

PINE CREEK FIRST NATION

POST SECONDARY STUDENT SERVICES

Policy Handbook

February 2015

The rules and regulations outlined in the Post Secondary Student Services Policy Handbook are subject to change without notice.

TABLE OF CONTENTS

1.0	Chief and Council Approval	-	-	-	-	-	-	-	5
2.0	Introduction	-	-	-	-	-	-	-	6
	2.1	Objectives							
	2.2	Disclaimer							
	2.3	Confidentiality							
	2.4	Contact Information	-	-	-	-	-	-	7
3.0	Eligibility	-	-	-	-	-	-	-	8
	3.1	Post Secondary Institution and Program Requirements							
4.0	Applying for Sponsorship	-	-	-	-	-	-	-	9
	4.1	Deadlines							
	4.2	Approval							
5.0	Priority Applicants	-	-	-	-	-	-	-	10
6.0	Levels of Assistance	-	-	-	-	-	-	-	11
	6.1	Living Allowance							
	6.2	Tuition							
	6.3	Student Loans							
	6.4	Travel Assistance	-	-	-	-	-	-	12
	6.5	Clothing and Equipment							
	6.6	Supplies							
	6.7	Books							
	6.8	Tutorial Support	-	-	-	-	-	-	13

6.9	Conferences and Workshops								
6.10	Moving Allowance								
6.11	Residence Living and Meal Plans								
6.12	University/College Entrance Preparation Program (UCEP)	-						-	14
7.0	Rules and Regulations	-	-	-	-	-	-	-	15
7.0	Miscellaneous								
7.1	Transcripts								
7.2	Attendance								
7.3	Voluntary Withdrawal								
7.4	Harassment	-	-	-	-	-	-	-	16
7.5	Program Changes								
8.0	Education Levels	-	-	-	-	-	-	-	17
8.1	Funding								
8.2	Time Frames								
8.3	Restrictions on Education Levels				-	-	-	-	18
8.4	Incentives								
9.0	Graduation Awards	-	-	-	-	-	-	-	19
10.0	Failure to Meet Academic Standards	-	-	-	-	-	-	-	20
10.1	Previously sponsored students								
11.0	Student Appeals	-	-	-	-	-	-	-	21
APPENDIX A: Living Allowances by Category		-	-	-	-	-	-	-	22

APPENDIX B: Eligible Post-Secondary Institutes within Manitoba - - - 23

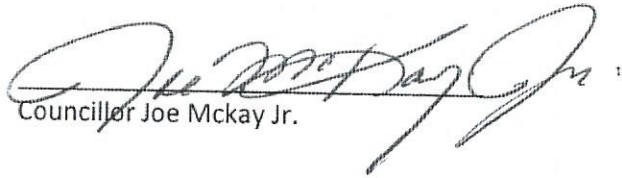
Appendix B: Continued - - - - - 24

1.0 CHIEF AND COUNCIL APPROVAL

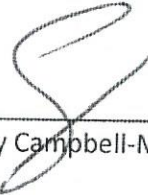
We, the Chief and Council of Pine Creek First Nation, do agree to the Policy as outlined in the 2015 Pine Creek First Nation Post Secondary Student Services Policy Handbook.



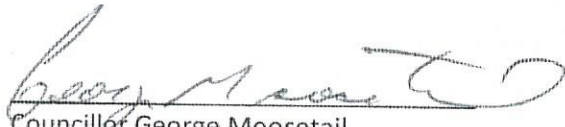
Chief Charlie Boucher



Councillor Joe McKay Jr.



Councillor Cindy Campbell-Mckay



Councillor George Moosetail

2.0 INTRODUCTION

The Pine Creek First Nation (PCFN) Post Secondary Student Services Department provides assistance to as many eligible students as the limited budget will allow. PCFN Post Secondary Student Services acts in an administrative and advisory capacity in providing support services and direction for students.

PCFN has prepared this Post Secondary Student Services Policy Handbook for students attending post secondary institutions. It outlines the rules and regulations governing sponsorship, including deadlines, eligibility, assistance levels and requirements for continued sponsorship. Sponsored students are responsible for meeting and maintaining the required level of achievement for continued sponsorship until completion of a diploma or a degree.

