



NIPISSING FIRST NATION

Post Secondary Education Assistance Program

Policy and Administration Guidelines

**NIPISSING FIRST NATION
POST SECONDARY EDUCATION ASSISTANCE PROGRAM
POLICY AND ADMINISTRATIVE GUIDELINES**

A. PURPOSE

To state the policy of the Band and the related administrative guidelines with respect to the provision of educational assistance to registered Band post secondary students.

B. PRINCIPAL ELEMENTS	PAGE
General Information	3
Educational Assistance Available from Other Agencies	3
Counseling Services	4
General Functions of the Education Department	4
Student Appeals	4
Graduation Awards for Post Secondary Students	5
C. FULL TIME FUNDING	
Student Eligibility for Assistance	5
Post Secondary Priority List	6
Individual Assistance Limits and Conditions	8
Categories and Levels of Assistance	11
Supplementary Funding Request for Special Events	15
Procedures for Application and Provision of Educational Assistance	15
D. PART TIME FUNDING	
Student Eligibility for Assistance	17
Procedures for Application and Provision of Educational Assistance	18

1.0 GENERAL INFORMATION

- 1.1 The Post Secondary Education Assistance Program (PSEAP) is designed to encourage registered band members to acquire university, college, and professional qualifications so that they can become economically self-sufficient and may realize their individual potentials for contributions to their community and other communities. The program provides support and a financial subsidy to registered band members who are qualified and/or have been accepted by accredited provincially funded college, university, or private institutions as approved by the Ministry of Colleges, Training and Universities, into programs or courses which normally require the completion of secondary school as a minimum academic entrance requirement. This includes those persons who are accepted with lesser academic qualifications in recognition of the applicant's maturity and potential for success in their chosen field of study.
- 1.2 To ensure that the maximum possible number of band 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 co-operation of the institutes of higher learning and the students who participate in the program. Reasonable participation in the program will assist in responsible management of the program.
- 1.3 The Nipissing First Nation Council is responsible for the implementation of the policy and guidelines.
- 1.4 The post secondary funding program is administered by the Nipissing First Nation Education Department. As per ISC (Indigenous Services) guidelines and minimum requirements.

2.0 EDUCATIONAL ASSISTANCE AVAILABLE FROM OTHER AGENCIES

- 2.1 To avoid duplications 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 required from this program.
- 2.2 Scholarships and bursaries won by a student are considered as incentive income and do not affect the computation of assistance benefits available to the student.
- 2.3 Directed scholarship awards, those financial awards specifically offered by an institution to an enrolled student for tuition, residence or books must be reported to the Nipissing First Nation Education Department and used by the student for that

purpose. The Education Department will not provide 'duplicate' funding (e.g. pay tuition when student has been awarded tuition scholarship at specific institution).

- 2.4 Nipissing First Nation will not be responsible for costs incurred by students through OSAP etc.

3.0 COUNSELLING SERVICES

Academic and general counseling is available to students enrolled in post secondary institutions. These services will vary from one College or University to another. Students are strongly encouraged to make use of **Aboriginal Student Services** at their institution and to maintain communication with the **Education Department at Nipissing First Nation**. NFN Education Staff work closely with the staff at the Colleges and Universities when students require assistance, whether for personal or academic reasons. Once again, our goal is to support our students in achieving academic success.

4.0 GENERAL FUNCTIONS OF THE EDUCATION DEPARTMENT

- a) Ensuring that potential applicants are aware of the availability of "The Post Secondary Education Assistance Program."
- b) Discussing with eligible potential applicants, the individual(s) interests and goals with a view to assisting the student to relate these to a realistic academic achievement plan.
- c) Directing the student to resources that can assist them in acquiring as much information as possible about programs of study, consistent with the student's academic plan, which meet the terms of the Educational Assistance Program.
- d) Assisting, the student, if requested, in the registration process for College or University.
- e) Assisting the student to complete the application for post secondary assistance program. This will include advising the student of all benefits of the assistance program to which the student is entitled.
- f) Maintaining current student files that include copies of the student's completed application for assistance after final approval has been given, academic records, any other personal documentation and financial records.
- g) Being available to answer questions students and/or parents may have regarding the Post Secondary Education Program generally, and/or providing direction and guidance related to the individual student's needs.

5.0 STUDENT APPEALS

- 5.1 Should any students be convinced that the preceding regulations and guidelines have not been fairly applied to his or her situation the student shall have the right to a review of the decisions made.

The student shall submit an appeal in writing, explaining the concerns and providing whatever information is pertinent to the situation, to the Nipissing First Nation Director of Education. The written appeal will be reviewed by the Director of Education and the NFN Executive Director, at which time all new or additional information will be taken into consideration along with the Post Secondary Policy guidelines. The student will be notified of the final decision within 10 (ten) business days.

