

**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 **a fair and equitable process to access the funds available for this program. Furthermore, to be accommodating to identified Special Needs students.** 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.~~

1. Temagami First Nation members requesting post-secondary funding are provided a copy of this policy.
2. **The** application is made to one or more post-secondary institutes.
3. The application forms are completed and returned to the Education Manager along with verification of application.
4. The Bear Island Education Authority will then **appraise review** the applications in terms of funding priority and funding availability.
5. **Direct the Education Manager to** 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 Anishinabek 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 Waitlisted Students: Students that have applied for funding and meet all the criteria for funding in this manual but are **deferred waitlisted** because of **INAG ISC** 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	<ul style="list-style-type: none"> • Recent Secondary School Graduates • Continuing Students in current program • Continuing Students proceeding to next level of education in related field • Continuing Students proceeding to Graduate/Post Graduate Studies
Priority 2	<p>Recent Secondary School Graduates</p> <ul style="list-style-type: none"> a) Mature Students – students that have not been previously funded by Temagami First Nation b) Waitlisted Deferred Students - Students must reapply each year to remain on the deferred waitlist.

	c) Returning Students – students that have been previously funded by Temagami First Nation
Priority 3	a) Bill S-3 Students b) Graduate/Post-Graduate Students that have never been funded by Temagami First Nation e) Waitlisted/Deferred Students – Students must reapply each year to remain on the deferred waitlist. 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 booklist. 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 students' bank accounts. Students must complete the direct deposit form and submit it 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. Students traveling from their normal place of residence to an educational institute in another community may apply for and receive a maximum of ~~\$300.00~~ \$600.00 per year. ~~Applications will be reviewed and approved on an individual basis.~~

Travel allowance will be granted each semester at \$300/semester.

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 grace period~~ of one year if the extension can be justified, an education plan has been developed in consultation with ~~the Student Success Worker or Education Manager 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 to 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 15th and October 15th 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~~ Bear Island Education Authority 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. Please refer to section 9.0 PROGRAM TRANSFERS/WITHDRAWALS of this policy manual.~~

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.

~~Applicants must submit the following documentation to the Education Manager before MAY 15th for Fall or Winter Terms or OCTOBER 15th for Winter Term. 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 **within two (2) weeks of the deadline**.

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 **October 15th and/or May 15th** deadlines.*

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 **Anishinabek** 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. **Students may be able to access Local Delivery Mechanisms (i.e.: Gezhtoojig Employment & Training).**
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 times **and maintaining respectful relationships with education staff.**
2. Take an active interest in their studies and perform to the best of their abilities.
3. Attend classes regularly. **~~First year or probationary students must submit monthly attendance reports to Student Success Worker or Education Manager.~~**
4. Successfully complete their program of study.
5. Submit a copy of registered class schedule to the Education ~~Director~~ Manager **and/or Student Success Worker** within two weeks of receipt each semester and notify of any change.
6. **Students will meet with the Student Success Worker once per semester.**
7. Submit a transcript of marks to the Education Manager **and/or Student Success Worker** 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.)

8. Provide their school email address to the Education Manager **and/or Student Success Worker** within two weeks of the start of school. Send an email to ~~the Education Manager~~ postsecondary@temagamifirstnation.ca 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 Education Manager in writing of any program or course transfers or withdrawals.
11. **Notify Education Manager or Student Success Worker should they be placed on academic probation by the educational institute they are attending.**
12. 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. **The BIEA will recognize graduating students for their success and their educational goals at the Laura McKenzie Learning Centre graduation.**

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 **and will maintain their priority.**
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 **and will maintain their priority.**
4. If the student withdraws **from their program** for a second time and there is no medical or compassionate reason, they **are not eligible to reapply for the 2 school years following the school year in which they withdrew from.** ~~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 Academic Probation

A sponsored student will be put on academic probation by the Education Manager if:

1. Student does not adhere to the post-secondary policy
2. Student does not adhere to the student responsibility form
~~Student does not attend school regularly~~
3. Student does not have passing grades
4. Student has withdrawn from a full course load without communicating with Education Manager and/or Student Success Worker
5. Student has withdrawn from a program and/or transferred without communicating with Education Manager and/or Student Success Worker
6. Student demonstrates behaviour inappropriate according to the responsibility of student form. ~~by the BIEA.~~
7. Student does not meet monthly communication expectations deadlines with the Student Success Worker.

