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# **POST-SECONDARY EDUCATION ASSISTANCE**

## **PROGRAM POLICY**

Date approved by Chief and Council: Aug 8, 2013    Last Revised: May 12, 2015

## POST-SECONDARY EDUCATION ASSISTANCE

### PROGRAM POLICY

1. Objectives:

- a. The primary objective of the Shubenacadie Band Post-Secondary Education program is to assist eligible registered band members to gain access to post-secondary education to graduate with the skills and competencies needed to pursue individual careers and life goals and objectives.
- b. This program is intended to provide financial assistance to eligible registered band members towards the costs of their post-secondary education.
- c. This program policy outlines:
  - i. The criteria to be met by students in order to qualify for financial assistance;
  - ii. The types and maximum levels of allowance available through this program;
  - iii. The maximum duration of assistance that may be provided by the Shubenacadie Band while a student attends a post-secondary education program.
- d. This policy will be effective January 14, 2014.
- e. This program policy shall serve as the operating guidelines for the Shubenacadie Band while administering this program.
- f. This policy will be amended by the Shubenacadie Band Chief and Council as required.

2. Definitions:

In this program policy,

- a. **Band Member** means a person whose name is registered on the Shubenacadie

Band list.

- b. **Shubenacadie Band Post-Secondary Education Program** is the management unit of the Shubenacadie Band Council which is responsible for administering this program.
- c. **Post-Secondary Education** means a program of studies offered by a recognized post-secondary institution for which completion of secondary school or equivalent is required for admission.
- d. **Post-Secondary Institutions** are degree, diploma and certificate granting institutions which are recognized by Mi'kmaw Kina'matnewey and include educational institutions affiliated with, or delivering accredited post-secondary programs by arrangement with a post-secondary institution.
- e. **Program of Studies** includes all post-secondary programs leading to a certificate, diploma or degree. Any courses that do not result in a certificate, diploma, or degree will need to be approved by the education committee if it is to be supported by the Shubenacadie Band's Post-Secondary Education Assistance Program. The Shubenacadie Band reserves the right to re-assess courses that do not result in a certificate, diploma, or degree every 4 months to determine eligibility of funding.
- f. **Full Time Students** are students who are considered full-time according to the policies, procedures, and guidelines of the post-secondary institution that they are attending.
- g. **Part Time Students** are students who are considered part-time according to the policies, procedures, and guidelines of the post-secondary institution that they are attending.
- h. **Academic Semester** is defined by the post-secondary institution for the program that a student is enrolled in.
- i. **Eligible Student** means a registered band member of the Shubenacadie Band who meets all admission requirements of the post-secondary institution, and the funding application requirements of the Shubenacadie Band's post-secondary policy.
- j. **"Targeted Community Program"** is a post-secondary Education program that a community has recognized as essential to meet community priorities.

3. Eligibility:

Date approved by Chief and Council: Aug 8, 2013 Last Revised: May 12, 2015

- a. To be eligible to apply for assistance under this program policy the applicant:
  - i Must be a registered band member of the Shubenacadie Band.
  - ii Must have met post-secondary entrance requirements.
  - iii Must have read, understood and agreed to the post-secondary Policy. Each student will be given a copy of this policy and must sign a statement agreeing to abide by this policy.
  - iv Student in a targeted community program must have a referral to program from the Shubenacadie Band's education committee.
  - vi Must be in a program of studies outlined as outlined in section 2(e) of this policy.
  - vii Once a student receives a degree/certificate consideration for further funding will depend on student's progression to up-grade their education. E.g. Bachelors to Masters to Doctorate. Students who regress or change career and educational goals will not be considered for funding.
  
- b. Financial assistance will be provided within the limits of the funds allocated to the Shubenacadie Band. Students will be deferred if the number of eligible applicants exceeds the annual approved budget.

4. Student Priority Categories:

Approval of applications shall be based on the priority categories listed below in their order of priority.

**Category one:**

Continuing students enrolled in an approved program of study:

- a. Full-time students who have successfully completed year one or subsequent years of the approved program of study. Success being defined as passing 3 or more full credit courses per semester unless otherwise outlined by the post-secondary Institution
- b. Part-time students in an approved program of study
- c. Student in Targeted Community Program

**Category two:**

New students to the system:

- a. High school graduates.
- b. Students who have completed an undergraduate degree and continue on to an advanced degree program of studies without a break in studies.
- c. Mature students.
- d. Part time students.
- e. Students whose applications for support were deferred for lack of funds and who are re-applying for support.
- f. Students who were dismissed previously from post-secondary program or who withdrew from post-secondary studies.
- g. Un-successful students from previous year as defined in category 1(a)

5. Types of Assistance:

- a. The students fees for application (*Note: maximum 3 universities for freshman students*) registration and tuition.
- b. The cost of books and supplies which are listed as required by the post-secondary institution. \$300.00 is provided to full time students. Additional costs are covered with original, detailed receipts for books and supplies including the \$300.00. (\$70 a course | \$350 max). Only book and other course related material will be covered through the book allowance.
- c. Living allowance (Appendix A)
- d. Graduation costs, as determined by band.
- e. Extraordinary costs. These will be defined and funded on a discretionary basis.

