

KINISTIN



SAULTEAUX

NATION

Box 2590
Tisdale, SK
S0E 1T0
Phone: (306) 878-8188

**POST SECONDARY STUDENT SUPPORT PROGRAM
POLICY MANUAL**

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I. DEFINITIONS

“Treaty/Status Indian” means a person whose name has been entered in the Indian Register in accordance with the Indian Act and/or a person recognized as possessing Band membership status in accordance with the laws and policies of the Kinistin Saulteaux Nation.

“Post Secondary Education” means a program of studies, offered by a recognized Post Secondary institution, for which completion of secondary school studies (Grade 12) or its equivalent is a prerequisite.

“Program of studies” includes all Post Secondary programs, at least one academic year in duration, leading to a certificate, diploma or degree.

“Recognized Post Secondary institutions” are diploma, certificate or degree granting institutions that are recognized by provincial and First Nation authorities.

“Academic year” is defined by the Post Secondary institution, but will not be less than eight months in duration.

“Full time students” are defined by the Post Secondary institution with the provision that whenever possible students will be required to carry no less than twelve (12) credit units per semester.

“Part Time students” are defined by the Post Secondary institution with the provision that whenever possible students will be required to carry no less than (9) credit units per semester where only books and tuition will be paid.

“Semester” refers to part of the academic year. Semester usually cover periods from Fall, Winter and Intersession/Summer sessions.

“Dependent” means a person other than a spouse, who is dependent upon the student as defined by Revenue Canada and/or other funding authorities, with a residency provision whereby the dependent has to be living with and being supported by the student.

“Immediate family” includes spouse, mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, step-mother, step-father, grandparent, or any relative permanently residing in the student’s household or with whom the student resides.

“Special Needs” the Special Education classification includes any student whose full potential is limited within the constraints of the regular school programs or resources, by virtue of cognitive, physical, sensory, behavioral, emotional, developmental, language, or social exceptionalities, which require supplementation of modification or educational services or practices.

II. THE POST SECONDARY STUDENT SUPPORT PROGRAM

The objective of the Post Secondary Student Support Program is to assist and support citizens of the Kinistin Saulteaux Nation for Post Secondary Education and graduate with the qualifications and skills needed to pursue individual careers and to contribute to the achievement of First Nation self-government and economic self-reliance.

III. POLICY MANUAL

This manual outlines the policies and procedures governing the administration of the Kinistin Saulteaux Nation Post Secondary Student Support Program.

The policies and procedures contained in this manual replace:

- the Post Secondary Education Assistance Program E-12 Guidelines, dated October 1977;
- the INAC Post Secondary Student Support Program, dated October 1989; and
- the Kinistin Saulteaux Nation Post Secondary Student Support Program Policy and Procedure Manual, March 2001.

IV. APPLICATION FOR POST SECONDARY STUDENT SUPPORT

Policy

All registered citizens of the Kinistin Saulteaux Nation, having obtained an Academic Grade Twelve diploma, an Adult Basic Education 12 Diploma or a Grade Twelve General Equivalency diploma, and wanting to continue their education in a **full-time** provincially accredited Post Secondary Program of study, may apply for financial assistance (tuition, books and living allowance) through the Post Secondary Student Support Program.

Support will be provided within the limits of funds provided by Indian and Northern Affairs Canada Comprehensive Funding Agreements. If support for the number of eligible applicants exceeds the budget, applications will be reviewed according to the Prioritization of Approval of Applications set out in this Policy Manual.

All registered citizens of the Kinistin Saulteaux Nation, having obtained an Academic Grade Twelve diploma, an Adult Basic Education 12 or a Grade Twelve General Equivalency diploma, and wanting to continue their education in a **part-time** Post Secondary Program of study, may apply for financial assistance (tuition and books only) through the Post Secondary Student Support Program.

Procedure

An Application Form for Post Secondary Education Assistance must be obtained from the Kinistin Saulteaux Nation Band Office and/or Kinistin website: www.kinistin.sk.ca

Kinistin Saulteaux Nation will make every effort to assist applicants to complete the necessary forms.