2.1 OBJECTIVES

The main objective of post secondary student support is to improve the employability of PCFN students by providing access to education and skill development opportunities. PCFN is dedicated to fostering academic and personal development of sponsored students so that they may thrive in their interest areas. This is expected to lead to greater First Nation participation in post secondary institutions and improved individual, family and community well-being.

2.2 DISCLAIMER

This handbook is a general guide to PCFN Post Secondary regulations and policy. It is not intended or meant to be a contract or promise. Upon approval by the Chief and Council of the Pine Creek First Nation, PCFN Post Secondary Student Services reserves the right to change and apply the terms of this handbook at its own discretion.

2.3 CONFIDENTIALITY

PCFN Post Secondary Student Services regards all student information as confidential and respects every student's right to privacy. No information about a student will be published or otherwise released without that student's written consent to PCFN Post Secondary Student Services. For greater clarity, the

use of the term 'published' in this context includes the posting of information on the internet, including, but not limited to social networking sites such as Facebook, Twitter, Instagram, etc.

2.4 CONTACT INFORMATION

Post Secondary Student Services
Box 32
Camperville, Manitoba
R0L 0J0
Fax (204) 524- 2852
Ph (204) 524-2103
Toll Free: 1-855-887-3581
Email: plavallee.postsecondary@live.ca

Post Secondary Student Advisor: Paulette Lavallee

Good luck with your studies!

3.0 ELIGIBILITY

Subject to the discretion of the PCFN band council and the availability of adequate funding, eligibility for financial support requires that the student:

- i. be of Treaty Status and a member of PCFN; and
- ii. meet the eligibility requirements for the specific post secondary institution and program.

3.1 POST SECONDARY INSTITUTION AND PROGRAM REQUIREMENTS

The post secondary program must have a Senior IV entrance requirement and must be at least one academic year in length according to the institution's academic calendar.

The post-secondary institution must be noted in "Appendix B" of this handbook, if within Manitoba, or on AANDC's approved list for eligible post secondary institutions, if outside of Manitoba. The post secondary institution chosen by a student should be the closest institution to their place of residence. Applications of students choosing to pursue post-secondary studies within Manitoba will be favored.

4.0 APPLYING FOR SPONSORSHIP

It is the responsibility of the student to apply to the post secondary institution and to contact and apply with PCFN for sponsorship. Application forms are available at the PCFN administrative office and on the PCFN website. Complete applications are to be forwarded to the PCFN Post-Secondary Office. A letter will be sent to acknowledge all applications.

4.1 DEADLINES

The deadline for handing in applications is as follows:

Fall/Winter sessions (September – April courses) - June 1st

It is the responsibility of the applicant to submit a current application form along with a letter of acceptance from their post secondary institution before the applicable deadline. Late or incomplete applications will not be considered for sponsorship.

4.2 APPROVAL

When an application is approved by PCFN, all levels of assistance to which a student is eligible will be identified. Approved students will be reimbursed for any application, registration and testing fees for the approved sponsorship year. Reimbursements will occur only after receipts are submitted.

5.0 PRIORITY APPLICANTS

Application approval is based in part on priority categories, which are applicable to both full and part time students. The priority categories, listed in order of priority, are as follows:

- i. Senior IV high school students graduating in PCFN*
- ii. Senior IV mature high school students graduating in PCFN*
- iii. Senior IV high school students graduating outside of PCFN*
- iv. Senior IV mature high school students graduating outside of PCFN*
- v. Currently sponsored students;
- vi. Deferred students: this category includes currently sponsored students who are unable to continue studies due to pregnancy, illness or other special circumstances. Students may be deferred for one year only, if approved by the Education Advisory Committee, after which time applicants are returned to the general wait list by date of application.
- vii. General wait list: this category of applicants includes those applying for PCFN post secondary sponsorship for the first time.
- viii. Previously sponsored wait list: this category of applicants includes those previously sponsored who have since graduated, quit, withdrawn or been suspended from either PCFN or their post secondary institution including from the PCFN Employment & Training Program. Applications will not be accepted from suspended students until after their suspension date has expired. Previously sponsored students must re-apply annually for sponsorship consideration.

*The applicant must have a GPA of 2.0

6.0 LEVELS OF ASSISTANCE

In Manitoba, full-time students are defined as students who are, at minimum, enrolled in a full course load of 18 credit hours throughout the Fall and Winter terms. This minimum requirement may vary from institution to institution. Full-time students are eligible to receive assistance for living allowance, tuition, books, supplies, seasonal transportation and student registration fees.