If a sponsored student is put on academic probation by the BIEA and/or Education Manager and/or Student Success Worker, it could result in funding being in jeopardy and/or removal based on decision of the BIEA and funding budget. If funding is removed, students would have to wait a minimum of 2 years to reapply again and at this time funding would not be guaranteed.

12.0 APPEALS PROCEDURE

To ensure fairness and equitable treatment this appeal process may be used if a student ~~is unhappy does not agree~~ with a decision by ~~the Bear Island Education Authority or~~ the Education Manager ~~or designate~~.

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~~ waitlisted 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 ~~applicable~~ 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 to the appealing student within ~~7 days one week~~ 10 business days of the ~~Committee Bear Island Education Authority's~~ decision. If the student is not satisfied, he or she can further appeal to Chief and Council using the same process described above.
6. The Chief and Council decision is final.
7. The Chief and Council will notify the appealing student in writing within ~~one week~~ 30 days of 10 business days of the decision.

13.0 POLICY REVIEW

1. The Bear Island Education Authority will review this policy **annually before the semi-annual meeting with Chief & Council.** ~~manual in January or each year.~~
2. Notice will be given to currently sponsored students and those on the **deferral waitlist** 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 amendments will be sent to the Chief & Council for recommendation.**
4. The Bear Island Education Authority has the authority to make minor changes and revisions to the policy.
5. All changes that have a community impact will be put to a community vote.
6. Any amendments to this policy manual will be published and available to all band members, upon request.
7. 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	4,200.00
	1,500.00

Single Parents

Single parent with 1 dependent	4,450.00
	1,750.00

Single parent with 2 dependents	4,575.00
	1,875.00

Single parent with 3 dependents	4,750.00
	2,000.00

Add ~~\$150.00~~ \$200.00 for each additional dependent

Married/Common Law Students	4,200.00
	1,500.00

With one dependent	4,650.00
	1,650.00

With two dependents	4,450.00
	1,750.00

With three dependents	4,550.00
	1,850.00

Add ~~\$150.00~~ \$200.00 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 FORM FOR POST-SECONDARY EDUCATION FINANCIAL ASSISTANCE

~~TRAVELREQUEST FORM Application for Funding~~

~~Student Success Form~~

~~Attendance Form~~

~~Responsibilities of Student Form~~

~~Statement of intent~~

~~Direct Deposit Information Form~~

**APPLICATION DEADLINE MAY 15th (for Fall or Winter start dates
or OCTOBER 15th (for Winter start date)**

TEMAGAMI FIRST NATION BEAR ISLAND EDUCATION AUTHORITY

APPLICATION FORM FOR

**POST-SECONDARY EDUCATION FINANCIAL
ASSISTANCE**



Temagami First Nation, Education Services
General Delivery, Bear Island Ontario P0H 1C0
T 705 237-8982

STUDENT'S NAME

DATE RECEIVED BY TFN

STUDENT RESPONSIBILITY FORM

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

1. Represent Temagami First Nation in a positive holistic manner at all times and maintaining respectful relationships with education staff.
2. Take an active interest in their studies and perform to the best of their abilities.
3. Attend classes regularly. First year or probationary students must submit monthly attendance reports to Student Success Worker or Education Manager.
4. Successfully complete their program of study.
5. Submit a copy of their registered class schedule to the Education Manager and/or Student Success Worker within two weeks of receipt each semester and notify them of any change.
6. Students will meet with the Student Success Worker once per semester.
7. Submit a transcript of marks to the Education Manager and/or Student Success Worker 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.)
8. Provide their school email address to the Education Manager and/or Student Success Worker within two weeks of the start of school. Send an email to postsecondary@temagamifirstnation.ca 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 Education Manager in writing of any program or course transfers or withdrawals.
11. Notify Education Manager or Student Success Worker should they be placed on academic probation by the educational institute they are attending.
12. Send final transcript at the end of the program with a copy of their degree/diploma to the Education Manager.