The completed application form, accompanied by the following documents, must be submitted to the Post Secondary Education Coordinator before the closing date for application, as stated in this manual:

- **Proof of identification** (two pieces of identification; one of which must be a photo i.d : photocopy of Treaty Status card, Band membership card, birth certificate, Social Insurance card, valid driver's license and/or Saskatchewan Health Services card;
- **Letter of acceptance**, or conditional acceptance, into a recognized Post Secondary Program of study. The program must be a minimum of one academic year in length and lead to a certificate, diploma or degree;
- **Transcript of high school marks** or copy of a Grade Twelve Academic diploma, Adult Basic Education 12 diploma or copy of Grade Twelve General Equivalency 12 diploma;
- **Verification of dependant children and family status:** Revenue Canada printout listing all children applicant is receiving Child Tax Benefits for and/or documentation from other funding agencies;

Applications must be date stamped upon receipt. Applications lacking the above documentation will not be processed until all documents are received. Incomplete applications will be held and the applicant immediately notified of the lack of information.

Kinistin Saulteaux Nation must verify the applicant's status number with the department's Indian Registry.

Closing Dates for Applications

For courses/classes beginning in September	JUNE 30
For Intersession/Summer Session	MARCH 30
For January courses/classes beginning in January	OCTOBER 31

NOTE: Applications for Intersession/Summer Session classes will only be considered if these classes are mandatory pre-requisites for the upcoming regular academic year.

Applications received prior to the above dates will be given priority.

Applications received after application deadlines will be held until it can be determined if funds are available. If funds are not available, the application will be deferred and placed on file until the end of the current fiscal year (March).

Applicants, whose applications have been deferred, are required to submit a new application form if they are requesting funding for the following academic year. It is not necessary to submit supporting documentation unless there has been a change regarding family status.

Continuing Students

Students continuing Post-Secondary Studies must submit a letter of intention, each year, before the closing date for applications. Continuing students must submit a transcript of their most recent marks. They need not resubmit additional documentation unless there has been a change in the number of dependants, change in family status, or unless specific information has been requested by the Post Secondary Education Coordinator.

V. PRIORITIZATION OF APPROVAL OF APPLICATIONS

Policy

Post Secondary students are eligible for a **maximum** of **24 months** of financial assistance for diploma programs and a **maximum** of **40 months** of funding for undergraduate degrees. All applications received prior to the closing date for application will be reviewed and considered according to the number of student months used, and processed using the following priority guidelines:

1. Continuing – students funded by Kinistin Saulteaux Nation in the previous fiscal year and who have met the academic requirements necessary to advance to the next year of study in the same program;
2. Academic Grade Twelve students or Adult Basic Education 12 graduates accepted into a full time Post Secondary program of study;
3. Masters/Ph. D students;
4. Mature Students—GED 12;
5. Students who are Returning to the Same Program;
6. Students who are Returning to a Different Program due to the fact that some classes may not be transferable;
7. Students who have graduated and are Returning to a program totally different than the one they had been previously funded for.

Procedure

Applications will be reviewed, within **ONE** week of the closing date for application, by a committee consisting of Elders, the Post Secondary Education Coordinator, and members of the Education Committee.

Applications will be prioritized according to the above guidelines.

All applicants will be notified, in writing, immediately after the Committee meets, of the decision reached by the Committee regarding their application.

VI. DETERMINING THE AMOUNT OF SUPPORT

Policy

Students approved for funding will be notified, in writing, regarding the type and amount of support they will receive, and a monthly payment schedule will be established.

Procedure

Tuition

Support will be provided for:

- The regular tuition fees charged by the provincial accredited Post Secondary Institute in which the applicant has been accepted;
- **Mandatory** registration fees charged by the institution;

The Post Secondary Education Coordinator will advise the provincial accredited post-secondary institution of the student's sponsorship and request an invoice for tuition and mandatory fees. Tuition and mandatory registration fees will be paid directly to the Post Secondary Institution.

Books and Supplies

A **\$600.00** allowance will be issued in September, January and Intersession/Summer sessions, to assist students with the cost of required books and supplies. Those students enrolled in the College of Nursing, the College of Law or the College of Medicine may be eligible for additional support upon submission of receipts for actual expenses.

Students attending an institute that direct bills the Band for required supplies and textbooks, will be issued **\$150.00** in September and January.

