



# KINOOMAAGEWIN POLICY

Post-Secondary Education Assistance Program

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## A PURPOSE

The Post-Secondary Education Assistance Program (PSEAP) encourages Nipissing First Nation debendaagziwaad to acquire University, College, and professional qualifications so that they can become economically self-sufficient and may realize their potential for contributions to their community and other communities. The program provides support and a financial subsidy to Nipissing First Nation debendaagziwaad who are qualified and accepted into programs or courses that typically require secondary school completion as a minimum academic entrance requirement or other criteria outlined in this policy.

## B PRINCIPLE ELEMENTS

### 1 GENERAL INFORMATION

- 1.1 For an Applicant seeking assistance for programs within Canada to be accepted, the program of study must be accredited by the Ontario Ministry of Colleges and Universities or Provincial Equivalency.
- 1.2 For an Applicant seeking assistance for programs outside of Canada to be accepted, the program of study must be accredited by the equivalent of the Ontario Ministry of Colleges and Universities for that region.
- 1.3 To ensure that the maximum possible number of Nipissing First Nation debendaagziwaad students can 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 post-secondary institution and the students who participate in the program.
- 1.4 The Nipissing First Nation Chief and Council is responsible for approving the policy implementation and guidelines.
- 1.5 The Nipissing First Nation Education Department administers the post-secondary funding program. Funds are received from Canada and transferred from the Kinoomaadziwin Education Body to Nipissing First Nation. Nipissing First Nation continues to administer the Post-Secondary funding program.

### 2 EDUCATIONAL ASSISTANCE AVAILABLE FROM OTHER AGENCIES

- 2.1 Students are to accept all educational assistance made unconditionally available by other funding agencies to offset a portion or all the financial aid required from this program. It is the communal goal set by section 1.
- 2.2 Scholarships and bursaries a student receives are considered incentive income and do not affect the computation of assistance benefits available to the student.
- 2.3 **Directed scholarship awards**, those financial awards offered explicitly 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.
- 2.4 Nipissing First Nation will not be responsible for any costs incurred by students for any external financial assistance program such as but not limited to student loans, OSAP, where the student agrees to repay that support.

### 3 COUNSELLING SERVICES

- 3.1 Academic and general counselling 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 use **Aboriginal Student Services** at their institution and to maintain communication with the **Education Department at Nipissing First Nation**. NFN Education Staff works closely with the colleges and universities staff when students require assistance, whether for personal or academic reasons. Once again, our goal is to support our students in achieving academic success.

### 4 GENERAL FUNCTIONS OF THE EDUCATION DEPARTMENT

- 4.1 Ensuring potential applicants know the availability of The Post-Secondary Education Assistance Program.
- 4.2 Discuss with potential eligible applicants the individual(s) interests and goals to assist the student in relating these to a realistic academic achievement plan.
- 4.3 The department may aid in 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, to meet the terms of the Educational Assistance Program.
- 4.4 If requested, assist the student in the College or University registration process.
- 4.5 The department may assist the Student in completing the post-secondary assistance program application, including advising the student of all benefits of the assistance program to which the student is entitled.
- 4.6 The department will maintain current student files, including copies of the student's completed application for assistance after final approval, academic records, and other personal and financial records.
- 4.7 It is the department's responsibility to maintain strong financial management for the Post-Secondary Assistant Fund to ensure its integrity
- 4.8 The Post-Secondary Coordinator will be available to answer questions regarding the Post-Secondary Education Program or provide direction and guidance related to the individual student's needs.

### 5 STUDENT RECORDS

- 5.1 The Education Department shall regard individual and personal documents as confidential.
- 5.2 The student must notify the Education Department of any change of residence address, email address, or telephone contact information. Nipissing First Nation does not assume any responsibility or liability for resulting errors due to outdated information on file.
- 5.3 Each student shall receive copies of application forms, notices, requests for information, reminders and any other documentation prepared by the Education Department at the address provided by the student.
- 5.4 No Information will be released unless prior consent has been given in writing by the student.

### 6 APPLICANT ELIGIBILITY FOR ASSISTANCE

- 6.1 To be eligible to receive assistance under the Post-Secondary Educational Assistant program, it is necessary that:
  - a) The applicant must be a Nipissing First Nation debendaagziwaad. The Education Department may require proof of the applicant's eligibility as a Nipissing First Nation debendaagziwaad (Copy of Status Card), AND.
  - b) The applicant has accepted the offer of admission by a recognized College, University, or private institution into a program of study requiring an OSSD or OSSC for registration; OR.

- c) The applicant accepted an offer of admission as a Mature Student (21 years of age or over) into an accredited program of study. The offer of admission must be by a recognized College, University, or private institution. The applicant must not have been registered as a full-time student in a recognized secondary school for at least one full year before application; OR.
  - d) The applicant has been accepted for Part-Time status or Additional Qualifications courses.
- 6.2 Additional Qualification courses are considered under Part-Time studies for assistance purposes.
- 6.3 The applicant is aware that funds provided by this program are not to be used to pay off personal debts. Doing so breaches this policy and will result in immediate funding termination and becoming ineligible for future assistance applications.
- 6.4 The eligibility for assistance for specialized areas of study not defined by this policy will be assessed case-by-case by the Director of Education.
- 6.5 Students enrolled in a preparatory certificate program can be funded for a maximum of two semesters with a written recommendation and education plan for the following year from the college.
- 6.6 Master / Ph.D. candidates must provide proof of registration as full-time students to be eligible for assistance. Students must provide a progress report on thesis dissertation research signed by the supervisor or supervisory committee of the university and the expected completion date.

