

**TEMAGAMI FIRST NATION
BEAR ISLAND EDUCATION
AUTHORITY**

**POST-SECONDARY POLICIES
AND PROCEDURES MANUAL**

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1.0 INTRODUCTION

This document describes the policy for administration of the Temagami First Nation Post-Secondary Program (TFNPSP) by the Bear Island Education Authority (BIEA).

The objective of the Bear Island Education Authority Post-Secondary policy is to ensure that a maximum number of Temagami First Nation members can achieve their academic and vocational goals through the funds available for this program. The Bear Island Education Authority Post-Secondary Program strives to provide culturally appropriate, well-rounded, educational opportunities for all students and encourage them to become lifelong learners who attain academic excellence and life balance.

The Temagami First Nation Chief and Council and the Bear Island Education Authority have adopted this policy to better clarify available programs and simplify decision-making, regarding questions of program eligibility and expenditures. The Education Manager is mandated to follow the policies as written to ensure fair and objective decisions for all students.

In summary, the sponsorship process is simplified as follows: Temagami First Nation members requesting post-secondary funding are provided a copy of this policy. Application is made to one or more post-secondary institutes. The application forms are completed and returned to the Education Manager along with verification of application. The Bear Island Education Authority will then appraise the applications in terms of funding priority and funding availability and advise the student as promptly as possible as to if his/her application for sponsorship has been approved.

Students are expected to seek bursaries, scholarships, and awards. This information can be found by contacting the Awards Office on campus. In addition, students are encouraged to seek off-campus opportunities (Inspire awards etc.) Students are encouraged to keep applying throughout their academic career.

2.0 ELIGIBILITY FOR POST SECONDARY

To apply for assistance, the applicant/student must:

1. Be a member of Temagami First Nation as defined by the Indian Act.
2. Be currently enrolled or have made application to a qualified post-secondary institution. This includes college, university, public or private professional schools (examples are the Anishnabek Educational Institute, Kenjgewin Teg Educational Institute, CTS).

3.0 PRIORITIZATION OF FULL-TIME FUNDING

3.1 DESCRIPTION OF VARIOUS TYPES OF STUDENTS

Full-time Students: Students are considered full time if they are classified as full-time by the educational institute that they are attending. When justified with an education plan students will be considered full-time provided they are required to attend classes/lectures for a minimum of nine hours per week.

Continuing Students: Students are considered continuing if they are currently funded by the Temagami First Nation, in good academic standing (grade point average of 2.0 or higher) and abiding by the policies contained in this manual.

Recent Secondary School Graduates: Students who have successfully completed the requirements for their Secondary School Diploma and are entering a post-secondary program for the first time and are accepted into a program per the provisions of this Manual. Applicants under this section must apply for education assistance within two years of their secondary school graduation date.

Bill S-3 Students: Students that have recently receive their Indian Status. Applicants under this section must be currently enrolled in a full-time post-secondary program with at least one year completed and who have never received post-secondary funding from Temagami First Nation.

Deferred Students: Students that have applied for funding and meet all the criteria for funding in this manual but are deferred because of INAC funding shortfalls and have reapplied.

Graduate and Post Graduate Students: Students that are accepted into graduate or post graduate programs and are not considered continuing students.

Returning/Mature Students: Students accepted into a post-secondary program that are returning or entering post-secondary studies for the first time either based on previous education or considered mature students as defined by the institution offering the program.

3.2 FUNDING PRIORITY LIST FOR FULL-TIME STUDENTS

Priority 1	-Continuing Students in current program -Continuing Students proceeding to next level of education in related field - Continuing Students proceeding to Post Graduate Studies
Priority 2	Recent Secondary School Graduates
Priority 3	a) Bill S-3 Students b) Graduate/Post-Graduate Students that have never been funded by Temagami First Nation c) Deferred Students - Students must reapply each year to remain on the deferred list. d) Returning/Mature Students/Previously funded

NOTE: Limits of funding support will be considered when prioritizing students.

4.0 FUNDING SUPPORT

4.1 TYPES OF FUNDING SUPPORT

There are five types of funding support. Students are required to identify the amounts requested on the application form. The Bear Island Education Authority will not be responsible for repaying any loans for education taken out by the individual student.

