

2018

English River First Nation Advanced Education



English River First Nation
Advanced Education
Student Support Program

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“Yanísí Bek'ésoredli, Yanédhé Hoba Yorúde”
“Honouring the Past; Preparing for the Future”

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Advanced Education Student Support Program

Definitions

For the purposes of this document the following capitalized terms have the meanings set out below.

“Administering Organization” means the English River First Nation (ERFN), Education Committee under the direction of, and responsible to, the English River First Nation Government, and also includes any individuals employed to assist in the administration of the English River First Nation Post-secondary Support Program.

“Dependent” means a person, other than a Dependent Spouse who is in the maintenance of, and supported by the student/trainee, under the age of 18.

“Education Committee” means the committee made up of the ERFN Director of Operations, the ERFN Office Manager, and the ERFN AESSP Counsellor.

“ERFN AESSP Counsellor” means the individual employed by the English River First Nation to administer the ERFN Advance Education Student Support Program (AESSP) and to deal directly with the students, post-secondary institutions and other outside agencies relevant to the post-secondary program.

“ERFN Education Appeal Board” means an ERFN Education group that consists of selected ERFN Elders and Designates.

“First Nation” means the English River First Nation.

“First Nation Government” means the English River First Nation Chief and Council.

“Full-time Student” as defined by the post-secondary institution that the student is enrolled and registered.

“Post-secondary Institution” is the master list of designated education institutions approved by CanLearn. This list can be viewed on the CanLearn website at:
<https://www.canada.ca/en/services/jobs/education/student-financial-aid.html>

“Public Institution” is a post-secondary institution which receives the majority of its funding from federal and provincial governments.

“Private Institution” is a post-secondary institution that does not receive government funding.

“University Semester” means a part of the academic year, as defined by the post-secondary institution. Semesters usually cover the periods from September to December (Fall), January to April (Winter) and May to August (Spring and Summer).

Preamble

The English River First Nation receives annual funds from Indigenous Services Canada (ISC) to provide support to members attending an accredited post-secondary institution. The terms and conditions of ISC is acknowledged and taken into consideration in the policy development and administration of funds by the English River First Nation.

1. Introduction

The English River First Nation asserts that post-secondary education is a treaty right and nothing in its acceptance of the administrative responsibility for the Advanced Education Student Support Program (AESSP) abridges either that right or the trust responsibility of the Government of Canada with regard to Treaties, and in particular Treaty Indians who are members of the English River First Nation. English River First Nation also understands that the availability of funds is not sufficient to substantiate the number of request for sponsorship, as such must review all applications thoroughly and within the guidelines of policy. The funding allocation will be considered only for:

- a) Official ERFN Registered Treaty members who are listed on the Indigenous Services Canada Canada list.

2. Objectives of the Advanced Education Student Support Program

- a) To support members of the ERFN in pursuing studies in recognized and authorized institutions.
- b) To assist ERFN members in gaining access to formal post-secondary education and training that will contribute to the individual member’s ability to pursue a career and become economically self-sufficient.
 - a) To provide financial support to eligible ERFN members towards the partial or full costs of their formal education. Financial support will be limited to tuition, books, living allowance, and all mandatory fees charged by the institution.

3. Deadline Dates

- a) Students wishing to receive assistance under the Support Program shall submit an ERFN AESSP application.
- b) Fully completed application forms and required documentation must be received at the First Nation Post-Secondary office by the following deadline date:

New and Continuing Students

- An application deadline date of **May 30 for Fall, Winter, Spring and Summer for new and continuing students.**
 - Supporting documents: **by June 30**

For Continuing Students Only

- An application deadline date of **September 30 for Winter,**
- Supporting documents: **by October 30**

FOR CONTINUING STUDENTS ONLY

- An application deadline date of **February 15th for Spring and Summer**
- Supporting documents: **by May 30th**

c) Only applications received by the deadline dates will be considered for the current intake.