## 7 POST-SECONDARY PROGRAM APPLICATION DEADLINES

- 7.1 Should any Deadline fall on a weekend, the next following business day will be the deadline:
- Ex: March 15<sup>th</sup> falls on Saturday; the New Deadline will be Monday, March 17<sup>th</sup>, at 4:00 pm
- 7.2 Full-Time Application Deadlines
- a) The fall/Winter Semester application deadline is May 15<sup>th</sup> at 4:00 pm.
  - b) The spring/summer semester application deadline is March 15<sup>th</sup> at 4:00 pm.
- 7.3 Part-Time Application Deadlines
- a) Application processing occurs on a first come, first served basis, with applications being accepted no earlier than January 1<sup>st</sup> of each year.
  - b) Application requests are to fall within the fiscal year of April 1<sup>st</sup> to March 31<sup>st</sup>.
  - c) Applications will be reviewed upon submission, with decisions starting on April 1<sup>st</sup>.
  - d) For applicants wishing to be enrolled in spring and summer courses, the application deadline date is March 15<sup>th</sup> at 4:00 pm.
- 7.4 The Post-Secondary Education Program Coordinator will provide each student with a calendar of important dates, including deadlines for final documentation submission, midterms, and final marks. Reminders will be sent through email. Students must regularly check their personal emails and update the Nipissing First Nation Education Department with changes to their contact information. School-designated emails will not be accepted.
- 7.5 The applicant is responsible for ensuring that all deadlines are met, and confirming applications are received, so their applications are processed promptly. The Education Department will not assume any costs or liability associated with delays in processing regarding incomplete or late applications, such as but not limited to late fees, additional charges, and deregistration.
- 7.6 If an application is incomplete, the department will notify the applicant of any missing or needed additional information to assess the application properly. However, no assessments will occur until the application package is complete.

- 7.7 The Education Department will not assume any costs or liability associated with delays in processing regarding incomplete or late applications, such as but not limited to late fees, additional charges, and deregistration.

## 8 POST-SECONDARY ASSISTANCE APPLICANT PRIORITY LIST

- 8.1 Before any New school year and by the deadlines mentioned within this policy, the education department will maintain a Priority Listing of all Applicants seeking assistance. Based on their current academic status, applicants will be prioritized for funding.
- 8.2 NFN understands the diversity of programs, and those post-secondary institutions have varying definitions for full-time. The Education Department will classify students as full-time or part-time based on the description and criteria used by the attending institution of the student.
- 8.3 Priority One (Continuing Students)
- a) A continuing student enrolled in Post-Secondary Studies at one institution (in the current school year) with an overall passing Grade Point Average as required by the program and registered in the same program for the following school year.
  - b) A Continuing student enrolled in courses that require time away from classroom study (e.g., co-op placements, internships, and others) may have funding and remain a continuing student.
  - c) A student that is enrolled full-time at a post-secondary institution with an overall passing grade average and is continuing as a full-time student (in the following 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 meet the Institution’s 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 are not limited by prior levels of study (section 13.1)
- 8.4 Priority Two (Transitioning Students)
- a) Graduating local Secondary school students in the current school year or have graduated one year prior and are registered in Post-Secondary Studies for the first time.
  - b) A graduating or graduated Post-Secondary Student who is accepted or registered in a new program that aligns with their previous field of study, as noted in Appendix A.
- 8.5 Priority THREE (Returning Students)
- a) A Student with an OSSD or OSSC has been out of school for two or more years but has not attended any post-secondary institution. Other funding initiatives should also be explored as they may be more easily accessed or more suitable.
- 8.6 Priority FOUR (Re-Engaging Students)
- a) A Student with a passing Grade Point Average as required by their program and who wishes to complete their program **after being out of school for one or more semesters** is now registered at the post-secondary institution.
  - b) Students who have graduated from a Post-Secondary Institute and are considering a career change after being out of school for one year or more.
- 8.7 Priority FIVE (Academic Probationary Students)
- a) Students enrolled in post-secondary studies in the current school year with a Grade Point Average below the Program requirements and have made no prior arrangements with the Education Department
- 8.8 Priority SIX (Part-Time and Additional Qualification Post-Secondary Students)

- a) Must refer to the “Part-Time Specific Funding” for their assistance opportunities.
- b) Students enrolled in part-time studies as defined by their institution
- c) Students enrolled in additional qualification courses/programs
- d) Applicants enrolled in Master’s and Doctoral programs that do not have to reduce their employment to complete the program. These are often but not limited to Professional Programs.