Tuition

Tuition will be paid in full, for all mandatory tuition expenses, for all sponsored students.

Students are required, if possible, to opt out of any medical or dental plans offered by educational institutes, and failure to do so will result in the student being billed for these charges.

The fee for application to Colleges and Universities will be paid directly by Bear Island Education Authority if requested by recent secondary school graduates only. All other students must pay the cost for applicable fees such as confirmation, application and registration fees associated with applying to a Post-Secondary Institution. Once sponsorship is approved, the student must supply original receipts to the Education Manager for reimbursement of these costs.

The Temagami First Nation Education Manager will issue a confirmation letter on behalf of the sponsored student to the Post-Secondary Institution that guarantees “payment for tuition”. Bear Island Education Authority will be invoiced directly by the school.

Books & Supplies

Students are to provide the cost of books on the application form from the course calendar and submit book list. A sponsorship letter for books will be sent to the bookstore on behalf of the sponsored student. If the sponsorship letter for books is not an option, an allowance for books and supplies will be issued in the amount of \$600. Students requesting reimbursement for expenses beyond the allotted amount must submit original receipts accounting for the \$600 and the additional funds requested. Eligible expenses beyond the allotted amount will be reimbursed. Students are required to keep all book receipts.

For part-time and correspondence students, books and supplies for each course will be reimbursed upon submission of receipts or payment can be arranged directly to the educational institute.

4.1 TYPES OF FUNDING SUPPORT (cont'd)

Living Allowance

Living allowance is to be used for accommodation, food, and sundry items. Living allowances will be deposited directly into student's bank accounts. Students must complete the direct deposit form and submit to the Education Manager by August 15th. Living allowances will be issued monthly by the last working day of the month preceding the month for which the living allowance is for, except for the April payment that will not be issued until the first working day in April. A list of deposit dates will be provided to students at the beginning of the school year.

Schedule of living allowance can be found in Appendix A.

At the beginning of the school year, special consideration may be given for an advance for rent.

University or College Residence – Special arrangements for residence fees can be made upon request.

Travel Allowance

The Bear Island Education Authority will subsidize travel for full-time sponsored students. Student traveling from their normal place of residence to an educational institute in another community may apply for and receive a maximum of \$300.00 per year. Applications will be reviewed and approved on an individual basis.

Supplementary Request for Special Assistance

Special circumstances may arise that require additional funding for contingencies arising from the course curriculum that was not known at registration. The Education Manager will review the request and inform the student in writing of the decision.

To apply for the special funding the student must:

1. Make a written application to the Education Manager that describes in detail what the funds are for and why they are necessary to the course.
2. Provide a written support letter from the Institution that describes why the student requires the goods or services to complete the course.
3. Understand that approval for these requests are subject to the availability of funds and the importance of the request.

After approval for funding, arrangements for payment directly from Bear Island Education Authority can be made or original receipts can be submitted for reimbursement.

4.2 LIMITS OF FUNDING SUPPORT

Students must be aware of limits to assistance and take any special needs into account when making decisions regarding their education plans.

Assistance will be provided for four levels of Post-Secondary Education as follows:

Level 1 – College or equivalent

Level 2 – Undergraduate University Degree

Level 3 – Graduate University Degree (Master's)

Level 4 – Post-Graduate Degree (Doctoral)

Program Limits

Education allowance assistance is for completing one diploma or degree at the different levels of post-secondary study, except for stepped/concurrent programs.

Students proceeding from Level 1 to Level 2 are considered continuing students if the Level 2 program is directly related to the Level 1 program.

Students who have completed Level 2 may be funded for Level 1, if funding is available.

Students who have completed level 3 or level 4 will not be eligible for level 1 or 2 programs.

Time Limits

The period the Bear Island Education Authority will fund a specific full-time course of study is the official length of the program, as identified by the educational institute and stated on the Application for Funding Form. It is very important that each student understands that Bear Island Education Authority expects students to take a full course load and to pass the courses they are enrolled in. Special consideration will be given for completing a program beyond the official length of the program up to a maximum of one year if the extension can be justified, an education plan has been developed in consultation with an Education Counselor and it has been approved by the Bear Island Education Authority.