- **All continuing students must submit a continuing application form.**

d) Spring and Summer Session

The English River First Nation students may apply for Spring (May-June) and Summer (July-August) sessions. The applicant must have met the following:

- i. Obtained a minimum of 60 credit units of studies, or as required by the institutional program.
- ii. Must have met and maintained the Grade Point Average (GPA) of the institute,
- iii. And must not have dropped or failed any classes during the previous two semesters of their education.

The Spring and Summer student application process must include the following;

- a) A completed application form from the student.
- b) Submission of marks from the college or university,
- c) Have met the application **deadline of February 15** of each academic year.

Spring and summer session for special programs such Indian Teacher Education Program (ITEP), Saskatchewan Urban Native Teacher Education Program (SUNTEP), Northlands, who usually have spring and summer sessions as part of the program requirements, will require that the student submit a written letter with the following:

- a) Confirmation from the institute that the classes are a compulsory part of the program,
- b) Dates of start-up and completion,

4. Student Eligibility

a) To be considered for sponsorship under the ERFN AESSP an applicant:

- Must be a registered member of ERFN and submit a completed application that includes:
- The student must be accepted into a program of eight months or longer that leads to a certificate, diploma, or degree.
- The student must attend a post-secondary institution on the master list of designated education institutions approved by CanLearn. This list can be viewed on the CanLearn website.
- **A completed ERFN Advanced Education Application form.**

5. Student Application

- To promote self-sufficiency, independence and responsibility among the membership of ERFN, the student will be responsible for the following costs;
 - i. Retaining a seat for themselves in the event that they have been accepted into a program by an institution,
 - ii. Transcripts,
 - iii. Application fee
- A one-time application fee is approved for sponsored students only and will be reimbursed at the beginning of the program study.

a) A complete application package will include the following:

- i. A completed Advanced Education funding application form **by May 30**
 - Students are required to sign the Release of Authorization form as a condition of funding for the application to be complete.
 - University of Saskatchewan (U of S) applicants must sign the U of S form provided. All other applicants must sign the ERFN AESSP Release of Authorization form provided.
- ii. All supporting documents **by June 30** to include:
 - **Official High School transcripts.** Transcripts must be from the Ministry of Education, records office.
 - Initial transcripts do not have to be the Grade 12, but arrangements to mail Grade 12 transcripts to the Advanced Education Student Service office should be made by student with Provincial Ministry of Education records office.

- **Past Post-Secondary Institute transcripts** (where applicable).
 - **A minimum of two letters of reference from former teachers and/or employers.**
 - **Letter of acceptance from Institute.**
- b) **Any application that does not include all the above will not be considered a complete application package and will not be considered for funding review by ERFN AESSP.**
- c) The Advanced Education Student Support Program Counsellor will notify the applicant in writing on receipt of application and potential student will be given four weeks to submit all information required for complete application package. The four weeks will commence on May 30 of each year.
- d) All applications will be entered into a database on receipt of applications.
- e) The Advanced Education Student Support Program Counsellor will prepare a summary of information on each applicant for sponsorship review by the ERFN AESSP Counsellor. The summary information will include:
- i. Student name, address, telephone numbers, band membership number, marital status and number of dependents.
 - ii. Summary of grade twelve official transcript marks and a University Grade Point average if applicable.
 - iii. Approximate cost of each applicant for the current academic year that includes tuition, books, living allowances, and mandatory fees.
 - iv. Approval of selected students by the ERFN AESSP Counsellor.
- f) On completion of summary, the Advanced Education Student Counsellor will set up a meeting in conjunction with the Education Committee to review the student selection list.
- All applicants will receive a formal written confirmation of the final decision on their application.
 - Students will be notified of the decision **by the first week of July.**

6. Priority for Consideration of Application

Students will be selected based on the following priority categories:

1. Continuing Students with the “institutes’ satisfactory academic standing.”
 - Graduate Students requiring an “After Degree Certification.” Students must submit proof of documentation of requirement before they can register for the program.
2. Level 3 Masters/Professional Students and Level 4 PhD/Post PhD. Students with undergraduate degrees must work in their field of study for 2 years before they can apply for further funding.