6. Limits of Assistance:

- a. Assistance will be provided to eligible students attending:

Level 1 UCEP/College - a program that requires completion of secondary school or equivalent as a prerequisite for that program and is at least two years in duration.

Level 11 Undergraduate – a program as defined by post-secondary education institution that leads to a Bachelor’s degree.

Level 111 Advanced Undergraduate/Graduate – a program that requires an undergraduate bachelor degree to enter program.

Level IV Targeted Community Program – A level 11 or 111 program designated as essential by a community.

- b. Program with Professional Certificate - LLB, Bed
- c. The duration of assistance will be the official length of the program as defined by the post-secondary institution.
- d. Students enrolled in undergraduate level programs will be assisted for up to one additional academic year if an extension is approved in writing by the faculty chair or the programs dean.
- e. Students enrolled in Targeted Community Program may be eligible for assistance only while they are enrolled in that program.
- f. Students may be eligible for an additional year of funding to complete professional certification i.e., LLB | articling, MD | internship.

7. Undergraduate & Graduate Student Responsibilities:

- a. Student may apply to the post-secondary institutions of their choice. Conditional acceptance and final acceptance shall not be assumed that financial assistance will automatically be approved by the Shubenacadie Band.
- b. Students must register for courses as required by the post-secondary institution and provide a copy of his/her course registration form to the Director of Post-Secondary Education. Late registration fees are the responsibility of the student.
- c. Students must provide and sign a transcript release form from the post-secondary institution they are attending prior to the start of the academic semester. Tuition payments and living allowances may be withheld if verification of registration and the post-secondary file access permission form are not submitted.

- d. Students who plan to drop or add courses must notify the Post-Secondary Education Program. Course selection is extremely important and students may be required to reimburse the Shubenacadie Band for courses dropped without a valid reason. Students who add courses to their plan will be eligible to have the tuition, books and supplies paid for providing prior approval has been given by the Director of Post-Secondary. Students will need permission in writing from the Shubenacadie Band to add or drop courses.
- e. An application for student financial assistance must be submitted by all students 40 days before their program start date. Verification of approval for funding will be confirmed by 20 before the start of the approved area of study.
- f. Student allowance payments will be issued on the second banking day of each month. The Shubenacadie Band will produce an annual schedule of payment dates. Students who fail to meet all of their responsibilities the band will have cheques withheld until requirements are met. The Shubenacadie Band reserves the right to adjust this schedule as per program cash management.
- g. No advances will be paid under any circumstances.
- h. The band does not cover any medical and dental plans offered by the university. All students are responsible to opt out of the medical and dental plan offered by their post-secondary institution.
- i. The Shubenacadie Band does not fund any expenses related to coping fee's, late fee's and other related costs that are not identified as eligible as per this policy.
- j. The Shubenacadie Band does not fund any student who is being funded by another program or organization i.e. CMM, Native Council unless a cost sharing arrangement has been made and approved by the Shubenacadie Band.
- k. The Shubenacadie Band Post-Secondary students are required to get authorization in writing from the Shubenacadie Band before changing schools and area of study.
- l. Students must comply with this policy. Non-compliance will result in a disciplinary action of immediate suspension of sponsorship and funding for one (1) year, starting on the date of suspension.
- m. Students, who have started one program with the Post-Secondary Institution of their choice, cannot withdraw and start another Post-Secondary Institution without the written approval from the Shubenacadie Band.

- n. Failure to notify Director of Post-Secondary Education of immediate withdrawal from the Post-Secondary Institution will lead to immediate suspension of one (1) year , from the date of violation.

8. Funding Probation:

- a. Students who are dismissed from an undergraduate program will be required to wait one academic year prior to reapplying for full time post-secondary assistance from the Shubenacadie Band.
- b. Students can be asked to withdraw from post-secondary studies when a) limits of assistance have expired or b) when the Shubenacadie Band's education committee believes a student is not fulfilling his/her responsibilities.
- c. Students who do not achieve a level of success as defined by the post-secondary Institution registers office.
- d. Students are required to inform the band in writing before they officially withdraw from their approved area of study.
- e. Any student who quits without officially withdrawing from the post-secondary institution and notifying the band will not be eligible for Post-Secondary funding for 2 years.
- f. Students that are placed on probation will be provided with an approved learning plan that will be developed by the Shubenacadie Band's Post-Secondary Education Director and the Student. Students that fail to comply with this learning plan will have their funding suspended and will not be eligible for Post-Secondary funding for 1 year.