Funding approval may be granted beyond the regular course length if the student provides verified proof of a medical reason or compassionate grounds for extensions. The onus will be on the student to notify the Education Manager immediately upon any disruption in their studies. The maximum time allowed for extensions in funding for medical or compassionate reasons is one year.

4.3 FULL-TIME FUNDING

For those students sponsored for full-time education, all types of funding support can be applied for. Full-time students must abide by all the policies contained in this policy manual.

Full-Time Students who choose to fast track

A student is considered too fast track if they will complete their program earlier than the expected graduation date. A Temagami First Nation student who is in full-time studies and wishes to fast track must attend at least one intersession course and at least two summer courses to be considered for full financial support for the whole summer.

The student must also meet the following criteria:

1. Make a formal written request including an education plan demonstrating that they are fast tracking to the Education Manager by March 1st in the year they wish to fast track.
2. Submit grade transcripts for the winter session and class schedules for intersession and summer school as soon as they are available to the Education Manager.

Book Expenses will be reimbursed upon submission of receipts.

4.4 PART-TIME and CORRESPONDENCE FUNDING (credited)

Part-time students: are those who have been accepted into a clearly defined Part-Time program or those that are taking courses for credit towards a certificate, diploma, or degree.

Students interested in taking part-time or correspondence courses must request funds by the May 31st deadline. Requests beyond this date will be considered based on availability of funds. Temagami First Nation will only fund students for 2 courses at any given time.

The following expenses will be considered for part-time and correspondence students:

1. Tuition costs for courses approved by the Education Committee will be paid in full.
2. Books and supplies for each course will be reimbursed with submission of receipts or payment can be arranged directly to the educational institute.
3. Supplementary funding may be requested.
4. Monthly living allowance if enrolled in a short-term program on a full-time basis and must reside away from home.

Part-time students (cont'd)

Students are required to:

1. Abide by the policies in this manual.
2. Submit final grades for courses before they will be considered for any further funding. Failure to complete or pass a course may be dealt with in one of two ways:
Option 1: Repay all funds received. You are immediately eligible to receive further part-time funding.
Option 2: Self-fund the failed course with the same course or with a course of the same academic level, credit value and tuition costs as the failed course.
You will not be eligible for further education assistance of any kind until proof of successful completion of the self-funded course is received.

4.5 SPECIAL INTEREST COURSES (non-credit)

Special Interest Courses are those courses that are offered by an approved post-secondary institution. Consideration for this type of program is based solely on the availability of funds and on the individual merits of the application. Examples of this type of program are First Aid, Creative Writing, C.P.R. etc.

Funding will be considered on an individual basis, based on actual tuition and book costs.

5.0 APPLYING FOR FUNDING

All students, new or continuing are required to apply each year.

All new applicants are required to meet or speak to the Education Manager regarding their choice of study and a copy of this policy will be supplied to all new applicants at that time.

Prior to applying for financial support to the post-secondary selection committee, the applicant/student must:

1. Read, understand, and meet all the conditions listed in Section 2.0, Eligibility for Support.
2. Read, understand, and accept the listing of Student Priority Funding in section 3.2.

In order to be considered for funding for fall or winter terms, the applicant must, before MAY 31st, submit to the Education Manager the following documentation:

1. Verification that application has been made to a post-secondary institute.
2. All transcripts, report cards, certificates, licenses, diplomas or degrees.
3. Application for Post-Secondary Education Funding Form
4. Statement of Intent Form that describes why the program of study has been selected and outline future goals and job prospects.
5. **Read and Sign** Responsibilities of the Temagami First Nation Post-Secondary Student Form.

The Bear Island Education Authority will approve, defer, or reject the application in a timely manner. The applicant will be informed in writing of the decision.

Upon approval of funding, the college or university application fee will be reimbursed to the student upon submission of original receipt.

NOTE: *Late submissions may risk the applicant being declined and asked to apply again before the next May 31st deadline.*

6.0 FUNDING CRITERIA

Temagami First Nation encourages all applicants to look first at accredited post-secondary institutions that offer degrees, diplomas, or certificates. If the student feels that a private institution offers the program that best suits his or her career goals, the applicant must submit a letter to the Temagami Education Manager describing the course detail, length, and cost. It is important to note that some institution is accredited, and some are not. It is up to the student to complete research on the best suited path when making program choices.