In Manitoba, a course load of less than 18 credit hours throughout the Fall and Winter terms is considered part-time. Part-time students are eligible to receive tuition and books but not supplies, travel and living allowance assistance.

When determining levels of assistance, PCFN reserves the right to inquire into any and all sources of an applicant's income as well as any other financial information and to request supporting documentation, such as tenancy agreements, rent receipts etc. Further PCFN reserves the right to vary the amounts set out at its sole discretion and where circumstances warrant a lower amount.

6.1 LIVING ALLOWANCE

Living allowances are provided to assist students with food, accommodations, clothing, local travel, recreation, children and so forth. Living allowance rates are noted in "Appendix A".

6.2 TUITION

Upon approval for sponsorship, funding will be paid directly to the institution. Funding will only subsidize one current academic year.

6.3 STUDENT LOANS

PCFN is not responsible for the reimbursement of any loans students have acquired prior to or while being sponsored from the PCFN. This includes Canada student loans, university or college emergency loans and any other loans.

6.4 TRAVEL ASSISTANCE

Travel assistance, for travel from PCFN to the student's post secondary institution and back, may be provided for students and their live-in dependents at a maximum of \$200 per trip. To be clear, students living outside of PCFN are not eligible for this funding.

Students are only eligible to receive assistance for the following:

- i. One way trip from PCFN to school in the Fall;
- ii. Round trip to PCFN for December holidays; and
- iii. One way trip back to PCFN at the completion of the Winter term.

6.5 CLOTHING AND EQUIPMENT

If specified by the educational institution, an allowance to cover the cost of specialized equipment or clothing may be provided. Students may be provided a maximum of \$250 per year for these purposes. Funding for clothing and equipment must be requested in writing with a letter of verification from the post secondary institution.

6.6 SUPPLIES

Subject to available funding, students may be provided a maximum of \$100 per academic year - \$50 in September and again in January - for school supplies such as binders, loose leaf, pens, pencils, and so on.

6.7 BOOKS

An account will be set up at the institution to cover the costs of required textbooks for each academic year. Proof of required textbooks by way of receipts (or cost estimates) must be submitted to PCFN prior to being reimbursed. Any books charged to PCFN that are not required will be deducted from the student's allowance. If a student withdraws from his/her program he/she is required to return purchased textbooks to PCFN Post-Secondary Office.

6.8 TUTORIAL SUPPORT

Students are encouraged to access free tutorial services, which are often offered through post secondary institutions. Costs associated with tutorial services are the responsibility of the student. Tutoring costs may be considered if free tutorial services are not available.

6.9 CONFERENCES AND WORKSHOPS

Generally, fees associated with conferences, workshops, field trips, etc., are the student's responsibility. However, if the event is recognized for credit, assistance may be provided. Students must provide a written request with cost estimates justifying their attendance at the event.

6.10 MOVING ALLOWANCE

New students will be provided with a minimal set rate, as established by PCFN from time to time at its discretion, to assist with the cost of moving. Upon successful completion of their academic program, students are eligible to receive an allowance to move back to their home community. Students who fail to complete their program are not eligible to receive this return trip moving allowance.

6.11 RESIDENCE LIVING AND MEAL PLANS

Seeing as residence and meal costs are living expenses, PCFN may deduct them from the student's Living Allowance and pay the institution directly on the student's behalf. Students are required to obtain and submit proof of the cost of residency and/or their meal plan. Costs that exceed the Living Allowance are the student's responsibility.

6.12 UNIVERSITY/ COLLEGE ENTRANCE PREPARATION PROGRAM (UCEP)

To be eligible for financial support from the PCFN under UCEP, the applicant must meet the following requirements:

- i. The student must meet the institution's entrance requirement as a Mature Student;
- ii. The student must receive UCEP qualifications within a maximum of 10 months;
- iii. The student must not have received any previous post secondary financial assistance; and
- iv. The post-secondary institution must be listed on the approved AANDC list of eligible institutions.

7.0 MISCELLANEOUS

Upon accepting financial assistance, students are expected to uphold a standard of conduct that is befitting a member in good standing of PCFN and PCFN reserves the right to discontinue funding if that standard of conduct reflects poorly upon the student and/or upon the PCFN community as a whole.