3. Academic Grade 12, ABE 12, Adult 12
4. Returning Students to complete the **same program** for which they had originally registered.
5. GED 12 General Equivalent Diploma is required for the Mature Students who apply for funding.
6. Returning Students to a different program from the original program application.
 - Students will only be funded for the **duration of time** left in the Level for which they have originally registered.

7. Types of Assistance

The ERFN, AESSP will provide financial support in the following:

- 1) A one-time application fee for approved sponsored students only,
- 2) Initial professional certification fees,
- 3) Books/Materials/Supplies Assistance,

University and Programs that do not Invoice Book Costs with Tuition:

- The cost of books starting at \$500 per semester;
- Students requiring more than \$500 must submit class/program documentation, example book list; and
- If the educational institution provides books/material/supplies as part of the tuition, students will not receive a books/materials/supplies allowance.

- 4) Tutorial Assistance

Tutorial assistance will be based on the following:

- A letter by the student requesting tutorial assistance;
 - Confirmation by an advisor or program head indicating need for tutorial assistance:
 - The name of the tutor and time frame of tutoring and the cost; and
 - Limit of tutorial assistance is \$300 per term.
- 5) A practicum grant is available to students whose course requires them to be outside the normal classroom setting.
 - Students must submit registration documentation for each practicum grant request as required by the program. Students can be eligible for costs of room, board and travel. Requests will be reviewed by the ERFN AESSP Counsellor on a case-by-case basis.

6) Tuition Assistance

- i) Students attending Canadian public institutions at the actual tuition rate, including compulsory student fees charged by the institution for a Canadian student; or
 - ii) Students attending private or foreign post-secondary institutions at the same tuition rate, or the tuition rate that is the least amount, including compulsory student fees, charged by the public or private Canadian institution nearest to the student's place of residence (that is) residence at the time of application) which offers the least expensive comparable program;
 - iii) Students enrolled in a foreign institution at the actual tuition rate, including other compulsory student fees charged by the foreign institution, when it is demonstrated that there is no comparable program available at an institution in Canada. Approval from the regional INAC (Indigenous and Northern Affairs Canada) office must be acquired prior to funding students in such a situation.
 - iv) Advanced Education Student Support Program Funding available to a student will not be reduced by the amount of bursaries for similar expenses by the student from other sources.
- **Tuition support does not include fees imposed by the post-secondary institution for late registration or late withdrawal of classes. This is the sole responsibility of the student. Students that have these charges against them from the institution will have these amounts deducted from their living allowance.**

7) Living Allowance

- Living allowance will be provided at a **flat rate of 1,700*** per month. Living allowance will be reviewed during the annual policy review in the month of November with the Chief and Council to determine whether the allowances meet the needs of the students. Living allowances include the allowance for food, shelter, clothing and childcare.
- There will be no advances on living allowances,
 - Student responsibility to ensure banking information is up to date.

*** The living allowance rate of \$1,700 per month will take effect for September 2018.**

- The ERFN AESSP will ensure that living allowance is deposited by the first day of each month.

- Students who relocate for school will be given a one month Living Allowance before their official program start-up date, this usually being the month of August for most students. However, due to the limited funds available, the ERFN, Advanced Education will not provide an extended living allowance at the end of the students' program completion.
- Damage Deposit Advance
 - Damage Deposit Advance will be authorized upon written request from the student. The damage deposit will be deducted from the students' allowance until repaid in full. Upon full repayment of the damage deposit, the student is eligible for the damage deposit should they move and require it, thus the same procedure above will be followed.

8. Graduation Incentives

- Each student upon written verification of graduation by the institution will receive a flat rate allowance of one-thousand (\$1000.00) dollars allowance for University Degree completion and five hundred (\$500.00) dollars for technical trades certification or diploma to assist with graduation expenses including contributing to parental attendance.