6.1 Native Based Private Institutions

1. The Bear Island Education Authority strongly support Aboriginal Programs and Institutions.
2. Submissions for sponsorship to any Native Educational organization such as Kenjgewin Teg or Anishnawbek Educational Institute must include an information package describing the course content, length, and cost and two supporting letters - one from the Institution and one from the applicant. The letter from the Institution must be in support of the applicant and the applicant's letter must state the purpose for taking the course and what the employment and other benefits or opportunities are.

6.2 Private and Government Non-Accredited Post-Secondary Programs

1. If approved by the Bear Island Education Authority, the course will be funded on a 'one time' basis.
2. The Bear Island Education Authority will review applications for private non-native institutions after all other applications are dealt with and if funds are still available, consideration will be given.
3. If approved, funding will be the same as all other programs.
4. There will be no transferring of programs in the non-accredited private institution allowed.
5. Withdrawals from a Private Non-accredited program will result in a two year wait from applying for further Post-Secondary funding from the Bear Island Education Authority.

6.3 International Approved Post-Secondary Institutions

1. The applicant has been accepted into an accredited international post-secondary institution.
2. The applicant must satisfy all other relevant policies contained in this policy manual.
3. Living allowance will be paid in Canadian funds as for all other students.
4. Tuition payments will be issued in Canadian funds at the equivalent rates of the top tuition amounts for Canadian institutions offering the same program if available. If the amount is less than required, the applicant must seek alternate funding for the balance.

7.0 RESPONSIBILITIES

7.1 Responsibilities of the Student

The applicant / student must read and sign the *Responsibilities of the Student* form before they will be considered for funding. By doing so, the student agrees to:

1. Represent Temagami First Nation in a positive holistic manner at all time.
2. Take an active interest in their studies and perform to the best of their abilities.
3. Attend classes regularly.
4. Successfully complete their program of study.
5. Submit a copy of registered class schedule to the Education Director within two weeks of receipt each semester and notify of any change.
6. Submit a transcript of marks to the Education Manager within two weeks of release from the Institution they are attending each semester. Unofficial on-line marks are acceptable to demonstrate you are meeting the required average. Students can utilize their school accounts to provide these marks. (i.e. D2L etc.)
7. Provide their school email address to the Education Manager within two weeks of the start of school. Send an email to the Education Manager on the 15th of each sponsored month to provide a report on school progress to ensure funding continues.
8. Carefully read and comply with all conditions contained in this policy manual.
9. Notify Education Manager in writing of any program or course transfers or withdrawals.
10. Send final transcript at the end of the program with a copy of their degree/diploma to the Education Manager.

8.0 STUDENT AWARDS AND SCHOLARSHIP INCENTIVES

All students should apply for the Enrichment Fund. Students are encouraged to apply for awards and scholarships at the institutions they are attending.

9.0 PROGRAM TRANSFERS/WITHDRAWALS

Transfers

1. A student is allowed one program transfer within their current level without completing the first program entered as long as the student completes the full year with a passing grade point average. After the first transfer, no other transfers will be granted until the student has completed the program they transferred to.
2. The student must notify the Temagami First Nation Education Manager within two weeks of the transfer and supply the Manager with detailed course information for the new program prior to funding being granted as a continuing student.
3. The student must notify the Temagami First Nation Education Manager if he or she has transferred from full-time to part-time in any program within two weeks of the transfer.

Withdrawals

A student is considered withdrawn from a program by the Bear Island Education Authority if they have completed the following:

1. Notified the Temagami First Nation Education Manager immediately upon withdrawal.
2. Gone through the proper steps prescribed by the Post-Secondary institution to officially withdraw from a program.
3. Submitted a letter within two weeks of withdrawal to the Temagami First Nation Education Manager explaining in detail why he or she withdrew. A student who has withdrawn will be placed on a deferral list and must wait for the following time periods to re-apply for Band sponsorship.