The results of this appeal are to be consistent with the Post Secondary Policy and other documentation on file and will be final and binding.

6.0 GRADUATION AWARDS FOR POST SECONDARY STUDENTS

Post secondary students, upon completion of a program of study, are entitled to a Graduation Award, **one time only** at each particular level of study. Upon graduation, the Post Secondary Education Support Worker will remind students of the documentation required to receive the Graduation Award.

The student is required to submit a photocopy of the completed diploma or degree certificate to the Education Department when requesting the award. Eligibility is dependent on each graduating student submitting the required document(s) by no later than the March 1st of the same fiscal year in which the student graduated.

Example: Student graduated in May 2012. Document(s) must be submitted by March 1, 2013. .

College Diploma	\$500.00
University Bachelor Degree	\$500.00
University Master Degree	\$500.00
University Ph.D. Degree	\$500.00

Trades/Apprenticeship Program (minimum 40 weeks)	\$500.00
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(Available as an Additional Qualification)	
Anishnabemowin Diploma/Degree	\$250.00

Graduation Awards only apply to those students who graduated and received funding under Nipissing First Nations Post Secondary Education Assistance program.

C. FULL TIME FUNDING

7.0 STUDENT ELIGIBILITY FOR ASSISTANCE

7.1 To be eligible to receive assistance under the Full Time terms of the Post Secondary Educational Assistant program, it is necessary that:

- (a) The applicant must be a Registered Nipissing First Nation member and;
- (b) The applicant is enrolled or accepted to be enrolled as a Full Time student attending classes weekly during a semester.
- (c) 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

- (d) 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" (21 years of age or over) into a program of studies as listed in (a) above.

7.2 The applicant is aware that funds provided to students through this program are not intended to be sufficient to pay off personal debts.

7.3 "Additional Qualification" courses. See Part Time Funding, section 13.2.

7.4 Funding requests for specialized areas of study that may not fall clearly within the policy guidelines will be dealt with on a case by case basis and subject to funding availability. Such as, on-line courses of study, programs offered on-site only every few weeks, or other study arrangements where daily in class sessions are not offered.

7.5 Students can be funded in the College General Arts and Science Program only for a maximum of two semesters with a written recommendation and education plan for the following year from the College.

7.6 Applications must be received no later than May 15th annually at 4:00 pm. Should the deadline fall on a weekend, the next business day will be the deadline.

For applicants not presently enrolled in spring or summer courses, the application deadline date is March 15th annually at 4:00 pm.

- 7.7 Students who dropped out of Post Secondary studies or had a failing Grade Point Average and made no alternate plans with the Nipissing First Nation Education Department will be required to successfully complete a semester at their own expense in a post secondary institute prior to submitting an application with the Nipissing First Nation Education Department. Any outstanding payments must be paid to the Nipissing First Nation Education Department prior to application approval.
- 7.8 Master / PhD candidates must provide proof of registration as a full time student to be eligible for sponsorship. Student must provide a progress report on thesis dissertation research signed by supervisor or supervisory committee of the University and expected date of completion.

8.0 POST SECONDARY PRIORITY LIST

8.1 PRIORITY ONE

- a) Continuing students who are enrolled in Post Secondary Studies at one institution (in the present school year) with an overall passing Grade Point Average as required by the Program, and are continuing on (following school year in the same program).
- b) Continuing students enrolled in courses of study that require time away from classroom study (e.g. co-op placements, internships etc.) may have funding in place and remain a continuing student.
- c) Students have been enrolled full-time at a post secondary institution with an overall passing grade average and are continuing as a full-time student (in the present school year) but who accessed funding from a source other than the Nipissing First Nation Education Department
- d) Full Time Anishnaabemowin Programs – students must submit funding applications by the deadline and students must meet the Institution requirements for enrollment – continuing students in this program are to have an overall passing Grade Point Average as required by the Program. Individuals enrolling in Anishnaabemowin Programs will not be limited by prior levels of study (section 9.8)

8.2 PRIORITY TWO

- a) Local secondary school students who are graduating in the current school year or who graduated one year prior and are enrolling in Post Secondary Studies for the first time.

- b) Out of town secondary school students who are graduating in the current school year or who graduated one year prior and are enrolling in Post Secondary Studies for the first time.

8.3 PRIORITY THREE

- a) Students who have successfully obtained their grade 12 graduation diploma and have been out of school for two or more years but have not attended any post secondary institution. Other funding initiatives should also be explored as they may be more easily accessed or more suitable.
- b) Students who have successfully obtained their grade 12 equivalent or mature student testing certificate but have not attended any post secondary institution. Other funding initiatives should also be explored as they may be more easily accessed or more suitable.