Student Signature

Date

The information you provide on this document is for the purpose of researching and administering post-secondary student financial assistance. Personal information that you provide is protected under the provisions of the Privacy Act

POST SECONDARY EDUCATION FORM

HAVE YOU PREVIOUSLY RECEIVED EDUCATIONAL ASSISTANCE FROM TFN? YES NO

IF YES, DID YOU COMPLETE THE PROGRAM: YES, WHAT PROGRAM _____
 NO - IF NO, WHY DIDN'T YOU COMPLETE? _____

Student Identifier:

RECENT HIGH SCHOOL GRAD CONTINUING MATURE/RETURNING DEFERRED

HAVE YOU TRANSFERRED A PROGRAM WITHOUT COMPLETING THE FIRST PROGRAM? YES NO

IF YES, WHAT PROGRAM DID YOU TRANSFER FROM _____
 TO _____ YEAR _____

STUDENT PROFILE

LAST NAME _____ FIRST NAME _____

PREFERRED NAME _____ DATE OF BIRTH _____

STATUS # _____

PERMANENT ADDRESS _____ CITY/TOWN _____ P.C. _____

ADDRESS WHILE ATTENDING SCHOOL: _____

CITY/TOWN _____ P.C. _____

PHONE # (CURRENT) _____ PHONE # (PERMANENT) _____

EMAIL: _____

MARITAL STATUS: SINGLE MARRIED/CommonLaw

DEPENDANTS RESIDING WITH APPLICANT

NAME	AGE (mm/dd/yyyy)	RELATIONSHIP	IN SCHOOL?

NAME OF NEXT OF KIN _____ RELATIONSHIP _____

ADDRESS _____ POSTAL CODE _____

PHONE _____

The information you provide on this document is for the purpose of researching and administering post-secondary student financial assistance. Personal information that you provide is protected under the provisions of the Privacy Act

BANKING INFORMATION (For Direct Deposit Purposes) voided cheque, direct deposit form OR complete information below

NAME OF BANK _____

ACCOUNT # _____ TRANSIT # (5 Digits) _____ INSTITUTION # (3 Digits) _____

LOCATION OF BANK _____ PROVINCE _____

PREVIOUS EDUCATION AND TRAINING

School / Training	Name	Location	Program Completed		Year of Completion	Certificate/ Diploma/Degree Received
			Yes	No		
Secondary/ High School						
Community College						
Technical Institute						
Private						
University						
Other (Specify)						

POST-SECONDARY INSTITUTION INFORMATION

NAME OF INSTITUTE ACCEPTED TO: _____

ADDRESS _____

PHONE _____ FAX _____

INSTITUTION TYPE COLLEGE UNIVERSITY UNIVERSITY COLLEGE OTHER INSTITUTION

SESSION APPLIED FOR FALL WINTER SPRING SUMMER

ARE YOU STUDYING? FULL-TIME PART-TIME FLEX-TIME (as determined by the institution attending)

PROGRAM/COURSE: _____ AREA OF STUDY: _____

DOES YOUR PROGRAM REQUIRE: INTERNSHIP PRACTICUM CO-OP APPENTICESHIP

OTHER IF YES, EXPLAIN: _____

QUALIFICATION SOUGHT

COLLEGE: CERTIFICATE DIPLOMA

UNDERGRADUATE (E.g. Bachelor's degree; first professional degree; university type certificate or diploma)

GRADUATE/POSTGRADUATE (E.g. License graduate; Master's degree and qualifying year; PhD and qualifying year; earned Doctorate; graduate level certificate or diploma)

OTHER - Please Describe _____

LENGTH OF PROGRAM (per institute) 1 yr. 2 yr. 3 yr. 4 yr. 5 yr.

WHAT YEAR OF STUDY ARE YOU IN? _____ YEAR(S) OF SPONSORSHIP REQUESTED _____

WHAT IS YOUR EXPECTED YEAR OF GRADUATION? _____

HAVE YOU RECEIVED AN ACCEPTANCE LETTER FROM THE INSTITUTE? YES NO

IF NO, PLEASE EXPLAIN _____

IF YES, PLEASE SEND ALONG WITH THIS APPLICATION TO THE EDUCATION MANAGER.