Consequences of Withdrawals

1. The student will be required to account for book expenditures and pay back any unused portion.
2. If the withdrawal is deemed to be for medical or compassionate reasons, the Bear Island Education Authority will allow the student to reapply the following semester.
3. If the student withdraws from a program and there is no medical or compassionate reason, the student will be required to undertake career counseling through an education plan mutually agreed upon between the student and the Education Manager. The student must wait until the following school year to re-apply for sponsorship from the Bear Island Education Authority.
4. If the student withdraws for a second time and there is no medical or compassionate reason, they will be suspended indefinitely from support by the Bear Island Education Authority.

10.0 MISUSE OF SUPPORT THAT IS DEEMED NEGLIGENT

A student is considered negligent when any of the following occur:

1. The student reports **any** misinformation to the Temagami First Nation Education Manager to obtain or maintain sponsorship.
2. A student continues to collect any financial support from the Bear Island Education Authority for education purposes and has not reported that they have either a) withdrawn from that program or b) are deemed to have quit school.
3. A student continues to collect full-time support from the Bear Island Education Authority and the student has become a Part-time student and fails to report the change to the Temagami First Nation Education Manager.

Consequences of Negligent Misuse of Funding

If a student is found negligent in any of the above circumstances, the following will occur:

1. Funding will be discontinued immediately, and the student will be notified by registered mail.
2. The student will be required to pay back all funding support received and paid on their behalf for the entire school year in which the negligent activity occurred.
3. The student is not eligible to reapply for the 2 school years following the school year in which the negligence occurred.

11.0 APPEALS PROCEDURE

To ensure fairness and equitable treatment this appeal process may be used if a student is unhappy with a decision by the Bear Island Education Authority or the Education Manager.

1. The student must file the Appeal within four weeks (post marked) of the situation that the student feels justified to appeal. (E.g., deferral or rejection of funding application). This letter should be sent to the Education Manager.
2. The appeal letter should be detailed in explaining the issue/problem with specific reference to the section of the Bear Island Education Authority Post-Secondary Policy Manual that is disputed.
3. If the student is currently attending post-secondary at the time of the appeal, he or she must attach the following to the appeal letter:
 - a) Attendance report from the school if available
 - b) All transcripts of marks, certificates, licenses, diplomas, and degrees earned by the appealing student
 - c) Relevant documentation to support the student position such as character and support letters from school counselors, professors, teachers, doctors etc.
 - d) List of total months attended and supported financially by Bear Island Education Authority and the number of months left to be funded.
4. A positive appeal outcome will not be granted if the student has proven to be negligent in parts 1, 2 or 3 of Section 10.
5. The Education Manager will call a meeting of the Bear Island Education Authority to consider the appeal. Whether the appeal is granted or denied by the Bear Island Education Authority, a written response will be sent the appealing student within 7 days of the Committee's decision. If the student is not satisfied, he or she can further appeal to Chief and Council using the same process described above.

11.0 APPEALS PROCEDURE (cont'd)

6. Chief and Council decision is final.
7. Chief and Council will notify the appealing student in writing within one week of the decision.

12.0 POLICY REVIEW

1. The Bear Island Education Authority will review this policy manual in January or each year.
2. Notice will be given to currently sponsored students and those on the deferral list at least 30 days in advance of said review and input will be received orally or in writing up to the day of review for consideration by the Bear Island Education Authority.
3. The Bear Island Education Authority has the authority to make minor changes and revisions to the policy.
4. All changes that have a community impact will be put to a community vote.
5. Any amendments to this policy manual will be published and available to all band members, upon request.
6. Any student who is attending post-secondary programs at the time policies are amended will be supplied a copy of the amendments.

APPENDIX A: SCHEDULE OF LIVING ALLOWANCE FOR FULL-TIME STUDENTS

Single students	1,200.00
Single Parents	
Single parent with 1 dependent	1,450.00
Single parent with 2 dependents	1,575.00
Single parent with 3 dependents	1,700.00
Add \$150.00 for each additional dependent	
Married students	
With one dependent	1,350.00
With two dependents	1,450.00
With three dependents	1,550.00
Add \$150.00 for each additional dependent	

Dependents are children of the student, 18 years and younger attending school.
Dependents must be residing with the student and the student must not be receiving other school funding directly for these dependents from Temagami First Nation.