8.4 PRIORITY FOUR

- a. Students who earned a passing Grade Point Average as required by the program wishing to return to a post secondary institution to complete a course of study **after being out of school for one or more semester.**
- b. Students who have graduated from a Post Secondary Institute and are considering a career change after being out of school for 1 year or more.

8.5 PRIORITY FIVE

Students enrolled in post secondary studies in the present school year with a Grade Point Average below the requirements of the program and have made no prior arrangements with the Education Department.

9.0 INDIVIDUAL ASSISTANCE LIMITS AND CONDITIONS

9.1 PROBATIONARY STANDING

A student who is struggling to meet the academic requirements of the program may be placed on probation for one semester. Students with supporting documentation will have a different outcome based on individual circumstances and communication with the Education Office and their institution. Below are some examples of specific situations and outcomes that may be implemented. Probationary standings are not reflective of the semester prior to the application process. Applications will be based on final marks from the winter semester (usually January – April).

Number of credits/courses failed	Outcome to Post Secondary Student
	*If the personal circumstances of the student are such that the student's Post Secondary Counselor at the College or University recommends further consideration, an extension of education assistance benefits can be approved. The student must provide supporting documentation to the Education Office in a timely manner to avoid any disruption in funding.
1 (one) failure per academic semester*	- No tuition or living allowance recovery. - The student will also be required to meet with the NFN Post Secondary Education Worker and the Institution's Native Student Services office or Academic Advisor to develop a student success plan prior to retaking the failed course.
2 (two) failures per academic semester*	- The student will be required to meet with the NFN Post Secondary Education Worker and the Institution's Native Student Services office or Academic Advisor to develop a student success plan prior to re-taking the failed courses. - Student may be responsible for tuition costs to retake failed course, depending on individual circumstances (see above*).
3 (three) failures or more per academic semester*	The student will be required to meet with the NFN Post Secondary Support Worker to discuss the options of (a) or (b) (a) The student must pay back the tuition costs for all the failed courses. There will not be a reimbursement for failed courses if subsequently passed. (b) The student's funding will be suspended for 1 academic semester (8 months) and the student will need to complete a semester successfully in order to reapply for funding.

After one semester on probation a student must be demonstrating academic improvement if funding is to continue. Failure to do so could result in the student being required to reimburse the NFN Education Department and/or cancelation of continued funding.

9.2 OVERPAYMENTS

Overpayments are any payment or expenditure for which the student was or is not eligible, and may result in suspension of assistance. (Overpayment example: a student who withdraws from school and does not immediately notify the NFN Education Department while continuing to receive funds from NFN.) For continuing students overpayments may be made through deductions in student living allowance or other arrangements with Nipissing First Nation Finance Department.

9.3 HEALTH AND DENTAL INSURANCE COVERAGE

*******NOTE:** Health and dental insurance that is NOT part of mandatory fees will NOT be paid by Nipissing First Nation Education Department. All students have access to non-insured benefits through the First Nation/Inuit Health Branch of the federal Ministry of Health. Students may choose to purchase the additional coverage through the post secondary institution, but at their own expense.

Students are responsible to notify the appropriate department at the post secondary institution that they are either #1 declining this coverage, or, #2 are to be billed directly.

Students are advised to read the registration package carefully to determine the **deadline date for withdrawing** from these services to avoid being charged for them. Contact the Registrar's Office if additional information is required.

Failure to do so will result in the fees becoming the responsibility of the student.

9.4 ASSISTANCE LIMITS AND CONDITIONS

The funding agency Nipissing First Nation Education Department may terminate Educational Assistance post secondary funding 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.

- 9.5 A student who has withdrawn or chosen not to attend school, and has failed to notify the Education Department while continuing to receive Post Secondary funding, will be required to repay the full amount disbursed. The student will not be eligible for any Post Secondary funding until the full amount has been repaid.

- 9.6 The total assistance provided will depend on the length of the program as determined by the institution.

- 9.7 Students are required to provide a program outline from the institution indicating the time required to complete the course of study at the time of application. This will be used to project funding in the Post Secondary budget, and allocate assistance to each student for the application year.

9.8 LEVELS OF ASSISTANCE

Students who have completed any level, with or without assistance from NFN PSEAP, are ineligible for financial assistance for the same level or a lower level of study. Students may be assisted in Level I or II after dropping out of a higher level study, if not previously funded in the newly requested Level. (For example, a student in their first semester of a Bachelor's Degree can request to move into a College Diploma program, presuming no prior College Program was taken)

- i. College Certification Program
- ii. College Diploma
- iii. Bachelor's Degree
- iv. Master's Degree
- v. Doctorate (Ph.D.)

if a student anticipates changes to the educational plan, communication with the Nipissing First Nation Education Department must take place promptly. In such circumstances where a student requires additional time to complete a program (e.g. when transferring from one institution to another), funding may be extended provided the student submits adequate documentation. This extension will be at the discretion of the Director of Education.