The ERFN Advanced Education will provide the following Graduation incentive:

- a) Level 1, \$ 500
- b) Level 2, \$1,000
- c) Level 3, \$1,250
- d) Level 4, \$1,500

9. Limits of Support (As per Indigenous Services Canada or ISC Guidelines)

Support of funding will be provided for five levels of post-secondary education and limits are placed on the duration of support according to the program level the student is enrolled in.

UCEPP level (University and College Entrance Preparation Program) students, the maximum time limit for financial support will be one academic year (as defined by the institution offering the program) or in the case of part-time students, the equivalent of one academic year. At the end of the first term (or part of the academic year, as defined by the institution offering the program), continued financial support for the term will be subject to receipt of a statement from the institution confirming the successful completion of the first term.

Students receiving UCEPP (University and College Entrance Preparation Program) funding must declare the support received from this program as a source of income if applying for social assistance.

The support for tuition, books and supplies, travel and living costs for full-time students in the UCEPP (University and College Entrance Preparation Program) may be the same as that provided under the PSSSP (Post-secondary Student Support Program).

Level 1: Community college and Saskatchewan Polytechnic

Certificate/Diploma programs (duration of the program);

Level 2: Undergraduate university programs

Certificate, diploma, degree programs (duration of the program);

Level 3: Masters or professional degree programs (requires a license to practice); (duration of the program)

- Masters applicants must have worked a minimum of two years after their undergraduate studies degree,

Level 4: Doctoral (PhD) programs/post doctoral (duration of the program).

- Doctoral applicants must have worked a minimum of two years after their Masters degree.

1. Financial assistance for tuition, compulsory student fees and required books and supplies may be provided to students enrolled in all five levels.
2. **Assistance may be provided to students to complete only one program at each level.**
3. Exceptionally, Level 2 may include assistance for an additional degree at the bachelor level which has as a prerequisite an undergraduate degree or undergraduate courses (Bachelor of Arts (BA) and Bachelor of Laws (LLB) or Bachelor of Arts (BA) or Doctor of Medicine (MD).
4. The duration of assistance will accord with the official length of the program as defined by the post-secondary institution in which the student is enrolled, as long as the student is in satisfactory academic standing at the institution as per the institution's definition of satisfactory "academic standing."
5. Students enrolled in all Levels may be assisted for up to one additional academic year per level if such an extension is approved in writing by the post-secondary institution's dean or the department head. Students may be assisted for up to one additional academic year for medical or personal reasons.
6. Students may be assisted in Level 1 studies after dropping out of Level 2 studies if not previously funded for Level 1. A student who drops out of Level 2 must reapply and will be considered as a returning student according to policy priority category. Students will no longer have continuing student status if they drop out of any program.
7. Students may be assisted in Level 1 with a "pause of studies" (student must complete their current semester in good standing). The student will then be eligible to maintain their continuing student status.

8. A student who decides to change their program/drop a class requires consulting with the ERFN AESSP Counsellor.
9. Students who have completed a Level 2, 3 or 4 Program, **with or without assistance from the PSSSP (Post-secondary Student Support Program)**, are ineligible for program assistance for lower levels.
 - Student support will not exceed the limits set out in the paragraphs above.
 - Where students change programs within one of the levels or temporarily pause their studies, the academic years or semesters used for each program within each level will be counted for assistance purposes.
 - Students who become eligible for assistance and who have previously completed a portion of post-secondary studies **without assistance from this program** may receive assistance for the balance of their program of studies but will not be reimbursed for previous expenses.
10. If the demand from eligible students exceeds the funding available, waitlist selection criteria will apply.
11. Students receiving funding from the PSSSP (Post-Secondary Student Support Program) or UCEPP (University and College Entrance Preparation Program) must declare support received from this program as a source of income if applying for social assistance.