APPENDIX B - FUNDING APPLICATION PACKAGE

Application for Funding

Responsibilities of Student Form

Statement of Intent

Direct Deposit Information Form

**BEAR ISLAND EDUCATION AUTHORITY POST SECONDARY PROGRAM
APPLICATION FOR FUNDING FORM**

Student Identifier:

High School Grad _____ Continuing _____ Mature/Returning/Deferred _____

Student Information:

Surname: _____	Given Name: _____
Status No.: _____	Birth Date/Age: _____
Home Address: _____ _____	School Address: _____ _____
Home Phone: _____	School Phone: _____
Email: _____	School Email: _____
Marital Status: Single Married/ Common Law	_____

Dependent Information:

Do you have dependents that are 18 years or younger? Yes / No
If yes, please complete the chart below:

NAME	AGE	IN SCHOOL?	RELATIONSHIP TO YOU

Sponsorship Information:

Have you previously received educational assistance from TFN? Yes / No

If Yes, complete the chart below:

DATES	Program	Institute	Completed (yes/no)

Program Information:

Educational Program Enrolled or Accepted into: _____

Educational Institute: _____ City/Prov: _____

Program Type: Entrance: _____ College: _____ University: _____ Graduate: _____ Other: _____

Full-Time _____ Part-Time _____

Certificate _____ Diploma _____ Degree _____ Other _____

Length of Program: 1 2 3 4 5 years Year of Study: 1st 2nd 3rd 4th 5th

Expected Graduation Date: _____

FUNDING REQUEST

TYPES OF FUNDING	AMOUNT REQUESTED
Living allowance	Yes / No
Monthly amount?	
Books and Supplies (approx.)	
Tuition Cost	
Travel Allowance	
Supplementary	

I certify that the above information is correct. I understand that it is my responsibility to inform the Temagami First Nation Education Manager of any changes about the above information. Failure to do so may result in termination of sponsorship.

Student Signature

Date

Application Checklist (Please enclose)

- Letter of Acceptance from Educational Institute
- Most recent transcripts
- Responsibilities of Student Form
- Statement of Intent Form
- Copy of your status card

TEMAGAMI FIRST NATION POST SECONDARY PROGRAM
RESPONSIBILITIES OF STUDENT FORM

Student Name: _____

As a sponsored student of Temagami First Nation I agree to:

1. Represent Temagami First Nation in a positive holistic manner at all time.
2. Take an active interest in my studies and perform to the best of my abilities.
3. Attend classes regularly.
4. Successfully complete my program of study.
5. Submit a copy of registered class schedule to the Temagami First Nation Education Manager within two weeks of receipt each semester.
6. Submit a transcript of marks to the Temagami First Nation Education Manager within two weeks of release from the Institution I am attending each semester.
7. Provide my email address to the Temagami First Nation Education Manager within two weeks of the start of school.
8. Provide their school email address to the Education Manager within two weeks of the start of school. Send an email to the Education Manager on the 15th of each sponsored month to provide a report on school progress to ensure funding continues.
9. Carefully read and comply with all conditions contained in this policy manual.
10. Notify Temagami First Nation Education Manager in writing of any program or course transfers or withdrawals.

Student Signature

Date

TEMAGAMI FIRST NATION POST SECONDARY PROGRAM

STATEMENT OF INTENT

DATE: _____

Name: _____

Institute Attending: _____ Program: _____

Qualification sought: _____ Program Length: _____

Why have you selected this program and what are your future goals and job prospects? (attach an additional sheet if required)

I acknowledge that I have read and understand the policies contained in the Bear Island Education Authority Post-Secondary policies and procedures manual and will abide by it.

Student Signature

Date

POST SECONDARY
DIRECT DEPOSIT INFORMATION

STUDENT NAME & ADDRESS:

NAME OF BANK: _____

LOCATION OF BANK: _____

BRANCH NUMBER:(5 digits)_____

INSTITUTION ID (3-digits)_____

BANK ACCOUNT NUMBER:_____

Please forward this form by August 15th to the following address:

Temagami First Nation
Bear Island, Lake Temagami
Ontario P0H 1C0

ATTN: Education Manager

Student Signature

Date