## 9 PATHWAYS AND CONTINUATION OF ASSISTANCE

- 9.1 Funding Pathways to graduation are noted in Appendix A.
- 9.2 A maximum of one pathway or program transition will be permitted for assistance where the student did not meet graduation requirements. A re-evaluation may occur without loss of priority if that transition occurs before the start of the second year of program study with required supplemental documentation.
  - a) Letter from the student with a complete personal explanation regarding the reason for the change.
  - b) A letter from an academic counsellor at the institution regarding the academic reason for the change.
  - c) Complete acceptance package to the new program or institution must include transferred credit to the new program where applicable.
- 9.3 Current Students who are graduating from a post-secondary program and have been accepted to a new program requiring the previous diploma/degree will be re-prioritized. They are not considered a continuing student under this policy and will be re-prioritized according to Section 8
- 9.4 Students who have completed two or more degrees, diplomas, and certificates consecutively where NFN has funded their Full-Time or Part-Time post-secondary education may apply. Courses considered as Additional Qualifications do not fall under this provision. The department will review such applications and determine priority and approval on a case-by-case basis. The applicant, in addition to the application package, may be requested to supply additional information with their applications.

## 10 DETERMINATION OF ALLOWANCES AND ASSISTANCE

- 10.1 It is the department’s responsibility to maintain strong financial management for the Post-Secondary Assistance Fund to ensure its integrity
- 10.2 ALL financial assistance, allowances, dependent allowances, incentives, stipends, and awards as defined by this policy are based on the yearly review of the financial record and funding made available to the Education Department. The Post-Secondary Assistance fund is reviewed yearly for financial sustainability by the Education Department based on approved budgets from the Chief and Council. It may be subject to change every year. See Appendix B – Yearly Post-Secondary Allowances and Schedules.
- 10.3 The total assistance provided to students will depend on the length of the program, the status of students (Full-Time or Part-Time) as determined by the institution, and the number of applicants in that fiscal year which can be funded based on available funding.
- 10.4 Students must provide a program outline from the institution indicating the time required to complete the course of study at the time of application. The information will be used to assess the Post-Secondary Assistance budget and allocate assistance to each student for the application year.
- 10.5 Base Student allowances can only be approved by Chief and Council under the recommendation of the Director of Education and Chief Financial Officer.

- 10.6 When reassessments and adjustments to the Base Student Allowance for Full-Time Studies are considered, the Education Department and Finance Department will:
- Consider regional and personal costs of living.
  - Long-term financial feasibility based on inflation factors for educational expenses.
  - Will reassess to the benefit of the students' current living situation and ensure that the intention and purpose of the program are maintained.
  - Notify students and file decisions.
  - Ensure that each year will be reassessed individually. A previous year's assessment will have no bearing on subsequent reviews.
- 10.7 Yearly Adjustments are supplemental to the base Student Allowance and are only active for that school year, and are based on the financial determination of the Director of Education from funding sources and the number of students applying to the fund for assistance.
- 10.8 Part-Time students are not eligible or entitled to monthly cost-of-living allowances, stipends, re-engagement funds or additional incentives unless outlined in this policy.

## 11 TUITION and REGISTRATION FEES

- 11.1 Tuition costs will be paid directly to a post-secondary institution on behalf of a student enrolling in accordance with this policy.
- 11.2 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 Department if they are still waiting to receive a copy of the sponsorship letter by the start of classes.
- 11.3 Students requesting full-time funding for Spring/Summer courses must provide written documentation from the institution indicating that this is a required part of their program of studies. Requests are reviewed on an individual basis.
- 11.4 Students can alternatively request part-time funding for the Spring or Summer semester, where full-time funding does not apply.
- 11.5 Tuition costs will only be paid to private post-secondary institutions in Canada when recognized by the Ontario Ministry of Colleges and Universities to a maximum of \$5,000—provided that the course is not offered at a publicly funded post-secondary institution.
- 11.6 Tuition and Registration fees for an institution outside of Canada will be supported up to the yearly average cost for a Canadian student in Canadian Funds. No exchange rates will be considered for the country of study. Funds will be paid directly to the institution, and the student is responsible for the balance at their cost.
- 11.7 In some cases where a Registration Fee was paid by the student upon approval and review by the department, reimbursement may be granted if the Original Receipt is provided.

## 12 BOOK ALLOWANCE

- 12.1 Each Full-Time Approved Student will be entitled to the following book allowance paid at the start of each semester:
- \$500 per semester as approved by the Education Department. Receipts are not required.
- 12.2 Additional Book Reimbursements are available if the costs of books exceed the semester allowances upon approval of the department. It will be the responsibility of the student to submit the following for review:



- a) Proof that the course requires the books, program, or institution.
- b) Proof of payment (original receipts) above \$500.

12.3 Each Part-Time or Additional Qualification Approved Student will be entitled to reimbursement of the actual cost of required books. The following is required for reimbursements to be processed

- a) Proof that the course program or institution requires the books.
- b) Original receipts must be provided to the Education Department for reimbursement

## 13 FUNDING FOR SPECIAL NEEDS/LEARNING EXCEPTIONALITIES

13.1 Requests for supplementary funding to address specific learning exceptionality needs will be considered.

13.2 The Education Department must pre-approve all costs and original receipts submitted to the Education Department. They will be kept on the student's confidential file.

13.3 Students requiring additional financial assistance will be required to supply the following documentation:

- a) Submit copies of testing results and other documentation to the NFN Education Department to determine the need and what support is required and to identify any program extensions.
- b) Requests must be accompanied by documentation from the receiving institution.

