b) **Non-degree diploma or certificate programs** up to 24 months in length at a provincially accredited technical or vocational institute may be eligible provided that

upon completion the student will be eligible to receive a certificate or diploma essential for the practise of that particular trade.

- c) **Occupational skills and training programs (OST)** such a First Aid or other courses less than eight months in duration will only be considered if funds are available after meeting requirements of the eligible post-secondary students.
- d) **Summer Studies** (May to August) will be eligible only in special circumstances. Students are expected to seek employment in summer months.

## **7. INDIVIDUAL ASSISTANCE LIMITS AND CONDITIONS**

- a) The total assistance provided to an individual student shall not exceed 96 student months.
- b) The number of student months provided will depend on the course length of the institution. In exceptional circumstances, students may be provided with additional student months. The following are the maximum number of student months of assistance which may be provided.

PROGRAM	NUMBER OF STUDENTS MONTHS
UCEP	8
Community College Diploma Programs	24
University Degree - General	40
University Degree - Honours	48
Master's Degree	24
Doctorate (Ph.D.)	24

- c) A Student month is a full month in which a student has received educational assistance to permit full-time attendance at an educational institution. A part-time student will be considered as using two "student months" for each full credit course for which the student has received assistance. Any fractions of student months will be rounded to the nearest month for reporting purposes.
- d) Non degree diploma programs that are not university transferable are funded for a maximum of 24 months.

## **8. RESPONSIBILITY OF STUDENTS**

- i. **Students are responsible for satisfying the academic requirements** of the institution in which they are enrolled and for managing the assistance funds made available to them in a manner which ensures that all fees and personal expenses are paid when due.
- ii. **Students are responsible for notifying the Band Office in writing of any significant changes** that may affect funding (i.e. dropping courses that result in a full-time student moving to part-time status) prior to the end of the semester in question. Students that fail to do so will be responsible for paying back any support

- (i.e. tuition, books, living allowances) paid to, or on behalf of the student, that is deemed lost by the Band. The amount must be paid back to the Band before any further financial support will be considered.
- iii. **Students must submit new funding requests each year for funding the following academic year.** Continuing students who fail to submit a request may lose priority privileges or funding eligibility. All applications must be submitted before April 30<sup>th</sup> to receive funding the next September.
  - iv. **Students are expected to plan to the best of their ability** all aspects of their future education and training. This includes making informed and reasonable decisions with regards to program and class choices, place of residence, employment and healthy living. When needed, students are expected to seek out assistance and counselling to ensure a successful education process.
  - v. **Transcripts of grades must be sent to the Band office** by the student at the end of each semester. In the event a transcript is not received from the student at the end of the fall semester the March cheque will not be sent to the student until it is received by the Band Office. If a transcript is not received from the student at the end of the spring semester the student may not be sponsored for further schooling the following September.
  - vi. **Tuition costs must be determined by the student** and the invoice or receipt forwarded to the Band Office for payment.
  - vii. **The student will make every effort to take the pertinent courses** required in order to complete the program of studies they are pursuing. There are counselling services available at each college and we encourage you to see a counsellor and seek his/her direction to get into the most appropriate courses and to complete those courses as conscientiously and as expeditiously as possible.
  - viii. **Students must maintain an acceptable level of performance** each semester in order to be considered for future funding. This is considered a "C" or GPA of 1.50

## **9. TERMINATION OF EDUCATIONAL ASSISTANCE**

- a) The Band may terminate educational assistance to a student who has demonstrated a lack of ability or willingness to meet the academic or financial management responsibilities which the student has accepted. If the personal circumstances of the student are such that further consideration is recommended by the student's counsellors, a conditional extension of educational assistance may be approved.
- b) When a student has used the total allocation of Student Months provided for any of the various academic levels, assistance will be discontinued until the student is enrolled in a more advanced program of studies. When a student has used the total allocation of 96 months, all further assistance will automatically be terminated.

## **10. STUDENT APPEALS**

- a) Should any student be convinced that the preceding regulations and guidelines have not been fairly applied to his or her situation, then the student shall have the right to appeal. The process is as follows:
  - i. **Step One:** The student contacts the Band administration to discuss the disagreement. The administration gives a written reply with two weeks after the initial discussion. Chief and Council receives a copy of the reply.
  - ii. **Step Two:** If the student is not satisfied with the reply, the student may request that Chief and Council review the decision. In this case, the student must prepare a written, one page summary for Chief and Council and state very clearly their request. Chief and Council will, at their earliest convenience, review the request and determine a solution.
    - a. **Step Three:** Chief & council will reply in writing to the student regarding their decision. A copy of the reply will be forwarded to the administration. The student should be prepared to meet with Chief & Council at any time and will regard the Chief & Council's decision as final.
    - b. For assistance in developing and presenting an appeal contact the administration.
    - c. Chief & Council review the success rate of all post-secondary students. If a student does drop out without notifying the post-secondary administrator or the Mamalilikulla First Nation in writing and applies again the following year for post-secondary assistance then the Chief & Council will review the application and may choose not to sponsor that student in the future.