9. Scholarship and Graduation Incentives:

- a. In recognition of academic achievement the community may award achievement scholarships to students enrolled as full time students and who have achieved a grade level of B in their program of studies.
  - i. The amount of scholarships awarded by Shubenacadie Band will amount to \$500.00.
  - ii. a. Students are eligible for the scholarship upon successful



completion their program of studies in undergraduate and graduate schools.

- b. Students who graduate from Level I, II, III or IV are eligible for a graduate incentive.
- iii Students are required to submit an official copy of their transcripts in order for a scholarship to be awarded and letter outlining that the student qualifies for graduation.
- iv Graduation costs up to \$350.00 will be paid for by the Shubenacadie Band.

10. Appeal Process:

- a. A student will have access to an appeal hearing if the student believes his/her application for funding was not fairly and objectively handled by the Director of Post-Secondary Education Program.
- b. Students must write a letter to the Director of Education who will review the case in detail. A written response will be sent to the student and an appeal hearing will be set.
- c. The appeal committee shall consist of the Shubenacadie Band's education committee and student to be named by the student under appeal.
- d. The Appeal Board must agree by consensus either for or against.

11. Student Information System:

The administrating organization is responsible for maintaining a student registry. All data collected will remain confidential.

12. Attendance During Spring/Summer

- Students will be considered for Spring/Summer Semesters if they are carrying a course load of equivalent to full-time during fall and winter semesters as per section 2(f) of this policy and have received a midterm mark of at least a "C" on each course.
- Students must have also completed one full year of university. They cannot apply for funding to attend a Spring/Summer Session course prior to their first year of university.
- The Shubenacadie Band will consider spring/summer students "FULL TIME" if they are

actively engaged in 15 or more classroom hours per week. The Shubenacadie Band will require a letter from the Post Secondary Institution's Registrars Office confirming classroom hours.

## APPENDIX A

### LIVING ALLOWANCE QUALIFICATION

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##### Full Time:

- a) Students in an approved full-time program as per section 2(f) of the Post-Secondary Education Assistance Program Policy, excluding students identified in sections B, C, E in this appendix will receive \$1,050.00 per month during active studies
- b) Students registered in a Targeted Community Program/Cohort as per section 2(J) of the Post-Secondary Policy will receive \$400.00
- c) Full-time students who reside on-residence shall only receive \$400 per month during active studies.
- d) Students will be expected to provide Confirmation of Enrollment whenever requested from the Sipekne'katik Band.
- e) those Students enrolled in a fulltime Online/Distance Learning program will received \$400.00 per month.

##### Part-time:

- a) Part time students are eligible for reimbursement for tuition (actual cost and related fees) and books.
- b) Part-time students do not qualify to have their on-residence fees or meal plan covered.
- c) Part-time students do not qualify to receive a living allowance.

##### Part-Time Procedure:

##### **Students must:**

- i. Completed application and received approval for part-time Program
- ii. Submit application for (reimbursement) prior to commencing course.

##### Non-Qualification

- a) Students who collect living allowance beyond a point when they are qualified will be required to pay Sipekne'katik all funding owed. Sipekne'katik reserves the right to collect funding owed through various band support payments and bonus disbursements.(STUDENT INITIAL REQUIRED\_\_\_\_\_)
- b) No student will be eligible for a living allowance during spring and summer semesters unless approved by the Education Committee.
- c) Students that are going to school part-time will not be eligible for living allowance
- d) Student that receive living allowance funding from another source will be ineligible for living allowance support from Sipekne'katik.

**Appendix B**

**Release of information**

**Release of Information**

**This is a Release of Information for the application of Post-Secondary Educational Assistance from the Shubenacadie Band.**

I, \_\_\_\_\_, of \_\_\_\_\_, in the County of \_\_\_\_\_, province of \_\_\_\_\_, and applicant for Post-Secondary Educational Assistance from Shubenacadie Band, hereby authorize the Shubenacadie Band to request the disclosure of my transcripts from any post-secondary institution that I am attending or have attended in the past in order to ensure that I am in compliance with Shubenacadie Band’s Post-Secondary Educational Assistance Policy.

In the event that the Post-Secondary Institution requires a signed transcript request, I hereby undertake to provide and deposit with the Shubenacadie Band, a signed transcript request which they can use to obtain transcripts directly from the Post-Secondary Institution I am attending for the 2013-2014 academic school year. I also give permission and consent for the Shubenacadie Band to speak with any educational supervisors, mentors, and others who play an active role in my learning plan.

This Release of Information form is in effect from when I first signed it and remains so until I inform the Shubenacadie Band in writing that I have revoked it or until I am no longer in receipt of Post-Secondary Educational Assistance.

Signed at \_\_\_\_\_,)

This \_\_\_\_\_ day of (M) \_\_\_\_\_, 20\_\_)

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**Signature Page**

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