13.4 Students will be required to assume costs for expenses incurred without prior approval by the NFN Education Department. The Education Department will assist where possible, but the student will be responsible for meeting the following conditions:

- a) Contacting the Special Needs Office at their institution to determine what resources are needed and available.
- b) Approvals are subject to the availability of funds and priority needs.

## 14 OVERPAYMENTS

14.1 Overpayments are any payments the student received above the approved amounts or is not eligible to receive.

14.2 Overpayments are not regular occurrences; however, the department and the student will be notified in writing if an identified overpayment occurs. A Temporary suspension of assistance will occur until the matter is resolved through mutual agreement.

14.3 If mutual agreement is not attainable:

- a) Continuing student overpayments may be corrected through deductions in student cost of living allowance or other arrangements with the Nipissing First Nation Finance Department until the overpayment has been corrected.
- b) Graduating students may forfeit their right to graduation incentives and future funding applications until the overpayment has been corrected.

14.4 The department may seek further consequences until the matter is resolved under the direction of the CEO

## 15 TERMINATION OF FINANCIAL ASSISTANCE

15.1 Nipissing First Nation Education Department may terminate Post-Secondary Education Assistance funding to a student:

- a) Who has demonstrated a lack of ability or willingness to meet the academic or financial management responsibilities the student has accepted.
- b) Who has withdrawn or chosen not to attend school and has failed to notify the Education Department while continuing to receive post-Secondary funding

- c) Who has failed or been deregistered for academic misconduct reasons (ex: plagiarism, cheating) by the institution.
  - d) Who willingly deceives the department regarding personal or academic information, the use of the program or the assistance provided for their studies.
- 15.2 A student that is terminated will be ineligible for reapplication for Post-Secondary Assistance until:
- a) The student completes a semester at their own expense at a post-secondary institute before re-applying with the Nipissing First Nation Education Department. NFN Education Department is not responsible for the student's debts and future interests incurred in the repayment for that semester.
  - b) Repayment in full to Nipissing First Nation Education Department for any payments or allowances received while not attending before a new application will be assessed.

## 16 STUDENT APPEALS

- 16.1 Should any student believe that the policy and procedures outlined within the post-secondary assistance program policy have not been fairly applied to their situation, is entitled to a review of the decisions made.
- 16.2 The student shall submit an appeal in writing to the Nipissing First Nation Director of Education consisting of:
- a) An explanation of the concerns and providing information pertinent to the situation.
  - b) Any additional information that is relevant to the appeal.
  - c) The Director of Education, the NFN CEO, and the CFO will review the written appeal with the Post-Secondary Policy guidelines.
  - d) The appeal results will be consistent with this policy and other documentation on file. The final decision will be final and binding.
- 16.3 The Director of Education will notify the student that the final decision will occur within 10 (ten) business days.

## 17 GRADUATION AWARDS FOR POST-SECONDARY STUDENTS

- 17.1 Upon completion of a program of study, post-secondary students are entitled to a Graduation Award, **once only** at each level of study. Upon graduation, the Post-Secondary Education Program Coordinator will remind students of the documentation required to receive the Graduation Award.
- 17.2 When requesting the award, the student must submit a photocopy of the completed diploma or degree certificate to the Education Department. Eligibility depends on each graduating student submitting the required document(s) by no later than March 1<sup>st</sup> of the same fiscal year in which the student graduated.
- Example: The Student graduated in May 2012. The Education Department must receive documentation by March 1st, 2013.

Trades/Apprenticeship Program*	\$500.00
College Diploma	\$500.00
University bachelor's degree	\$500.00
University Master's Degree	\$500.00
University Ph.D. Degree	\$500.00
Anishnabemowin Diploma/Degree **	\$250.00
*Minimum 40-week programs are required for the award	
**Available as an additional qualification by authorized institutions paid in addition.	

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

17.4 Additional Qualification courses and programs are not eligible for Graduation awards unless specified by this policy.

## 18 STIPENDS, RE-ENGAGEMENT ASSISTANCE

18.1 The department will always ensure that budgetary allotments are distributed fairly to as many students as possible.

18.2 Stipends will be one-time financial opportunities awarded to students. It is at the discretion of the Director of Education to create any criteria within the boundary of NFN financial management for such opportunities that will benefit approved post-secondary students.

18.3 Stipends are only available when funds are available for distribution and may not be yearly.

18.4 Re-Engagement funds are available at the discretion of the Director of Education and in conjunction with NFN CEO and CFO for cases requiring special consideration where conditions and circumstances are outside the student's control. Special evaluation will be done on a case-by-case and require additional information:

- a) A letter from the student outlining the circumstances
- b) Evidence from the post-secondary institution, faculty advisors, professors, etcetera to corroborate the situation.
- c) The Director of Education will hold a case conference with the post-secondary institution and others to understand the case.
- d) A plan to move forward and criteria outlining the limitations for any assistance provided. Such a plan must include but is not limited to: How much assistance, Timelines for check-ins, Limitations on payments schedules or reimbursement and limitations therein, Time Limitations on funding and termination criteria not covered by this policy.

## C FULL-TIME SPECIFIC FUNDING

### 19 ALLOWANCES

19.1 The department determines the yearly allowance adjustment based on the criteria provided in sections 9 and 10.

19.2 The Cost-of-Living allowance to a **full-time qualifying student** is intended to help with daily living expenses such as food, travel, rent, hydro, phone, heating, etcetera. It is not intended to cover ALL living expenses in their entirety.

