

CHAPEL ISLAND FIRST NATION
POST SECONDARY
EDUCATION POLICY

REVISED DATE: May 16th, 2006

INTRODUCTION:

- A) *The objective of the Chapel Island First Nation Post Secondary Education Policy is to provide financial assistance to eligible registered band members so that they may gain access to post secondary education and to graduate with the skills needed to pursue individual careers and to contribute to the achievement of Indian self-government and economic self-reliance.*
- B) *This policy outlines:*
- 1) the criteria to be met by students in order to qualify for financial support.*
 - 2) the types and levels of allowances and incentives available through the Student Support Program; and*
 - 3) the maximum duration of support that they may be provided with respect to various levels of post secondary education.*
- C) *This policy is effective as of February 8, 1994 and will apply to all student applications for the current academic year. The revised date of this policy book is July 16, 2003. Revised again July 6 2005*
- D) *Guidelines pursuant to this policy will be issued by the Potlotek Board of Education and reviewed periodically.*

DEFINITIONS:

In this document:

- A) **BAND MEMBER** *means a person whose name is registered on the band list of the Chapel Island First Nation.*
- B) **POST SECONDARY EDUCATION** *means a program of studies, offered by a post secondary institution, for which completion of a secondary school or its equivalent is required for admission.*
- C) **PROGRAM OF STUDIES** *includes all post secondary programs, at least one academic year in duration leading to a certificate, diploma or degree (*and*

includes the Mi=kmaq Post Secondary Access Program). Programs, eg: pre-law, which are less than one academic year but are pre-requisites to post secondary programs of at least one academic year in duration, are included.

*D) **POST SECONDARY INSTITUTIONS** are degree, diploma, and certificate granting institutions which are recognized by the Province and DIAND and include educational institutions affiliated with, or delivering accredited post secondary programs by arrangement with a post secondary institution.*

*E) **FULL TIME STUDENT** refers to a student who is enrolled at a post secondary institution and one who is registered for 3-5 full credits to be eligible for assistance such as living allowance, tuition, travel and books.. A **PART TIME STUDENT** refers to a student who is enrolled at a post secondary institution and one who is taking one or two full credit courses or a maximum of five half credit courses.*

*F) **ACADEMIC YEAR** is as defined by the post secondary institution, but will not be less than eight months duration.*

*G) **SEMESTER** refers to the part of the academic year, as defined by the post secondary institution and usually covers the periods from September to December, January to April, and May to August.*

ELIGIBILITY

1. To be eligible to apply for assistance under this policy, the applicant:

A) must be a registered band member of the Chapel Island First Nation

B) must have met post secondary requirements.

2. Financial assistance will be provided within the limits of funds allotted to the Chapel Island First Nation by DIAND. Students will be deferred if the number of eligible applicants exceeds the annual approved budget.

3. The following criteria will be used by the Potlotek Board of Education in its approval process. Deferred students from the previous year will be included in the appropriate category.

PRIORITY CRITERIA

Priority 1 - Continuing students presently enrolled and successfully completed an academic year and continuing in their present program for the next academic year. Students who ceased to attend because of medical reasons, which can be documented by a valid medical certificate, will be considered Priority 1 when they re-apply. Once a student receives a degree, consideration for the funding depends on the student's progression to up-grade their education, e.g. BA to MA to PHd. Students who request funding cannot regress or change career & education goals.

Priority 2 - Secondary school graduates living in Nova Scotia.

Priority 3 - Mature applicants living in Nova Scotia.

Priority 4 - Secondary school graduates from outside Nova Scotia and will be attending Canadian post-secondary institutions.

Priority 5 - Mature applicants living outside of Nova Scotia and will be attending Canadian post-secondary institutions.

Priority 6 - Students who have previously dropped out, discontinued their program, or were academically dismissed and have served their one year waiting period.

Priority 7 - New Band members, who have completed a one year waiting period after their complete band transfer, will only be considered if funding is available.

TYPES OF ASSISTANCE

TUITION - includes compulsory costs for application, tuition, and the cost of books/supplies/equipment that are listed as required by the post secondary institution.

SPECIAL NEEDS — A letter from the Institute must itemize and provide quotes for the cost of equipment and services.

LIVING EXPENSES - a monthly living allowance of \$1,050.00 will be provided

to all eligible applicants, effective September, 2005.

PART-TIME STUDENTS are eligible for tuition and books. Employed students are eligible for tuition and books ***ONLY***.

TUTORING SERVICE — A letter from the Institute must be provided.

FULL TIME STUDENTS - are eligible to receive assistance in the form of tuition, books, and a monthly living allowance.

SPRING/SUMMER SESSIONS — Student allowance, tuition and books will be paid for continuing students who successfully complete an academic year and is continuing the next academic year. Students will continue receiving living allowance if employed during the summer months only and not during the academic year.

LSAT - students are required to pay the fee upon confirmation of acceptance and attendance will be reimbursed. This will be strictly adhered to.

RESIDENCE/MEAL PLAN - Full time students who must relocate in order to attend a post secondary institution are eligible to receive assistance in the form of residence and meal plans. They are eligible for a monthly living allowance of \$475.00.

PARKING PERMITS/BUS PASSES - parking fees/bus passes will be covered upon receipt of payment.

TRAVEL ASSISTANCE - Students will be given a maximum of \$120.00 return travel for Christmas only.

GRADUATION — Post-secondary students who graduate from university will be granted \$250.00 for graduation rings if they did not receive the grant during their secondary school graduation. This grant is considered a one-time purchase by the Board.