9.9 POST SECONDARY PROGRAM DEADLINES

The Post Secondary Education Support Worker will provide each student with a calendar of important dates including deadlines for final documentation submission, midterms, and final marks. Reminders will also be sent through email. Students are required to regularly check their emails and to update the Nipissing First Nation Education Office with changes to their contact information.

10.0 CATEGORIES AND LEVELS OF ASSISTANCE

10.1 STUDENT ALLOWANCE

- a) An allowance is provided to full time students who qualify, to assist with daily living expenses such as food, travel, rent, hydro, phone, heating etc. It is not intended to cover all costs, but rather to assist student with these expenses. NOTE: Some tuition fees include the cost of a bus pass. There will be no additional travel dollars for students who are attending an institution away from their usual place of residence (Example: Parent's home).
- i. A student who is required to attend school out of province for a very specialized program not available closer to the student's usual place of residence, may be approved additional travel dollars to a maximum of one return trip per school year. This must be discussed with the Education Office prior to funding approvals. Supporting documentation must be provided by the student.

- b) The amount of Allowance a student is entitled to is based on whether or not the student has dependents (a child under 18 years of age), and whether or not the student has an employed spouse.
- c) Students attending a post secondary institution outside of Canada will receive allowances paid in Canadian Currency up to the maximum paid for equivalent programs in Canada.
- d) To be funded for full time studies, student must attend one educational institution only.
- e) Students in a required placement (e.g. co-op program) will be entitled to a living allowance for the period of such placements.
- f) Students receiving remuneration will only be entitled to a living allowance if the amount is lower than the regular allowance provided by Nipissing First Nation Post Secondary Program per monthly distribution. The difference will be distributed to the student with documentation.

ALLOWANCES TO BE AS FOLLOWS:

Single Student or Student with employed spouse.....	\$1,250.00 per Month
Student with 1 Dependent	\$1,410.00 per Month
Student with 2 Dependents	\$1,570.00 per Month
Student with 3 Dependents	\$1,730.00 per Month
Student with 4 Dependents	\$1,890.00 per Month

Allowance Notes:

- Allowances will be deposited on the 1st and 15th of each month while the student is attending school. If the deposit day falls on a weekend or holiday, the previous business day will apply.
- Rates for dependents: \$160.00 per Month for each child up to a maximum of 4 dependents. Proof of dependency will be requested.
- By definition, a dependent child is one who is under 18 years of age and residing full time with the student or a non-income earning spouse.
- Married or Common Law students can only claim a dependent(s) when the spouse does not have an income. A spouse can be claimed as a dependent only when there are dependent children in the home. Rate for unemployed dependent spouse will

be same as dependent child (\$160.00 per month). Record of Employment, Employment Insurance documentation, income tax documentation, or other pertinent documentation will be required to determine eligibility. Any change in employment status must be reported immediately to Education Office so that the necessary adjustments can be made. Overpayment of such funds must be re-paid to the Education Department prior to future education funding being issued.

- By definition, an unemployed dependent spouse is a non-income earning individual.
- Maximum number of dependents, including unemployed spouse and children will be 4.

10.2 EMERGENCY TRAVEL

With prior approval of the Education Department, a student may receive an allowance to cover the costs of emergency travel to the student's home community. Example: Funeral, Act of God.

10.3 APPLICATION FEES

Application fees paid by a student are reimbursable, provided the student submits the receipt with the Post Secondary Application Form and the application is approved.

Residence deposits will not be reimbursed, as these fees are returned to students at the end of the school year.

10.4 TUITION ALLOWANCE

- a. Tuition costs will be paid directly to any publically funded post secondary institution on behalf of a student enrolling.
- b. Fees which are not mandatory registration fees will not be paid by Nipissing First Nation Education Office (e.g. Health Benefits). It will be the responsibility of the student to pay such fees themselves or opt out of them.
- c. The Education Department will advise the Registrar's Office at the post secondary institution by letter that Nipissing First Nation Education Department will sponsor the student for tuition and other mandatory registration fees (up to the maximum education funding allowable). A copy of the sponsorship letter will be forwarded to the student. The student should contact the Education Office if they do not receive a copy of the sponsorship letter by the start of classes.
- d. Students requesting full time funding for Spring and/or Summer courses must provide written documentation from the institution indicating that this is a

required part of their program of studies. Request will be reviewed on an individual basis.