- **Please NOTE:** Some tuition fees include the price of a bus pass. There will be no additional travel dollars for students attending an institution away from their usual residence (For example Parent's home).

- 19.3 A student required to attend school out of province for a specialized program not available closer to the student's usual residence may be approved for additional travel dollars to a maximum of one return trip per school year. The student must provide supporting documentation to the Education Department before approval.
- 19.4 Students attending a post-secondary institution outside Canada will receive allowances paid in Canadian Currency and value only. There will be no consideration for exchange rates with the country where the study is occurring.
- 19.5 To be funded for full-time studies, the student must attend one educational institution only.
- 19.6 Students in a required placement (e.g., co-op program) will be entitled to a living allowance for the period of the placements. The student must provide documentation which includes the following information: reason, location, and duration of the placement.
- 19.7 Approved students are entitled to the base allowance designated for A Single Student with no dependents, as noted in Appendix B Yearly Base allowances.
- 19.8 Approved full-time students can apply for dependents allowance supplementation for up to a maximum of 4 dependents. Documentation regarding proof of residency and relationship or guardianship must be provided upon request of the department. Dependents are defined and considered as listed:
- a) Biological or Non-Biological Child under the age of 18 or a child above the age of 18 that has an eligible physical or developmental disability. A child may be a dependent even if they don't live with the student while the child goes to school. Just as long as the child's permanent address is also the student's.
  - b) Biological or Non-Biological Child under the age of 18 or over 18 with a physical or mental disability, where common law or married spouse is greater than the basic personal exemption for that year, the child will not be considered dependent.
  - c) Biological or Non-Biological Child under 18 or over 18 with a physical or mental disability where common law or married spouse is employed, but yearly income is below the Canadian low-income cut-off for that family. Only a child or children not sufficiently supported by the spouse's income will be considered dependents. Documentation is required, and the yearly approved index from Statistics Canada for low-income cut-off will be the index.
  - d) Unemployed or non-income earning Common Law or married spouse parent, grandparent, brother, or sister if they live with the student and are dependent on the student financially. Any changes in employment status must be reported immediately to Education Department to make the necessary adjustments. Overpayment(s) must be repaid to the Education Department before future education funding is issued.
- 19.9 A dependents in the custody of the approved student in shared custody cases will be granted adjusted allowances to reflect the court or civil living arrangements for the time the dependent resides with the student.
- 19.10 The Post-Secondary Assistance Program allowance cannot be used as part of a court-ordered or civil arrangement child support payment. If the student and the child's other parent are separated, they are a dependent only if the child normally resides with the student. If the student makes child support payments, that child is not a dependent. If it is determined that the financial allowance was used for that purpose. The student's funding will be terminated.

## 20 PROBATIONARY STANDING

### 20.1 Definitions:

- a) Academic Year: is from the first day of the Fall Semester (Generally September) to the End of the Summer Semester (August), in which a student can take a full course load.
- b) A Semester: is a four month within the Academic year. Institutions often have three semesters: 1) Fall, 2) Winter, 3) Intersession or Spring-Summer
- c) An academic term is an assessment period within a program's course of study.

20.2 A student struggling to meet the program's academic requirements 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 Department and their institution. Below are some examples of specific situations and outcomes that may be implemented. Probationary standings are not reflective of the semester before the application process. Applications will be based on final marks from the winter semester (usually January to April).

Number of credits/courses failed.	The outcome of Post-Secondary Student
1 (one) failure per academic semester*	No tuition or living allowance recovery. The student must also meet with the NFN Post-Secondary Education Worker <b>and</b> the Institution's Native Student Services office or Academic Advisor to develop a student success plan before re-taking the failed course.
2 (two) failures per academic semester*	The student must meet with the NFN Post-Secondary Education Program Coordinator and the Institution's Native Student Services office or Academic Advisor to develop a student success plan before re-taking the failed courses. The student may be responsible for tuition costs to re-take the 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 Program Coordinator to discuss the options of (a) or (b) 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. Suspension of the student's funding for one academic semester (4 months), and the student must complete a semester successfully to re-apply for funding.
<i>*If the Student's circumstances are such that the Student's Academic Counselor at the College or University recommends further consideration, the department will consider it for an extension. To avoid funding disruption, the student must promptly provide supporting documentation to the Education Department.</i>	

20.3 Applications will be based on final marks from the winter semester (usually January to April).

20.4 After one semester on probation, a student must demonstrate academic improvement for funding to continue. Failure to do so could result in the student being required to reimburse the NFN Education Department and cancelling funding.

## 21 ADDITIONAL FEE(S)

21.1 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.

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

21.3 Failure to do so will result in the fees becoming the student's responsibility.

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

## 22 EMERGENCY TRAVEL

22.1 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 the Creator.

## 23 SHORT-TERM TUTORIAL ASSISTANCE

23.1 Students experiencing difficulty with classes should first speak with the instructor or faculty advisor about getting extra help. Colleges or universities often offer such support for no additional charge.