Repeating Courses

Student will only be granted two chances to withdraw from required courses. It will be the students financial responsibility if he/she choose to repeat the course a third time. An elected course cannot be repeated.

*New applicants are eligible to attend **one summer preparatory program or one orientation** program for students. There should be an education plan and career objectives included.*

ASSISTANCE NOT PROVIDED

All application/late fees are the sole responsibility of the student. Upon acceptance and provision of receipt, the student will be refunded his/her application fee.

Transcripts, late registration, library fines are the sole responsibility of the student.

Fees for graduation caps, gowns and pictures are the sole responsibility of the student.

A student is not eligible to submit receipts for the purchase, lease or repair of personal equipment such as computers/software.

Relocation costs will not be provided.

STUDENT POLICIES

*Students must apply to the post secondary institution of their choice. Conditional acceptance and final acceptance does not guarantee that financial assistance will be automatically granted. **Completed application forms must be returned by:***

Last Wed. of May for Fall Session

Last Wed. of Oct. for Winter Session

Last Wed. of March for Spring/Summer Session

Late applications will not be accepted two weeks past designated deadline and will only be considered based on available funds. Board members will not review any applications without complete documents presented by deadline. The following documents required;

- ↑ Funding application complete
- † Release of information form complete
- ↑ Acceptance letter from University sought

Students must register for courses as required by the Post Secondary Institution and provide a copy of his/her registration form to the Post Secondary Education Co-Coordinator.

Effective November, 2006, tuition payments and living allowances may be withheld if verification of registration is not submitted.)

Students will be allocated the following amounts for books and supplies:

\$500.00 Full Year-Full Time

\$100.00 One full credit course

\$ 50.00 One half credit course

An advance for books/supplies will be allocated. Students are eligible for additional funding for books and supplies if they provide receipts showing an excess of their book allowance.

Students who choose to relocate to another university must inform PSE Coordinator two months prior of relocation. Failure to do so may affect financial support. To that effect, PBOE will not be responsible to pay for retroactive allowance.

Students who choose to add or drop courses must notify the Post Secondary Coordinator at the Potlotek Board of Education Office. If student does not meet universities deadline date to withdraw from their courses, he/she will be placed on academic probation for one year. Students who add courses to their plan will be eligible to have their tuition, books and supplies paid for.

No advances will be paid under any circumstances, except for books/supplies.

Student allowances will be directly deposited into students bank accounts on a monthly basis.

Students must receive prior funding approval before registering for any part time course.

Students are responsible for bringing their Christmas and final grade reports to the Post Secondary Coordinator at the Potlotek Board of Education Office. Failure to this will result in a delay in funding.

Students who attend Spring/Summer courses will be allotted a student allowance, whether they obtain a summer job or not. The student is expected to complete their studies and present a successful grade report. If the student fails any of their courses, they will no longer be eligible for Spring/Summer sessions thereafter.

PROBATION

Students who are placed on Probation by the University will also be placed on probation by the Potlotek Board of Education. Students must have an average of 55% and no mark below 50% in order to be eligible for funding assistance.

*Students who are taking a minimum of 3 courses per term must pass all 3 courses in order to stay classified as a full-time student. ** Students do have the right to appeal.*

Students on Probation who fail to meet these criteria will have their funding terminated, except under extenuating circumstances.

The Potlotek Board of Education reserves the right to place mature students on Christmas Probation. These students must successfully complete two out of the three full credit courses that they are eligible to take or risk having their living allowance discontinued.

Probation - *student will serve a full year waiting period and will not be eligible for any assistance such as living allowance, tuition, travel and books.*

APPEAL PROCESS

A student will have access to an appeal Hearing if the student has concerns regarding their application for funding.

Students must write a letter to the Potlotek Board of Education who will review the case in detail. A written response will be sent to the student by the Potlotek Board of Education advising of the date of the appeal hearing.

The Appeal Board shall consist of a quorum of the Potlotek Board of Education.

A student has the right to have support in the form of an advisor or advocate of his/her choice at the hearing.

The advocate/advisor, not being part of the Appeal Board, is not permitted to remain with the Appeal Board while a decision concerning his/her student is being made.

PROCESS FOR HEARING THE APPEAL

The student, or advocate, shall present the supporting case for the appeal. The Potlotek Board of Education shall present the supporting rationale for the decision under appeal.

The Appeal Board may request further information or clarification. The format for the appeal may take one of the two forms as follows:

1. WRITTEN APPEALS

Where the student has chosen to lodge a written appeal, the Appeal Board will meet within fifteen (15) working days following receipt of documentation. The Boards' decision will be communicated in writing to the student and the Potlotek Board of Education within five (5) working days of the hearing.

2. FORMAL APPEALS

Where the student has chosen to lodge a formal appeal, a meeting of the Appeal

Board will be scheduled within fifteen working days following receipt of documentation. Presentations will be heard from the student/advocate and Potlotek Board of Education. Following the hearing, the Appeal Boards' decision will be communicated in writing to the student and the Potlotek Board of Education within five working days.

APPEAL RESULTS

ALL DECISIONS MADE BY THE APPEAL BOARD ARE FINAL AND MAY NOT BE FURTHER APPEALED TO THE DEPARTMENT OF INDIAN AFFAIRS AS PER THEIR GUIDELINES (SECTION 8) OR THE POTLOTEK BOARD OF EDUCATION.

The Appeal Boards' ruling must be consistent with the intent of the Post Secondary Student Support Program's policy and guidelines.