- e. Students can alternatively request for part-time funding for the Spring or Summer semester where full time funding does not apply.
- f. Tuition costs will only be paid to private institutions in Canada that are recognized by the Ministry of Training, Colleges and Universities to a maximum of \$5,000., provided that the course is not offered at a publicly funded post secondary institution.”

10.5 BOOK ALLOWANCE

- a) Each Full time student shall be eligible to receive a book and supply allowance of \$500 per semester of enrollment, September to April, to assist with the cost of books and supplies. Receipts are not required.

When students are enrolled in **Full time** studies during spring intercession or special summer courses the Book allowance shall be the actual cost of required books indicated by the program or institution, up to a maximum of \$400. **Original receipts must be provided to the Education Department for reimbursement.**

Note: Students may be eligible for additional assistance under book and supply allowance to a maximum of \$1,500., with documents from the institution stating that these are course requirements and proof of payment.

10.6 FUNDING FOR SPECIAL NEEDS/LEARNING EXCEPTIONALITIES

- a) Requests for supplementary funding to address specific learning needs will be considered. Students will be required to assume costs for expenses incurred without prior approval by the NFN Education Department. The Education Department will assist however possible, but the student will be responsible for meeting the following conditions:
 - ✓ Student must identify any additional service or special equipment needs on initial funding application, where known;
 - ✓ Contact the Special Needs Office at the institution they are attending to determine what resources are needed and available. This could be done initially through the Aboriginal Student Services Office, especially for first year students;

- ✓ Submit copies of testing results and/or other documentation to the NFN Education Office to determine need and what support is required, and to identify any program extensions;
- ✓ Requests must be accompanied by documentation from the receiving institution;
- ✓ All costs must be pre-approved by the Education Department and original receipt must be submitted to the Education Office. They will be kept on the student's confidential file;
- ✓ Approvals are subject to the availability of funds and priority needs;

b) Short Term Tutorial Assistance:

Students experiencing difficulty with classes should first speak with the instructor or faculty advisor about getting extra help. This is often available through the college or university for no additional charge.

Students who require tutorial support where a charge is involved must first discuss this with the Education Department before costs are incurred. Supporting documentation will be required from the Faculty or Program Advisor that the service is necessary and other supports have been explored

11.0 SUPPLEMENTARY FUNDING REQUESTS FOR SPECIAL EVENTS

Supplementary requests for Special Events could include such activities as conferences/workshops, graduation and cultural events which are specifically related to the student's course of study.

Nipissing First Nation Chief and Council and the Education Department recognize the need to fulfill certain program related requirements and the importance of maintaining the Ojibway Language and Culture.

Requests for special events travel should include:

- ✓ Letter from student outlining the particulars of the trip, workshop etc. to the Education Department;
- ✓ A completed submission that includes the budget (including own funds contributed), description of special event and letter from Instructor supporting student's participation as it relates to course of study.

All requests should be received by the Education Office at least one month prior to the actual event. Approval is based on the availability of funds. Late submissions will not be considered for funding.

12.0 PROCEDURES for APPLICATION and PROVISION of EDUCATIONAL ASSISTANCE

12.1 APPLICATION PROCESS

All Nipissing First Nation Members who are interested in receiving Full Time Educational Assistance under the terms of this program are to complete and submit a Full Time Post Secondary Application Form to the Education Department by the deadline of May 15th. Incomplete applications will be returned to the applicant for completion. A letter will be attached indicating which section(s) are incomplete.

All Post Secondary Application Forms can be accessed online at nfn.ca or by calling the NFN Education Office.

The Education Department may require proof of the applicant's eligibility as a Registered Nipissing First Nation member (Copy of both sides of Status Card).

Residence Applications: Students planning to live in college/university residence must complete the necessary arrangements with the college or university of their choice themselves; however, it is very important that the Education Office be advised of these arrangements.

Usually deposits are required in the spring to hold space in residence. Arrangements for payment need to be discussed with the Education Office as individual circumstances will determine the best way to proceed. Reimbursements are not given by Nipissing First Nation Education Department, as students are reimbursed directly by their institution/residence office at the end of their school year.

12.2 REVIEW OF APPLICATIONS

Once all completed applications have been received (May 15th deadline) a review process takes place. Applications will be prioritized, as outlined in section 8 of this document.

All Priority One: Continuing Students will be notified by no later than June 15th.

Letters of approval for continued funding will go out immediately along with a Post Secondary Package. If there is a reason that funding will not be approved, the student will also be notified with an explanation.