23.2 Students requiring a tutor where a charge is involved must discuss this with the Education Department before providing reimbursement to the student. Supporting documentation will be required from the Faculty or Program Advisor that the service is necessary and other supports have been explored

## 24 SUPPLEMENTARY FUNDING REQUESTS FOR SPECIAL EVENTS

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

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

24.3 Requests for special events travel should include:

- a) Description letter from Instructor/Program Coordinator/Institution supporting student's participation in the course of study.
- b) Letter from the student outlining the particulars of the trip, workshop, etcetera to the Education Department.
- c) A budget of costs and where the student/institution/sponsors will contribute to the total cost.

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

## 25 PROCEDURES for APPLICATION

25.1 All Nipissing First Nation Debendaagziwaads 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 May 15<sup>th</sup>.

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

25.3 **Residence Applications:** Students planning to live in college/university residence must complete the necessary arrangements with the College or University of their choice; however, The Education Department must be advised of these arrangements.

25.4 Usually, deposits are required in the Spring to hold space in residence. Payment arrangements must be discussed with the Education Department 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.

## 26 REVIEW OF APPLICATIONS

- 26.1 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.
- 26.2 **All Priority One:** Continuing Students will be notified no later than June 15<sup>th</sup>.
- 26.3 Approval letters 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 be notified with an explanation.
- 26.4 **New Student Applications:** Approved applicants requiring additional documentation will receive a preliminary letter of acceptance, along with a Post-Secondary Package, advising of the additional required documentation (e.g., high school transcripts, consent for the release of information and funding agreement form).
- 26.5 Applicants will be notified of final determination once all the necessary documentation has been submitted. Students must return all the required documentation by the deadline of July 15th.
- 26.6 The Education Department's goal is to fund as many students that meet the requirements as possible based on funding levels provided by the KEB.

## 27 PROVISION of INFORMATION to STUDENTS

- 27.1 When changes occur, the student must notify the Education Department of any change of residence address, email address, or telephone contact information. Nipissing First Nation does not assume any responsibility or liability for resulting errors due to outdated information on file.
  - a) Each student shall receive copies of application forms, notices, requests for information, reminders and any other documentation explicitly relating to the student, which has been prepared by the Education Department at the address provided by the student.
  - b) Failure to do so could result in the student not receiving important information for the continuation of funding.
- 27.2 The Education Department shall regard individual and personal documents as **confidential**.
- 27.3 The Education Department shall prepare an information brochure, which outlines the General Terms of this Program for distribution to potential participants.

## 28 STUDENT BANKING INFORMATION

- 28.1 Once an application is approved, each student must provide banking information to the Education Department before starting the new school year. Specific dates will be provided as a part of the registration package. All post-secondary allowances, book money, stipends, etc. are only provided through electronic banking, which must be set up before the start of the school year. Any delays in receiving this information will cause a hold on the allowance distribution

## D PART-TIME SPECIFIC FUNDING

### 29 PROCEDURES FOR APPLICATION AND PROVISION OF EDUCATIONAL ASSISTANCE

- 29.1 All Nipissing First Nation Debendaagziwaads 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.
- 29.2 All Post-Secondary Application Forms can be accessed online at [nfn.ca](http://nfn.ca) or by calling the NFN Education Department.
- 29.3 Approval will also be based on the availability of funding.



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

### 30 EDUCATIONAL ASSISTANCE

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

30.2 Part-Time Financial Assistance is to cover the cost of tuition or registration to the course.

30.3 The book reimbursement for Part-Time students shall be reimbursed for required books ONLY for approved course(s). Original receipts must be provided to the Education Department for reimbursement purposes within the first month of the course start date.

30.4 Part-Time students 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.

### 31 PROVISION for INFORMATION to STUDENTS

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

## E POST-SECONDARY STUDENT COMPUTER LOAN PROGRAM

31.1 The Education department endorses using technologies to promote educational excellence through resource sharing. NFN Education is committed to employing 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 is as safe as reasonably can be.

31.2 NFN recognizes its limitations in controlling access to inappropriate information and interactions in providing access to technology devices. NFN Education has taken reasonable precautions to restrict access to controversial materials. The users of the technology loan program must adhere to the following terms and conditions to ensure responsible use of the computer laptops provided for the loan.

31.3 Computer loan program include computers registered under NFN – Education Department. In addition, any use of NFN- Educations computers and Internet use on the computer must be consistent with NFN use of technology policy (Internet, Email 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, other organizations' technology resources must also comply with the rules appropriate to using the device loan agreement: Appendix A, B (Guidelines and student agreement).

31.4 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, or any damages a user may suffer. Use of any information obtained is at the user's risk.

31.5 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, including but not limited to the following:

- Transmission of any material violates any law or regulation, such as copyright materials, cyber-bullying, threatening or obscene material, or material suggesting pornography, racism, sexism, or discrimination.



- Vandalism is any malicious attempt to damage or destroy equipment, software, or data of another user, NFN's network, or any other network connected to the Internet.
- They are intentionally uploading, downloading, or creating computer viruses.
- Attempting to access unauthorized resources, entities, or data.
- Activities inconsistent with educational objectives:
- Personal (– Use of Electronic social media)
- commercial use.
- Political lobbying.
- Cyber-bullying, harassment, or nuisance messages.