7.1 TRANSCRIPTS

Upon request, students must provide all marks (midterm, final and otherwise) to PCFN. To facilitate this requirement, students are to authorize that their institution release the appropriate information directly to PCFN.

First year and probationary students are required to submit academic progress reports before each month's end.

7.2 ATTENDANCE

Attendance will be verified with the post secondary institution. If a student is not regularly and punctually attending classes, sponsorship may be suspended for up to 12 months.

Where a student's attendance is affected by illness or personal matters, PCFN may recommend withdrawal from a program or course.

7.3 VOLUNTARY WITHDRAWAL

It is the responsibility of the student to voluntarily withdraw from a course in order to avoid receiving an "F" on their transcript. Students must inform PCFN immediately if they intend to withdraw from their academic program. If a student withdraws without notifying PCFN, sponsorship will be immediately suspended.

Where a student's academic progress is affected by illness or personal matters, PCFN may recommend withdrawal from a program or course.

7.4 HARASSMENT

Sexual, physical or verbal harassment or abuse of any kind toward other students and/or employees of PCFN will not be tolerated. In the event that such abuse occurs, a warning letter will be issued with copies to the student's file. In the event that this behavior continues, the student will be immediately placed on probation.

Students are encouraged to report all incidents of harassment or abuse.

7.5 PROGRAM CHANGES

Generally, students must use funding for the particular program for which they were initially approved. Prior to changing a program or field or institution, the student must consult with PCFN in writing.

8.0 EDUCATION LEVELS

Level 1: Community College – Diploma or Certificate Programs

Level 2: Undergraduate Degree Programs

Level 3: Advanced or professional degree programs, or masters' program; and

Level 4: Doctoral programs

8.1 FUNDING

Students may be eligible for funding to assist in the completion of one program at each level. Graduates may be required to wait one year prior to applying for funding for their next Level of education.

Levels 2 and 3 may be provided less funding than Level 1.

8.2 TIME FRAMES

The duration of assistance will be in accordance with the official length of the program as defined by the institution. Students may be assisted for up to one additional academic year per Level if such an extension is approved, in writing, by the program's Dean or Department Head.

8.3 RESTRICTIONS

- i. Students who have completed a Level 1 program, with or without assistance from PCFN, are not eligible for Level 1 assistance.
- ii. Students who have completed one year or more in a Level 2 program, with or without assistance from PCFN, are not eligible for Level 1 assistance. Similarly students who have completed a Level 3 program are not eligible for Level 1 or 2 assistance.
- iii. If a student resumed Level 1 or 2 studies, previous months spent at Level 1 or 2 funding will count towards funding time frames.
- iv. Where students want to change their field of study within one of the Levels, the academic years and/or months already used within the Level will be counted towards the number of months of eligibility remaining. The PCFN office will inform the student in writing of the period of support which remains within the Level.

8.4 INCENTIVES

Subject to availability and at the sole discretion of PCFN, academic incentives may be provided from other funding sources.

In order to encourage the pursuit of high levels of education, a one-time payment of a maximum of \$500 may be provided to a Level 1, 2, 3 or 4 student who graduates with a 4.0 GPA

9.0 GRADUATION AWARDS

Upon verification of completion of a post secondary program, and subject to the availability of funds, graduates will be eligible for a cash award, as follows:

UCEP	\$200
College Certificate (level 1)	\$250
College Diploma (level 1)	\$500
University Undergraduate Degree (level 2)	\$1000
Advanced, professional or masters (level 3)	\$1500
Doctoral programs (level 4)	\$2500

10.0 FAILURE TO MEET ACADEMIC STANDARDS

Students must meet PCFN's standards by maintaining a minimum 2.0 GPA and a minimum attendance record of 80%. Should a student fail to meet these minimum standard, PCFN may intervene in one or more of the following ways:

- i. Letter of warning: reminds the student to maintain the minimum GPA and/or to attend class
- ii. Letter of probation: informs the student that they must maintain the minimum GPA going forward. Requirements such as progress reports, attendance conditions, and so on may be attached.
- iii. Termination of sponsorship: students who do not meet the standard requirements, even after a letter of warning and probation period, will be suspended from sponsorship for 12 months.