New Student Applications: Approved applicants requiring additional documentation will receive a preliminary letter of acceptance, along with a Post Secondary Package, advising the additional documentation that is required (e.g. high school transcripts, consents for the release of information and funding agreement form).

Applicants will be notified of Final approval once all the necessary documentation has been submitted. It is important that students return all necessary documentation by the deadline of July 15th.

The Education Department's goal is to fund as many students that meet the requirements as possible based on funding levels from (ISC) Indigenous Services Canada.

12.3 STUDENT BANKING INFORMATION

Once an application is approved, each student must provide banking information to the Education Department, prior to the start of the new school year. Specific dates will be provided as a part of the registration package. This is very important as allowances and book money are provided through electronic banking and this must be set up prior to the start of the school year. Any delays in receiving this information will cause a hold on the allowance distribution.

12.4 PROVISION of INFORMATION to STUDENTS

Each student shall receive copies of application forms, notices, request for information, reminders and any other documentation pertaining specifically to the student, which has been prepared by the Education Department at the address provided by the student. It is the student's responsibility to notify the Education Department of any change of residence address, email address or telephone contact information. Failure to do so could result in the student not receiving information important for the continuation of funding.

The Education Department shall regard individual and personal documents as "confidential".

The Education Department shall prepare an information brochure, which outlines the General Terms of this program for distribution to potential participants.

D. PART TIME FUNDING

13.0 STUDENT ELIGIBILITY FOR ASSISTANCE

13.1 To be eligible to receive assistance under the Part Time terms of the Post Secondary Educational Assistance program, it is necessary that:

- (a) The applicant must be a Registered Nipissing First Nation member and;
- (b) 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

- (c) 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" (21 years of age or over) into a program of studies as listed in (a) above.

13.2 "Additional Qualification" courses (e.g. individual with Early Childhood Education diploma requests funding for course that leads to an additional qualification such as "Working with Children with Special Needs") may be funded through the Part-time post secondary budget, based on funding availability. In such situations documentation will be requested indicating the potential portion that the individual's Employer is willing to contribute.

13.3 Part time program student may register up to 2 credits in one term."

14.0 PROCEDURES FOR APPLICATION AND PROVISION OF EDUCATIONAL ASSISTANCE

14.1 APPLICATION PROCESS

All Nipissing First Nation Members who are interested in receiving Part Time Educational Assistance under the terms of this program are to complete and submit a Part Time Post Secondary Application Form to the Education Department.

All applications are taken on a first come first served basis with applications being accepted no earlier than January 1st of each year. Application requests are to fall within the fiscal year of April 1st to March 31st. Applications will be reviewed upon submission,

with decisions to follow starting April 1st. For applicants not presently enrolled in spring and summer courses, the application deadline date is March 15th annually at 4:00 pm.

Approval will also be based on availability of funding.

All Post Secondary Application Forms can be accessed online at nfn.ca or by calling the NFN Education Office.

The Education Department may require proof of the applicant's eligibility as a Registered Nipissing First Nation member (Copy of Status Card)

14.2 EDUCATIONAL ASSISTANCE

All assistance is based on applicants pursuing other means of potential funding during the application process, such as cost sharing with employer or other agencies.

- a) Educational assistance to cover the cost of Tuition.
- b) The maximum amount for book reimbursement for Part Time students shall be **\$150** per approved course taken. Only required books are eligible for reimbursement. **Original receipts must be provided to the Education Department for reimbursement purposes within the first month of the course start date.**
- c) Part Time students are who are required to travel a minimum distance of 200 km round trip for their program may be eligible for travel expenses. The Director of Education will review these on a case by case basis.

Note: Students may be eligible for additional assistance under book and supply allowance to a maximum of \$1,000., with documents from the institution stating that these are course requirements and proof of payment.

14.3 PROVISION of INFORMATION to STUDENTS

Each student shall receive copies of application forms, notices, request for information, reminders and any other documentation pertaining specifically to the student, which has been prepared by the Education Department at the address provided by the student. It is the student's responsibility to notify the Education Department of any change of residence address, email address or telephone contact information. Failure to do so could result in the student not receiving information important for the continuation of funding.

The Education Department shall regard individual and personal documents as "confidential".

The Education Department shall prepare an information brochure, which outlines the General Terms of this program for distribution to potential participants.