**31.6 Digital Citizenship** Users are expected to abide by the generally accepted rules of digital citizenship.

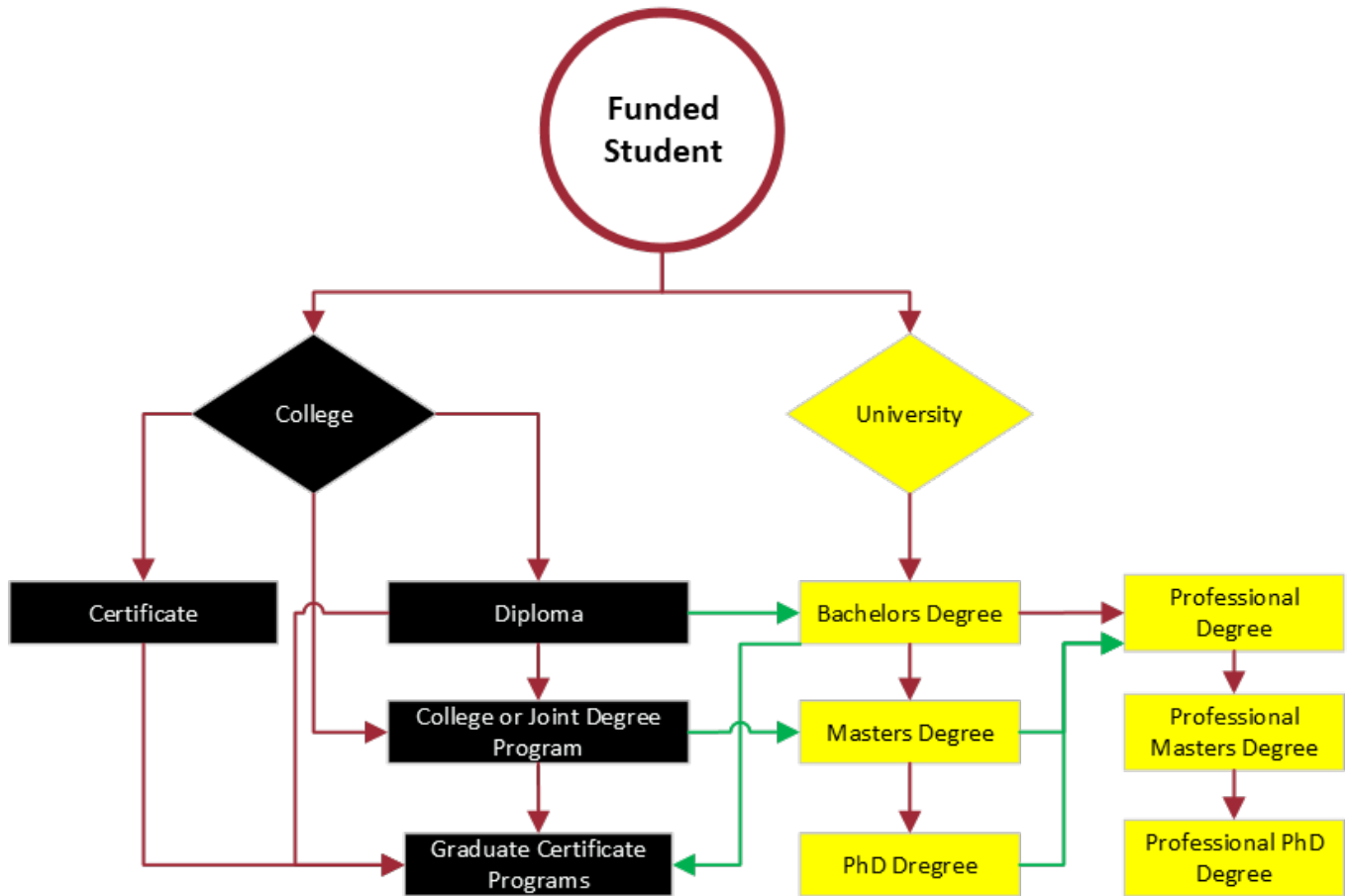
These include, but are not limited to, the following:

- Be polite.
- Do not write or send annoying or abusive messages to others.
- Do not invade the privacy of others.
- Use appropriate language; do not swear or use vulgarities.
- Resources are limited and valuable; ensure file transfers meet educational objectives
- and maintain good cyber security practices:
  - Know the risks are there, and you are not immune.
  - Practice good password management.
  - Never leave your device unattended.
  - Always be careful when clicking on attachments or links in an email.
  - Only access sensitive data on devices and networks you trust, such as banking.
  - Back up your data regularly and ensure your anti-virus software is always up to date.
  - Avoid sharing sensitive information.
  - Be conscientious of what you plug into your computer.
  - Do not share confidential data with anyone requesting information via phone or email.
  - Monitor your accounts for any suspicious activity.

**31.7** Using the computers in the Post-Secondary Loan program is a privilege, not a right. Penalties for violating these terms and conditions may range from the temporary or permanent withdrawal of benefits 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's signature on their agreement.

## APPENDICES

## Appendix A – Post-secondary Funding Pathways



All programs must be delivered by an eligible post-secondary institution in order for students to be considered for funding. For a list of institutions, search: [List of eligible post-secondary education institutions in Canada \(sac-isc.gc.ca\)](http://sac-isc.gc.ca)

**LEGEND:**

Each Academic pathway is available for eligible students

Red Lines are considered natural progressions

Green Lines are considered special transitions and require additional information to support an application for assistance.