10.1 PREVIOUSLY SPONSORED STUDENTS

Students who previously received student sponsorship but did not successfully complete their studies will not be eligible to re-apply for two academic years. After two years, these students can re-apply and will be placed on the "Previously Sponsored" waiting list, as per section 5.0 of this Handbook.

Students reinstated onto the "Previously Sponsored" waiting list will be placed on probationary student sponsorship status for up to one academic year. If these students do not maintain a minimum GPA of 2.0 going forward, they will be terminated from sponsorship for two years without option for appeal.

11.0 STUDENT APPEALS

Should any student feel that policies surrounding post secondary sponsorship have been unfairly applied to their situation, that student will have access to an Appeal Board to be convened by PCFN for that purpose.

The Student is expected to provide a letter to the Post Secondary Student Advisor outlining the grounds for their appeal. If the Advisor determines that there are grounds for an appeal, the student will be contacted in writing.

The Appeal Board consists of PCFN Chief and Council representatives as well as members of the PCFN Education Advisory Committee, which is comprised of band members with post secondary credentials. PCFN is responsible for determining a location for the hearing. Transportation costs are the responsibility of the student. The Appeal Board's decision is final and binding as long as its reasoning is consistent with the policies of this Handbook.

APPENDIX A: LIVING ALLOWANCES BY CATEGORY

Living Allowance cheques will be deposited on the 1st of each month, if the 1st falls on a weekend it will be the Monday immediately following.

Part-time students are not eligible for Living Allowance or Travel Allowance.

"Employed" includes the receipt of Employment Insurance Benefits.

"Dependent" means a person who is dependent upon the student as defined by Revenue Canada's Income Tax Regulations.

STUDENT CATEGORY		ALLOWANCE PER MONTH
S1	Single student living with one employed parent	\$500
S2	Single student living away from home	\$1,000
S3	Single parent with: 1 dependent	\$1370
	2 dependents	\$1530
	3 dependents	\$1680
	every additional dependent	\$60
M1	Married/Common Law with an employed spouse	\$1000
	1 dependent	\$1155
	2 dependents	\$1335
	3 dependents	\$1510
	every additional dependent	\$60
M2	Married/Common Law with a dependent spouse (spouse does not count as dependent)	\$1,000
	1 dependent	\$1195
	2 dependents	\$1530
	3 dependents	\$1680
	every additional dependent	\$60

APPENDIX B: ELIGIBLE POST SECONDARY INSTITUTIONS

Aboriginal Peoples College	Kikinamawin Training Centre
Aboriginal Learning and Literacy Centre	Law Enforcement & Security Training Academy
Adult learning centres	MB Council for Leadership Education
Advance School of Hairstyling	Manitoba Fire Fighters College
Agassiz Continuing Education	Manitoba Indigenous Cultural Education Centre Inc
Anokiiwin Training Institute	Manitoba Institute of Homeopathy
Applied Multimedia Training Centre	Marvel School of Hairstyling and Esthetics
Assiniboine Community College	Menno Simons College
Brandon University	Mid Ocean School of Media Arts
Canadian Mennonite University	Morden Community College
Canadian Nazarene College	National Institute of Broadcasting
Career Development Institute	Patal Vocational School
Classic Hairstyling	Pollock Beauty School
College of Health & Family Support Studies	Portage Learning Centre
College Universitaire de St. Boniface	Professional Institute of Massage Therapy
Crossroads Learning Centre	Providence College and Seminary
Ecole technique et professionnelle	Red River College
Edutech Training Centres	Robertson Broadcasting Academy
Entrepreneur Technical & Education Centre	St. Andrew's College
European School of Esthetics	St. John's College
Fieldstone Ventures Education Centre	St. Paul's College
Hair Story Beauty College	Steinbach Bible College
Herzing Career College	Stevenson Aviation Technical Centre
Hope Learning Centre	Success CompuCollege
I-CAR Canada	University College of the North

Appendix B CONTINUED

Urban Circle Training Centre

Wellington College of Remedial Massage
Therapies Inc

Western School of Funeral Services

William and Catherine Booth Bible College

Winnipeg Education Centre

Winnipeg Technical College

Yellowquill College

For a list of recognized institutions outside of Manitoba, visit:

<http://www.canlearn.ca/eng/tools/designated/index.shtml>