## **11. EDUCATIONAL ASSISTANCE AVAILABLE FROM OTHER AGENCIES**

- a) To avoid duplication of funding, students are to accept any and all educational assistance made unconditionally available to them by other funding agencies to offset a portion or all of the financial assistance from this program.
- b) Social assistance, training grants, private bursaries and scholarships which are awarded on the basis of need are considered as a replacement for a portion or all of the costs which would be normally met through the provisions of this program.

- c) Awards won by a student for outstanding scholarship, in completion with other scholars, are considered as incentive income and do not affect the computation of assistance benefits available to the student.
- d) Income earned or assistance provided by a student's relatives is not considered in computing the educational assistance needs of the student.

### *Appendix 1*

#### **RATES FOR RESOURCING MONTHLY ALLOWANCES**

Description	Monthly Allowance
Single student living with employed parent	\$658
Single student	\$1050
Married student (employed spouse)	\$1050
With 1 dependant	\$1200
With 2 Dependents	\$1,350
With 3 Dependents	\$1,500
Married students (dependent spouse)	\$1,200
With 1 additional dependant	\$1,350
With 2 additional dependant	\$1,500
With 3 or more additional dependents	\$1,650
Single parent with 1 dependent	\$1,350
With 2 dependents	\$1,500
With 3 or more dependents	\$1,650

When claiming for dependent(s) – the dependent(s) must be 18 years & under and must be living in the same household as the claimant.

Dependents of students may only include the student's spouse (if annual earnings are less than \$2,000) and those children of the student and student's spouse whose annual gross earnings are less than \$2,000.

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 for educational assistance. If the "spouse" is legally married to the student, no time factors are relevant or applicable.

Funding levels are suggested ceilings and are not guaranteed. The total level of financial assistance depends on the number of students and the total funds received yearly for the purpose of student financial assistance from the Department of Indian Affairs.

Appendix 2

**RATES FOR RESOURCING TUITION, BOOKS & SUPPLIES**

The maximum support per academic year (usually two semesters or eight months) is as follows:

DESCRIPTION	TUITION	BOOKS/SUPPLIES
Specialty (i.e. law)	\$3,500	\$2,000
University	\$3,000	\$1,500
College, UCEP, OST	\$2,500	\$1,250

Allocations for tuition and books are based on actual costs up to the maximum allowable. Amounts beyond these levels will be the responsibility of the student.

Any funds (tuition, books/supplies) that are not utilized by a student within an academic year will be used towards funding another post-secondary or O.S.T. student.

### *Appendix 3*

## **PRIORITY SYSTEM**

### **Priority One – Continuing Students**

Continuing students will be given first priority to receive sponsorship. For example, if a student successfully completes the first year of a program and applies for sponsorship for the second year they will be given first consideration for sponsorship.

### **Priority Two – Grade 12 Graduation**

Students that have graduation from Grade 12 within the last two years with the required prerequisites and who apply to get into college or university and are accepted by that college or university will be considered for sponsorship.

### **Priority Three – Mature Students**

Students that have been out of high school for more than two years and have the required prerequisites and who apply to get into college or university and are accepted by that college or university will be considered for sponsorship.

### **Priority Four – University and College Entrance Preparation (UCEP)**

Students that meet the criteria established for the UCEP program (see section 6)

### **Priority Five – Non-Degree Diploma or Certificate Program**

Students enrolled in a program over eight months in length at a provincially accredited technical or vocational institute where, upon completion of the course, the student will be eligible to receive a provincially recognized certificate or diploma essential for the practise of a particular trade.

### **Priority Six – Occupational Skills and Training**

In years when there is a surplus of 10% or more the band's post-secondary budget after meeting the needs of all applicants in priority 1,2,3,4 and 5, Council may extend assistance to Occupational Skills and Training students. The applicant must have been accepted at a provincially accredited technical or vocational institute into a training program of eight months or less that upon completion will issue a certificate or diploma essential for the practice of a particular trade.

### **Priority Seven – Renewing Students and/or Drop Outs.**

Applications from students:

- i. Who have dropped out;
  - ii. Or who quit
  - iii. Or who are not successful in a previous program of studies;
  - iv. Or who dropped out but continued to receive sponsorship without notifying the band;
  - v. Or who received assistance but didn't attend college/university at all;
  - vi. Or who didn't provide transcripts for the program of studies they took;
- Will be reviewed by Chief and Council to determine sponsorship.

### **Chief & Council Acceptance**

Chief & Council will make every effort to maintain the integrity of this policy and respect that post-secondary funding and education is a priority of the Mamalilikulla First Nation.

Amended, Approved and Passed at a duly convened meeting of the Council of the Mamalilikulla First Nation this 8TH day of SEPTEMBER, 2017.

  
Richard Sumner, Chief

  
Edna Puglas, Councillor

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John Powell, Councillor

  
Hazel Ettagiak, Councillor

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Gilbert James, Councillor