## Appendix B – 2022-2023 Yearly Student Funding Allocation (SAMPLE ONLY)

### Appendix Allocated Funding calculations will change yearly

Full-Time Approved Students					
	Category	Amount	Payment method	Frequency	NOTES
EDUCATION EXPENSES	Tuition	ESTIMATED averages (\$7500 for university) (\$5500 for college)	Paid to the Institution	Yearly	Paid directly to the institution
	Books	\$500.00	Direct Deposit	Per approved semester	Paid to student
	Additional Books	Reimbursed	Direct Deposit	After approved submission*	Official Receipts Required
PERSONAL ALLOWANCES	BASE Allowance*	\$625.00	Direct Deposit	Twice a Month	Total \$1250 per month for a single student
	Dependents (MAX of 4)	\$80.00	Direct Deposit	Twice a Month	Only for Qualifying Dependents section 19.11
	YEARLY Adjustment*		Direct Deposit	Twice a Month	Total per month for a single student To be evaluated yearly as per section 10.6
SPECIAL INCENTIVES	Stipend		Direct Deposit	Per semester (Max of 2)	It may not occur yearly, dependent on available funding. Requires the submission of official transcripts at the end of each semester.
	Grad Awards	Please see policy	Direct Deposit	One Time Payment	Requires submission of Official Transcript and Diploma

\*Students in residence will have the cost of residence deducted from the single student allowance and yearly Adjustment. It is highly encouraged for students who live in residence to obtain a meal plan. The department will assist in that process and recalculate as needed. Any remaining funds will become the individual student's allowance.

Part-Time Approved Students/Additional Qualification					
	Category	Amount	Payment method	Frequency	NOTES
Educational Expenses	Tuition/Registration Fee	Paid based on the Registration fee	Paid to the Institution	When needed	Paid directly to the institution Or Students where original receipts are provided
	Books	Reimbursed	Direct Deposit	After approved submission*	Official Receipts Required Only required books will be reimbursed once official lists are submitted
Special Incentives	Stipend		Direct Deposit	end of each semester (Max of 2)	May not occur yearly, dependent on available funding Requires the submission of official transcripts For Students pursuing Part-Time Studies for a Degree or Diploma

## **Appendix C - Guidelines for Student Responsible Use of Technology**

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

### **Purpose of NFN Information Technology**

NFN information technology includes but is not limited to hardware and infrastructure, 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 to enhance education and conduct student work.

### **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 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 others and presenting them as if they were original to the user.

### **Vandalism**

Transmission of any software to damage 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 the pursuance of criminal charges and other disciplinary action.

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

### **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 image, video or audio recording through 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 site access and conduct regular technology checks as appropriate.

An individual search will be conducted if there is reasonable cause to suspect that the user has violated the law and the Student Responsible Use of Technology Agreement.

### **Inappropriate Material**

Unauthorized interactive gaming will not be accessed through the computer or Band network.

Upon access to or receipt of educationally inappropriate material contrary to NFN's Mission Statement, the user shall immediately turn off the display and report the incident to the Education Department.

### **Violations**

The Education Director will deal with Student Responsible Use of Technology Agreement violations. Students found in violation of the agreement may face disciplinary action, which may include:

The student is responsible for Paying the cost of any damages/losses resulting from the student's inappropriate use of the resources.

The department will Revoke access to the information technology devices.

Referral to the police.

## Appendix D- 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 RSO 1980, as amended, and the Municipal Freedom of Information and Protection of Privacy Act, 1989. Information from this form will be used to enforce the appropriate use of the Internet and information technology in accordance with the Nipissing First Nation IT Policy (Internet, Email and Computer Usage) and the guidelines attached.

*The Nipissing First Nation Education Department supports post-secondary students through loaned information technology equipment and endorses using 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, network, or any settings.
- Keep my password secret.
- Save my work to an external drive or USB stick, not 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 communication 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 and only print necessary items.

#### Consent

I have read and understood 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](http://nfn.ca).

I will emphasize the ethical and responsible use of technology and caution regarding unsafe communication with others on the Internet.

I will ensure that the media and software on the electronic device are to support my schoolwork and that it has been purchased and is legal.

I understand that I am liable if the device is lost, stolen, damaged, or 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: \_\_\_\_\_

## POLICY HISTORY CHANGES

*Education Committee Minutes February 5th, 1996.*

*Adoption of Council Minutes March 5th, 1998.*

*Accepted by Council this 5<sup>th</sup> day of July 2006.*

*Accepted by Council this 19<sup>th</sup> day of April 2011*

*Amended and approved by Council this 21<sup>st</sup> day of June, 201*

*Accepted by Council this 5<sup>th</sup> day of September 2013 (format change January 2015)*

*Amended and approved by Council this 3<sup>rd</sup> day of May 2016.*

*Amended and approved by Council this 28<sup>th</sup> day of June 2016.*

*Amended and approved this 1<sup>st</sup> day of November 2016.*

*Amended and approved this 1<sup>st</sup> day of August 2017.*

*Amended and approved this 6<sup>th</sup> day of February 2018.*

*Amended and approved this 17<sup>th</sup> day of November 2020*

*Reformatted, Amended and Approved this 10<sup>th</sup> day of January 2023*