10. Personal Grievance Appeal Procedure

Any student may file a written personal grievance to the Office Manager/Human Resource at the ERFN Administration Office.

The following process and procedures will be used to deal with each grievance:

- a) The **first step** at resolving the grievance will be that the, Office Manager/Human Resource and/or Advanced Education Student Support Program Counsellor and student may meet and attempt to reach a compromise that is satisfactory to both parties. If an agreement is not reached, then move to the next step.
- b) The **second step** is that the Office Manager/Human Resource and ERFN Education Appeal and reach a decision on all information provided. The student will be notified of the decision and the decision will be final.
- c) Every student has the right to reasonably appeal a decision regarding any aspect of the Post-secondary Program; however, when a student's application has been refused due to lack of available funds after the selection process is completed and funds have been committed the appeal process will not be considered.

11. Policy Appeal Process

Any student may file a written policy appeal to the Office Manager/Human Resource at the ERFN Administration Office regarding the ERFN AESSP Student Policy Manual or the

interpretation of it. The following process and procedures will be used to deal with each appeal:

- a) The **first step** at resolving the appeal will be that the Office Manager/Human Resource, and/or Advanced Education Student Support Program Counsellor, and student/s may meet and attempt to reach a compromise that is satisfactory to both parties. If an agreement is not reached, then move to the next step.
- b) The **second step** is that the Office Manager/Human Resource and ERFN Education Appeal and reach a decision on all information provided. The student will be notified of the decision and the decision will be final.
- c) Every student has the right to reasonably appeal a decision regarding any aspect of the Post-secondary Program; however, when a student's application has been refused due to lack of available funds after the selection process is completed and funds have been committed the appeal process will not be considered.
- d) The ERFN is not responsible for any cost related to the grievance or appeal incurred by the student.

12. Monitoring and Accountability

- a) Students are responsible for library fines, examination rewrites, fees for dropped classes and withdrawal fees if the student does not meet the institution withdrawal date. Students must make sure that all outstanding accounts are cleared before registration or submission of application for funding.
- b) All information provided by the student to the Support Program in their funding application or throughout the academic year must be **true** and **accurate** and the student must immediately advise the Post-Secondary Student Counsellor of any changes in their academic program, and any other personal changes relevant to their funding under the Support Program.
- c) Any student who provides false or inaccurate information in their application will be denied future funding under the Support Program.
- d) Students will be deducted from their living allowance any funds received through the Support Program if said funds were received based on:
 - i. False information provided in their application for funding.
 - ii. False information provided to the Support Program throughout the academic year.
 - iii. Information being withheld from the Support Program concerning changes in their academic standing, or any other change in their personal circumstances which is relevant to their funding under the Support Program.
- e) ERFN AESSP Student Academic Probation

- A student whose academic marks indicate that they are falling below the institutions minimum passing grade, will be placed on an ERFN AESSP Academic Probation Contract.

The application as a continuing student will be based on the academic performance and the completion of all the requirements of the Academic Probation. The following are conditions of your probation:

- Make an **Education Plan** outlining the plan to succeed in the Term and, changes to obtain the GPA needed;
- To raise the GPA to meet the **minimum** set by the Post Secondary Institute;
- To seek out **Academic Advising** from the program Academic Advisor;
- To seek **tutoring assistance** from the program;
- To initiate and maintain **regular bi-weekly contact** with the ERFN AESSP Counsellor for the duration of the academic probation and **notify the ERFN AESSP Counsellor immediately** of any new developments, changes, or problems if they arise; and
- The student is required to sign the ERFN AESSP Academic Probation Contract.

13. Policy Review

- a) This policy shall come into effect on the date it had been signed by the Chief and Council noted on the title page of the policy documentation. The Chief and Council shall review the policy annually. Policy reviews will take place on or before the month of November of each year and the updated policy will be ratified.
- b) Amendment(s) proposed by the ERFN AESSP Counsellor shall be submitted to the First Nation Government for their review.