1.4 OVERPAYMENTS

Overpayments are any payment or expenditure for which the student was or is not eligible, and may result in suspension of assistance and denial of future assistance. (Overpayments example: a student who withdraws from a course and does not immediately notify the NFN Education Department while continuing to receive funds from NFN)

1.5 Post Secondary Student Computer Loan Program

Post-Secondary Student Computer Loan Program

The Education department endorses the use of technologies to promote educational excellence through resource sharing. NFN Education is committed to using reasonable care to prevent injury or damage and keep safe from danger, in seeing that the technology device provided for the accommodation of Post-Secondary students are as safe as reasonably can be. In providing access to technology device, NFN recognizes its limitations in fully controlling access to inappropriate information and interactions. NFN Education has taken reasonable precautions to restrict access to controversial materials. The users of the technology loan program are required to adhere to the following terms and conditions to ensure responsible use of the computer laptops that are provided for loan.

The devices in the computer laptop loan program include computers registered under NFN – Education Department. In addition, any use of NFN- Education's computers and Internet use on the computer must be consistent with NFN use of technology policy (Internet, E-Mail and Computer Usage) , its mission and vision, and the educational objectives of Nipissing First Nation. The use of technology must support a culture of respect, equity and inclusion, and promote values consistent with the Grand Father teachings. Furthermore, use of other organizations' technology resources must also comply with the rules appropriate to use of the device loan agreement: Appendix A,B (Guidelines and student agreement) .

NFN - Education will not be responsible for any damages suffered by the user and assumes no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages may a user suffer. Use of any information obtained is at user's risk.

NFN Education specifically denies any responsibility for the accuracy or quality of information obtained through its use of the computer. Report any illegal activities to the

appropriate authorities immediately. Prohibited Activities. Any illegal activities are strictly prohibited. This includes, but is not limited to the following:

- i. transmission of any material in violation of any law or regulation such as copyright materials, cyber-bullying, threatening or obscene material, or material suggesting pornography, racism, sexism, or discrimination of any kind;
- ii. vandalism, such as any malicious attempt to damage or destroy equipment, software, data of another user, NFN's network, or any other network connected to the Internet;
- iii. intentionally uploading, downloading, or creating computer viruses;
- iv. attempting to access unauthorized resources, entities, or data; v.) Activities inconsistent with educational objectives: vi. Personal (– Use of Electronic Social Media)
- vii. commercial use;
- viii. political lobbying;
- ix. cyber-bullying, harassment or nuisance messages.

Digital Citizenship Users are expected to abide by the generally accepted rules of digital citizenship. These include, but are not limited to, the following:

- a) be polite;
- b) do not write or send annoying or abusive messages to others;
- c) do not invade the privacy of others;
- d) use appropriate language; do not swear or use vulgarities;
- e) resources are limited and valuable, ensure file transfers meet educational objectives
- f) maintain good cyber security practice:
 - i. Know the risks are there and you are not immune.
 - ii. Practice good password management.
 - iii. Never leave your device unattended.
 - iv. Always be careful when clicking on attachments or links in email.
 - v. Only access sensitive data, such as banking, on devices and networks you trust.
 - vi. Back up your data regularly, and make sure your anti-virus software is always up to date.
 - vii. Avoid sharing sensitive information. ix. Be conscientious of what you plug into your computer.
 - viii. Do not share confidential data with anyone requesting information on the phone or via email.

- ix. Monitor your accounts for any suspicious activity.

The use of the computers in the Post-Secondary Loan program is a privilege, not a right. Penalties for violation of these terms and conditions may range from temporary or permanent withdrawal of privileges, to prosecution under the law. Application for the computer Loan program a) Post-Secondary students must apply annually for a loan computer by submitting a completed application form and contract (Appendix A,B) to the Post-Secondary Worker or designate. Your signature on the attached contract is legally binding and indicates the parties who signed have read the terms and conditions carefully and understand their significance. Students under eighteen (18) years of age will require a parent/guardian signature on their agreement.

Appendix A - Guidelines for Student Responsible Use of Technology

Appendix B- Student Responsible Use of Technology Agreement

Education Committee Minutes February 5, 1996.

Adoption of Council Minutes March 5, 1998.

Accepted by Council this 5th day of July, 2006.

Accepted by Council this 19th day of April, 2011

Amended and approved by Council this 21st day of June, 201

Accepted by Council this 5th day of September 2013 (format change January 2015) Amended and approve by Council this 3rd day of May, 2016.

Amended and approved by Council this 28th day of June, 2016. Amended and approved this 1st day of November, 2016.

Amended and approved this 1st day of August, 2017.

Amended and approved this 6th day of February, 2018.

Amended and approved this 17th day of November, 2020

Appendix A - Guidelines for Student Responsible Use of Technology

The Nipissing First Nation Education Department supports post-secondary students through loaned information technology equipment and endorses the use of existing and emerging technologies to promote educational excellence. This technology is used to support learning in a manner that is consistent with the NFN mission and vision.