Living Allowance

A monthly living allowance will be issued to each approved student, according to the following guidelines:

- Single Student -----\$970.00 plus \$230.00 Incentive
- Parent with one dependent -----\$1145.00 plus \$200.00 Incentive
- Parent with two dependents -----\$1305.00 plus \$200.00 Incentive
- Parent with three dependents -----\$1355.00 plus \$200.00 Incentive
- Parent with four or more dependents -----\$1405.00 plus \$200.00 Incentive
- Married/Common Law student with employed spouse -----\$970.00 plus \$230.00 Incentive
- Married/Common Law student with spouse with special needs -----\$1145.00 plus \$200.00 Incentive

Travel Allowance

Students who are required to relocate from their **permanent** place of residence may qualify for a moving grant of **\$500.00**, issued three weeks before the start date of their program.

Clothing Allowance

Students required to undertake internships as part of their program of study may qualify for a **\$300.00** clothing allowance. To be eligible, the student must inform the Post Secondary Education Coordinator of the date(s) of the internship(s) and provide documentation verifying the dress requirements.

Tutorial Assistance

Students requiring tutorial assistance are eligible for tutorial financial support. Students requesting financial assistance for the purpose of paying a tutor must contact the Post Secondary Education Coordinator prior to arranging a contract with a tutor.

Special Needs Assistance

Students with special needs must contact the Post Secondary Education Coordinator to discuss their specific requirements. The Post Secondary Education Coordinator will work with the Post Secondary Institution to arrange appropriate services.

Scholarships

Post-secondary students are encouraged to apply for scholarships and awards. Income received from scholarships and/or awards **will not** be deducted off of a student's living allowance.

Employment Income

Students may seek casual or part-time employment to supplement their living allowance. Students are not allowed to engage in full-time employment. Any student found to be employed in a full-time position will cease to be eligible to receive a living allowance but will only be eligible for books and tuition.

The Post Secondary Student Support Program does not cover library fines and parking tickets.

VII. ATTENDANCE REQUIREMENTS

Policy

Students must maintain a minimum standard of **90%** attendance.

Procedure

Each student approved for Post Secondary Student Support Program funding shall sign a Release of Information form that allows the Post Secondary Education Coordinator to access attendance and academic information.

Any student reporting more than **3 sick days**, in a one month period, may be required to submit a Doctor's note to the Post Secondary Education Coordinator.

Any student who fails to maintain a minimum monthly standard of **90%** attendance will be contacted by the Post Secondary Education Coordinator. If attendance continues to be an issue, the Post Secondary Education Coordinator will meet with the Education Committee to discuss options and/or recommend withdrawing Post Secondary Student Support Program funding.

Medical Leave of Absence

Any student required to take a medical leave of absence shall contact the Post Secondary Education Coordinator to discuss their options.

VIII. WITHDRAWAL OF FUNDING

Policy

The Kinistin Saulteaux Nation may withdraw funding from students found to be ineligible for income support as a result of the following:

- On notice from the Post Secondary Institute or student that he/she has dropped out of their program of studies;
- On notice that the student is employed in a full-time position;
- On notice from the Post Secondary Institute that the student has been required to discontinue because of poor academic performance;
- It is found that the student deliberately misrepresented personal circumstances on their application;

Students are required to inform the Post Secondary Education Coordinator that they are no longer taking classes. Failure to do so will result in a repayment plan.

Students required to discontinue because of poor academic performance will not be considered for further funding for a period of **one year**.

Procedure

When a student is found to be ineligible for Post Secondary Student Support, or has been overpaid because they deliberately submitted false or inaccurate documentation, the following procedures shall apply:

- The Post Secondary Education Coordinator shall write a letter to the student stating the findings and asking the student to attend a meeting to make arrangements for repayment of the amount deemed due;
- If the student makes satisfactory arrangements to repay the amount deemed due, Post Secondary Student Support payments may resume, subject to the student continuing to meet repayment conditions and abiding by the requirements outlined in this policy manual.

IX. APPEAL PROCESS

Policy

All individuals who apply for funding through the Post Secondary Student Support Program shall have the right, and the opportunity, to appeal decisions made by the selection committee.

Procedure

The applicant must submit their appeal, in writing and by registered mail, within **14 days** of the postmarked date of the notification letter, to the Post Secondary Education Coordinator for the Kinistin Sauteaux Nation.