14. Student Registry

- a) The ERFN AESSP Counsellor shall maintain updated student files with respect to support provided to students under the Support Program. Disclosure of this information requires the informed consent of the student.
- b) The Administering Organization shall submit an Annual Post-secondary Register Report to Indigenous Services Canada as required.

15.

Chief and Council ADOPTION AND RATIFICATION

The signatures of the Chief and Council are an indication of their approval of the ERFN Post-Secondary Student Services Policy Manual and acceptance to support the administration of the policies of the manual.

CHIEF AND COUNCIL RATIFICATION

The Chief and Council by "Order in Council" have adopted and ratified the ERFN AESSP Student Policy Manual on:


DATE January 10, 2018

Chief and Council:


Acting Chief Lawrence McIntyre


Councillor Russ Black


Councillor Angie Campbell


Councillor Cecile Dawatsare


Councillor Louis Wolverine .


Councillor Sandra Wolverine


Councillor Marie Jean Chuey

16. Student Code of Ethics

As a student of the ERFN Advanced Education Student Support Program, I hereby agree to become familiar with ERFN AESSP policies and procedures, as explained in the ERFN AESSP Manual.

I will fulfil my student responsibilities to the best of my abilities, and abide by the policies of the ERFN and my Advanced Education Student Support Program. I hereby also agree to abide by the following Code of Ethics:

1. I will carry out my studies conscientiously, loyally, and honestly, remembering that my primary task is to educate myself in my chosen post-secondary institute, as a representative of the ERFN.
2. In my actions and words, I will promote and uphold the integrity and dignity of the English River First Nation and its programs, government and staff.
3. I will be prompt, courteous, and temperate in the performance of my studies while a funded student of the ERFN AESSP.
4. I will use initiative to find ways of doing my studies efficiently, effectively and economically.
5. I will develop a positive attitude in dealing with fellow students and First Nation members, and the Chief and Councillors.
6. I will be cooperative with my fellow students, my academic advisors, my funding agency, and with English River First Nation.
7. During my duration as a student funded by ERFN AESSP, I will focus on my student responsibilities to accomplish academic success.
8. Within my sphere of responsibility, I will recommend changes of policy, priorities, or procedures, when I believe that such changes will help to meet the objectives of my educational needs.
9. I will conduct myself in a manner that will bring credit to myself, the AESSP, and the ERFN.
10. I will show respect for the authority and jurisdictional structures of the ERFN, First Nations, Chief and Councils.
11. I will attend classes punctually each day, unless there is a valid reason for absences or lateness, in which case I will contact my professor/advisor at the start of the day, and provide an indication of when I expect to return to my studies.

12. I will fully attend all meetings, workshops, conferences, etc. assigned to me as an official student of the ERFN AESSP.
13. I will be courteous and polite towards other students, professors and to the public.
14. I will give out official and/or confidential information acquired through my student position only when the release of such information has been authorized.
15. I will use information obtained while a student of the ERFN AESSP for the intended purpose only, not for my own personal interests.
16. I will not publicly criticize students, employees, or the policies of the English River First Nation or individual departments. If I believe changes would be advisable, I will provide constructive criticism and suggestions through proper channels.
17. I will be aware that my position as a funded post-secondary student through the ERFN PSSSP makes me a representative of ERFN as a whole. In such, I will behave and act accordingly. I will be aware that social media outlets such as Facebook, and Twitter showcasing drunk, lewd or socially inappropriate behaviours will be noted and put on my student file.
18. I will attempt to communicate openly with other students, staff, and to settle differences in a constructive, mature manner.
19. Conflict of interest - If my student position and private interests constitute a conflict of interest, I shall declare this to the ERFN AESSP Counsellor, who will direct the manner in which this may be resolved.
20. I will abide by the Rules and Regulations, Code of Conduct and Ethics set forth by the post-secondary institution I am attending.

Student's Signature

Date