1.0 Purpose of NFN Information Technology

- NFN information technology is inclusive to hardware and infrastructure, including routers, services, phone systems and individual devices such as computers and tablets.
- Student use of the information technology devices owned or operated by the Nipissing First Nation Education Department must be used for the purpose of enhancing education and to conduct student work.

2.0 Technology Etiquette

- Users will not post, publish, or display any defamatory, abusive, threatening, sexist, racially offensive, profane, obscene, discrimination based on sexual orientation, illegal and/or other material found to be offensive.
- The sending or storage of offensive messages from any source is prohibited.
- Users shall not copy information or software in violation of copyright laws.
- Software and resources downloaded will be used only under the terms and conditions specified by the owner or creator of those resources.
- Only authorized NFN staff are to download software, applications ("apps") or executable (.exe) programs.
- It is prohibited for a user to post messages and attribute them to another user.
- Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writing of other and presenting them as if they were original to the user.

3.0 Vandalism

- Transmission of any software having the purpose of damaging computer systems and files (i.e. computer viruses) is prohibited.
- Any malicious attempt to harm or destroy the technology or data of any person, computer or network linked to NFN's Network is prohibited and will result in financial compensation to the Band and/or the pursuance of criminal charges and/or other disciplinary action.

- User will not attempt to gain unauthorized access to the Band's system or to any other computer system through the Band's system, or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purpose of browsing.

4.0 Security and Personal Safety

- Users may not share their passwords or accounts with others and must make all efforts to safeguard this information from unauthorized users,
- Users are advised to refrain from giving out personal information, such as their family name, email address, home address, school name, city, country or other information that could help someone locate or contact them in person.
- Users will not post identifying photos, videos, or recordings. Any capture of photo, video or audio recording through the use of any device of sharing/posting of such will only be done with the expressed authorized permission of those involved.
- The Education Department reserves the right to block access to sites and to conduct regular checks of the technology as deemed appropriate.
- An individual search will be conducted if there is reasonable cause to suspect that the user has violated the law and/or the Student Responsible Use of Technology Agreement.

5.0 Inappropriate Material

- Unauthorized interactive gaming will not be accessed through the computer or Band network.
- Upon access to or receipt of material that is educationally inappropriate and contrary to NFN's Mission Statement, the user shall immediately turn off the display and report the incident to the Education Department.

6.0 Violations

- The Education Director will deal with violations of the Student Responsible Use of Technology Agreement. Students found in violation of the agreement may face disciplinary action, which may include:
 - Paying the cost of any damages/losses resulting from the student's inappropriate use of the resources.
 - Revoking access to the information technology devices.
 - Referral to the police.

Appendix B- Student Responsible Use of Technology Agreement

Information Collective Authorization:

The information contained on this form has been collected under the authority of the Education Act R.S.O. 1980, as amended and the Municipal Freedom of Information and Protection of Privacy Act, 1989. Information from this form will be used to enforce appropriate use of the Internet and information technology in accordance with the Nipissing First Nation IT Policy (Internet, E-Mail and Computer Usage) and guidelines attached.

The Nipissing First Nation Education Department supports post-secondary students through loaned information technology equipment and endorses the use of existing and emerging technologies to promote educational excellence. This technology is used to support learning in a manner that is consistent with the NFN mission and vision.

Student Consent

I agree to:

- Use all technology (i.e. laptop and tablet) carefully and not damage, change or tamper with the hardware, software, the network or any settings.
- Keep my password secret.
- Save my work to an external drive or USB stick and not to the device.
- Use the technology for educational purposes and only to help me learn.
- Give credit to the author of work I find on the Internet and obey copyright laws.
- Not provide my personal information (name, address, phone number, and photograph) to anyone on the Internet.
- Never meet in person with someone I have met online without my parent's approval and participation.
- Inform the Education Department about inappropriate material on any device belonging to the Education Department.
- Never use any form of electronic communications to harass, frighten, or bully anyone.
- Never take and send a picture or video of another person or group over an electronic network without prior informed permission of all the individuals involved.
- Always consider the environment when deciding what to print by only printing items that are necessary.

Consent

- I have read and understand the Nipissing First Nation Education Department's Student Responsible Use of Technology Agreement / Guidelines.
- I understand that this Agreement and the NFN IT Policy can be found at nfn.ca.
- I will emphasize the ethical and responsible use of technology and use caution in regard to unsafe communication with others on the Internet.
- I will ensure that media and software on the electronic device is to support my school work and that it has been purchased and is legal.
- I understand that I am liable in the event that the device is lost, stolen, damaged, or otherwise rendered inoperable.
- I understand that Nipissing First Nation will from time to time request access to the device to monitor its use.

Last Name: _____ First Name: _____

Start Date: _____ End Date: _____

Student Signature: _____ Date: _____