The Post Secondary Education Coordinator shall respond within **10 days** and set a mutually agreed upon date for the appeal to be heard by an impartial Post Secondary Education Tribunal made up of an Elder not related to the student, a representative from the Saskatoon Tribal Council, and the Director of Operations. Once a date has been set, the Post Secondary Education Coordinator shall send a confirmation letter to the student by registered mail.

The student has the right to have an advocate or advisor accompany them to the appeal hearing.

The student must be prepared to make an oral presentation to the Tribunal.

The Tribunal has the right to call others to provide evidence at the hearing.

The decision of the Tribunal is final and will be provided to the student, in writing and by registered mail, within **10 days** of the hearing.

Students will not be reimbursed for any aspect of the costs involved to prepare for, or attend, the appeal hearing.

X. GRIEVANCE PROCESS

Policy

All individuals who apply for funding through the Post Secondary Student Support Program shall have the right, and the opportunity, to grieve decisions made by the selection committee.

Procedure

If a student has a grievance about the Post Secondary Education Program that does not include the funding part then proceed with the following procedure:

The student must submit their grievance, in writing and by registered mail, within **14 days** of the postmarked date of the notification letter, to the Post Secondary Education Coordinator for the Kinistin Saulteaux Nation.

The Post Secondary Education Coordinator shall respond within **10 days** and set a mutually agreed upon date for the grievance to be heard by an impartial Post Secondary Education Tribunal made up of an Elder not related to the student, a representative from the Saskatoon Tribal Council, and the Director of Operations. Once a date has been set, the Post Secondary Education Coordinator shall send a confirmation letter to the student by registered mail.

The student has the right to have an advocate or advisor accompany them to the grievance hearing.

The student must be prepared to make an oral presentation to the Tribunal.

The Tribunal has the right to call others to provide evidence at the hearing.

The decision of the Tribunal is final and will be provided to the student, in writing and by registered mail, within **10 days** of the hearing.

Students will not be reimbursed for any aspect of the costs involved to prepare for, or attend, the grievance hearing.

XI. GRADUATION

Policy

Graduation assistance will be provided when an eligible Post Secondary student graduates from his or her program of studies.

Procedure

The student must inform the Post Secondary Education Coordinator, in writing, at least three weeks prior to the date of graduation. The student must submit a letter from their College or institute which verifies that the student has met the requirements of their program of study.

A cheque will be prepared and mailed to the student.

The following rates shall apply:

- **\$300.00** for completion of a **one-year or two-year** certificate or diploma;
- **\$400.00** for completion of a **three-year diploma**;
- **\$500.00** for completion of a **four-year degree**;

A **\$100.00** bonus will be issued to those students who graduate with **Honors or Distinction** from their program of study.

XII. APPENDICES

- A. Release of Information Consent Form
- B. Post Secondary Student Information Form
- C. Declaration of Spousal Income Verification Form
- D. Letter to Continuing Students
- E. Letter to New Students
- F. Progress Report Form
- G. Confidentiality Clause

Appendix A



RELEASE OF INFORMATION CONSENT FORM

I, _____, authorize
_____ to release my 2010-2011 academic and
attendance information to _____, Post Secondary Education
Coordinator.

Signature

Date

APPENDIX B



POST SECONDARY STUDENT INFORMATION FORM

NAME _____

MAILING ADDRESS _____

PHONE NUMBER _____

E-mail _____

BANKING INFORMATION:

Name of Bank _____

Branch _____

Transit Number _____

Account Number _____

APPENDIX C



Declaration of Spousal Income Verification

I, _____, hereby swear that my spouse/partner,
Name

_____, has no income from either employment or
Name

Social Assistance, and is fully dependant upon me as a provider.

Signature

Date

Witnessed by _____

APPENDIX D



Letter to Continuing Students

Date

Dear _____:

This letter is to confirm that the Kinistin Saulteaux Nation will provide you with Post Secondary Student Support for the **2010 - 2011** academic years.