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TEMAGAMI FIRST NATION POST-SECONDARY EDUCATION FUNDING REQUEST

DO YOU REQUIRE LIVING ALLOWANCE? YES NO

IF YES, TOTAL MONTHLY AMOUNT? \$ _____

DO YOU REQUIRE BOOKS AND SUPPLIES? YES NO

IF YES, TOTAL AMOUNT REQUESTED? \$ _____

DO YOU REQUIRE TRAVEL YES NO

IF YES, TOTAL AMOUNT REQUESTED? \$ _____

IF YOU REQUIRE A SUPPLEMENTARY REQUEST FOR SPECIAL ASSISTANCE, PLEASE FOLLOW THE PROCESS OUTLINED IN 4.1 OF THE BIEA PSE POLICY MANUAL.

TUITION FEES

	FALL TERM 1	WINTER TERM 2	SPRING/SUMMER TERM 3
TUITION AMOUNT REQUESTED	\$ _____	\$ _____	\$ _____
-MINUS HEALTH/DENTAL INSURANCE	\$ _____	\$ _____	\$ _____
SUBTOTAL REQUEST	\$ _____	\$ _____	\$ _____

TOTAL TUITION FOR PROGRAM FOR ACADEMIC YEAR	\$ _____
--	----------

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

The information you provide on this document is for the purpose of researching and administering post-secondary student financial assistance. Personal information that you provide is protected under the provisions of the Privacy Act

LETTER OF INTENT (FILLABLE)

(Remember deadline dates are: May 15th for the Fall or Winter start date and October 15th for Winter start dates)

Letter of Intent Date

Name (First, Middle Initial, Last)

Mailing Address:

Address, City, Province, Postal Code

To: Lynn Mongrain, Education Manager

Re: Post-Secondary Student Support Request

Introduce yourself; include whom your parent(s)/guardian(s) and grandparent(s) are. Briefly outline your education and career goals.

Let her know if you were funded before and how the program you are applying for adds to your overall career goal. Let her know your plans such as what course/program you want to take, where you want to take it, why you want to take it and the start and end dates. State exactly what you are requesting by way of funding (See Section 4.1 – Types of Funding Support in the BIEA Post-Secondary Policy and Procedures Manual for specific details) Living Allowance, Tuition, Books & Supplies, Travel Allowance.

Indicate if you've already received your acceptance letter, if so please email/send the letter in as soon as possible. Add anything else that you think may be important for your application such as specific career goals that you have, or hardships you have endured, how your education will help your community.

Sincerely,

Name of Applicant _____

Status # _____

Student # _____

Enclosures: Application Checklist (Please enclose)

- Letter of Acceptance from Educational Institute*
- Most recent transcripts*
- Read and Signed Responsibilities of Student Form*
- Statement of Intent Form or Letter*
- Copy of your status card*

TEMAGAMI FIRST NATION POST-SECONDARY EDUCATION
STUDENT DECLARATION
EDUCATION SERVICES

General Delivery, Bear Island, Ontario P0H 1C0

Tel: (705) 237-8982 Fax: (705) 237-8959 Email: postsecondary@temagamifirstnation.ca

By accepting the educational funding provided by Temagami First Nation for the period _____ to _____, I hereby acknowledge and agree that I may be required to repay the educational funding allotted to me during this period, in full or in part, to the Temagami First Nation on demand if any of the following occur:

- > I have withdrawn from academic post-secondary courses without informing the TFN within ten (10) days of my change in status;
- > My course load drops below the minimum required to meet the full-time sponsorship requirements as deemed by the Post-Secondary Institute that I attend.
- > I am deemed negligent in accordance and as outlined in Sec. 10.0 in the BIEA PSE Policy Manual.

STUDENT DECLARATION:

- I declare and affirm that the information provided by me on this application form is complete and correct and is given in order to substantiate my entitlement to educational financial assistance.
- I agree to advise the Temagami First Nation Education Department of any change in my course load, financial status, marital status, family size, or other circumstances that may affect my eligibility for benefits.
- I accept responsibility for satisfying the academic or training requirements of the above institution and managing the educational assistance funds to the best of my ability.
- I authorize the Temagami First Nation Education Department to disclose any information in this application to such source or any such reporting agency, in order to verify or confirm the information.

Signature of Applicant

Date

Signature of Parent / Legal Guardian
(if applicant is under 18 years of age)

Date

Community. Leadership. Pride.



~~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

**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

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