The Band will assist you with the following:

Tuition

- Full tuition payment and mandatory student fees will be paid directly to the post-secondary institution that you are attending. I will contact the registrar's office, informing them of your sponsorship and requesting that tuition invoices be sent directly to the Band. **If you receive a bill or invoice for tuition, please forward it to my office as soon as possible.**
- Please note that some post-secondary institutions have a student health insurance plan that they automatically charge for. As a First Nation student with Treaty health benefits, this plan is unnecessary and is therefore not covered under your Post Secondary Student Support funding. **You must make arrangements to opt out of this program or you will be charged the insurance registration fee.**

Book Allowance

- You will receive _____ per semester for books and supplies.

Living Allowance

- You will receive _____ per month while you are in school. Your living allowance will be direct deposited around the 26th of each month.

Please complete the enclosed forms to ensure that I have correct contact and banking information on file. Also, please sign the enclosed Release of Information form, so that your school can release academic and attendance information to me.

Good luck with your studies. If you have any questions or require any assistance please do not hesitate to contact me.

Sincerely,

Post Secondary Education/Labour Force Development Coordinator

APPENDIX E



KINISTIN BAND #91
Box 2590
Tisdale, SK S0E 1T0
Phone: 878-8188
Fax: 873-5235

Letter to New Students

Date

Dear _____:

On behalf of the Chief and Council of the Kinistin Saulteaux Nation, I would like to thank you for applying for Post Secondary Student Support.

The Band will financially assist you with the following:

1. Tuition
 - Full tuition and mandatory student fees will be paid directly to the post-secondary institution that you will be attending. I will contact the registrar's office, informing them of your sponsorship and requesting that tuition invoices be sent directly to the Band. **If you receive a bill or tuition invoice, please forward it to my office.**
2. Book Allowance
 - You will receive **\$ 600.00** per semester for books and supplies and if your books are direct billed then you will receive **\$ 150.00** in September and January
3. Living Allowance
 - You will receive \$ _____ per month while you are attending school.
 - If you are a new student, I will need the name and branch of your bank, the branch transit number and your account number in order to direct deposit your living allowance. **Please fill out the enclosed form and return to me as soon as possible.**

I will review your progress on a regular basis. Please sign the enclosed Release of Information form so that your post-secondary institution can release academic and attendance records directly to me.

To ensure continued funding, you must carry a full academic course load of no less than 12 credit units (4 classes) per semester, or as defined by the institution that you are attending. You must also maintain a minimum standard of 90% attendance and a grade point average equal to or above the minimum requirements for the program/college in which you are enrolled. **Please forward a copy of your class schedule as soon you finalize your registration.**

You are required to inform my office if you withdraw from classes or are required by your program/college to discontinue because of poor academic performance. **Failure to do so may result in fraud charges.**

Good luck with your studies. If you have any questions or concerns, or require any assistance, please do not hesitate to contact me.

Sincerely,

Post Secondary Education/Labour Force Development Coordinator

APPENDIX F



PROGRESS REPORT

KSN Student _____

Instructors/Professors:

The student submitting this form to you for completion is receiving Post Secondary Student Support funding from the Kinistin Sauteaux Nation for the 2010-2011 academic year. One of the conditions of continued sponsorship is that the student must periodically submit a progress report to the Post Secondary Education Coordinator. Please provide any comments you may have pertaining to academic performance and attendance. Thank you for your assistance.

Course Name	Comments	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This form is to be faxed to the Post Secondary Education Coordinator at 306.873.5235 by (add date).

APPENDIX G



Kinistin Saulteaux Nation

OATH OF CONFIDENTIALITY

I, _____ so solemnly swear that, as a Post Secondary Education Student of the Kinistin Saulteaux Nation, will not, except as required by law, disclose to any person any matter relating to the circumstances or arrangements between myself and the Kinistin Saulteaux Nation Post Secondary Student Support Program and/or policies that is not otherwise public knowledge.

**Sworn before me at _____)
In the Province of Saskatchewan)
This _____ day of _____, 2008.)
)
)
)
)**

Witness

Post Secondary Student

XIII. CHIEF AND COUNCIL RATIFICATION DATE AND SIGNATURES

Chief Peter Nippi _____

Councilor Wayne J. Thomas _____

Councilor Brenda Kaiswatum _____

Councilor Rex Lumberjack _____

Councilor Marty Scott _____

Councilor Cyrus Smokeyday _____

**Ratified by Chief and Council
(April 14, 2010)**