
Thessalon First Nation Postsecondary Policy

2000

Education Department

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1.0 Thessalon First Nation Goals and Mission Statement

Thessalon First Nation is a community that believes in the necessity for its youth to have the benefits and opportunities that an education can provide.

Thessalon First Nations believes that Education as it relates to our Heritage and Culture takes many forms.

We have combined an appreciation of positive Holistic values and traditional career oriented Educations to create this Post Secondary Program.

Fairness and equality to all who desire to advance themselves through formal Education is the priority of this Post Secondary Policy.

The Combined commitment of the Education Coordinator, teachers, support staff, families, students and Chief and Council is absolutely necessary to the success of our future graduates.

The Post Secondary Policy Manual will be reviewed and updated regularly to ensure its contents remain current.

2.0 General Information and Introduction:

- 2.0 Post Secondary Education Assistance Program is designed to encourage registered Band Members to acquire College Diplomas, University Degrees and Professional Qualifications.
- 2.1 The program will be administered to ensure the maximum possible number of Band Members that are able to achieve their academic and vocational goals.
- 2.2 The Thessalon First Nation Education Department is responsible for the implementation of the policy and guidelines which include administrative and operational responsibilities.
- 2.3 The Education Program promotes Thessalon First Nations Mission Statement in the implementation of the Post Secondary Education Assistance Program.

3.0 Student Eligibility for Assistance

To be eligible to receive assistance under the terms of the Post Secondary Educational Program, it is necessary that;

- 3.0 The applicant must be a registered member of the Thessalon First Nation as defined by the Thessalon First Nation Membership Code.
- 3.1 The Band Member must submit an application for funding every year to the Educational Department. This includes all interested applicants: Continuing Students, High School Graduates and Mature Students.
- 3.2 An applicant for renewed assistance must submit documentation indicating promotion and or approval to continue the same program of studies from the Post Secondary Institution which the student most recently has attended.
- 3.3 An Applicant for renewed assistance must submit relevant transcripts, grade reports, diplomas, certificates, licenses and degrees.
- 3.4 An applicant for initial assistance has attained University or College Entrance requirements through successful completion of Secondary School studies and has been accepted for registration by a recognized College, University or institution into a program of studies which as Secondary School Graduation as a normal prerequisite to registration.

OR

An applicant for initial assistance is a registered apprentice with the Ministry of Education and Training in a trade recognized by this Ministry.

- 3.5 An applicant for initial assistance shall make available a Letter of Acceptance from the Post Secondary Institution which the student plans to attend.
- 3.6 An applicant has been accepted for registration as a Mature Students into a program of study as listed in 3.3 above and has not been registered as a full time student in a recognized Secondary school for at least one full year prior to application.
- 3.7 The applicant shall have indicated to the Thessalon First Nation Education Coordinator the amount of personal funds which the students can use to cover a portion of his or her educational costs.
- 3.8 The applicant has resided in Canada for at least one year prior to acceptance at the Canadian college or University.
- 3.9 The applicant shall have completely filled out an Application for Educational Assistance, Students Information Forms, as well as the appropriate consent forms.
- 3.10 On-Line Programs are not eligible for assistance.

4.0 Priority List for Funding

The following is the priority list for funding:

1. Continuing Students: are those who are currently attending and are in good academic standing at the Post Secondary institution of their choice and are abiding by the policies contained in this Manual.
2. Secondary School Graduates: are those students who have successfully completed the requirements for their Ontario Secondary School Diploma and are moving directly into a Post Secondary program and are accepted into the program according to the provisions of this Manual.
3. Deferred Students: are those students who have previously withdrawn from a Post Secondary institution prior to completion or been placed on the deferred list for any reasons as defined and listed in this Manual.
4. Mature Students: are those students who have been accepted into a Post Secondary Program and are considered Mature Students as defined by the criteria set forth by the institution offering the program.
5. Part-time Students: are those students who have applied for and been accepted into a clearly defined part time program at a college, university or institute. Generally the determination is the number of credit hours the course requires per week. Ten hours per week is the standard at the time of preparation of this Manual.
6. Employees of the Thessalon First Nation: are those full time employees that have been accepted into a Part Time Program at an approved Post Secondary institution.
7. Special Interest Courses: are those students that are offered by an approved post secondary institution that result in a certificate or license at completion. Consideration for this type of program by the selection committee is based solely on the availability of funds and on the individual merit of application. Examples of this type of program are First Aid, Creative Writing and CPR etc.

- 4.1 When applications are reviewed for priorities #3 to #7, the following items will be taken into consideration:
- a. date of application
 - b. Type of program 2 – 3 year specific diploma – degree programs will receive priority versus General Arts or other exploratory program.
 - c. Level of assistance requested (i.e. travel and tuition)
 - d. Length of program and length of assistance requested
 - e. If applicant has previously received post secondary funding through the band and the end result of the funding (i.e. Diploma earned, students dropped out, program not completed)
 - f. If applicant can contribute in any way to their education funding
 - g. If applicant has contributed financially to their education (i.e. funded any part of their education through OSAP or other funding sources)

4.2 Priority List For Students Funding

- 1 Continuing Students
- 2 Secondary School Graduates
- 3 Deferred Students
- 4 Mature Students
- 5 Part-Time Students
- 6 Employees of Thessalon First Nation
- 7 Special Interest Courses / Training

5.0 Educational Assistance Available From Other Agencies

- 5.1 To avoid duplications of funding, students are to accept any and all educational assistance make unconditionally available to them by other funding agencies to offset a portion of or all the financial assistance required from this program.
- 5.2 Provincial, private bursaries, scholarships and fellowships which are awarded on the basis of need are considered as a replacement for a portion or all of the costs which would be normally met through the provisions of this program.
- 5.3 Awards won by a student (i.e. scholarships) on the basis of academic achievement are considered as incentive income and do not affect the computation of assistance benefits available to the students.

6.0 Individual Assistance Limits and Conditions

- 6.1 While adhering to all the applicable assistance regulations and conditions set out in this document, the total assistance provided to an individual student shall not exceed the required student months as required by the institution.
- 6.2 The number of students months provided will depend on the course length of a particular course as determined by the institution. On exceptional circumstances a student may be eligible for additional student months. The following are the maximum number of students months of assistance which may be provided for each of the five major postsecondary levels:

<u>Institution</u>	<u>Length of Course in Years-Months</u>	<u>Time Limit</u>
Community College	1 year - 8 months	8 months
Community College	2 years - 16 months	16 months
Community College	3 years - 24 Months	24 months
Technical School	1 year - 8 months	8 months
Technical School	2 years - 16 months	16 months
Technical School	3 years - 24 months	24 months
Teachers College	1 year - 8 months	8 months
Bachelors Degree	3 years - 16 months	16 months
	4 years - 32 months	32 months

Honors Bachelor Degree	1 year - 8 months	8 months
Masters Degree	2 years - 16 months	16 months
Doctorate (PHD)	2 years - 16 months	16 months

- 6.3 The Period of Assistance covered is September to April (8 months) Spring-Summer session will not be covered unless program is required through Spring-Summer as specified in the institutions calendar or student begins the year in this period. Tuition may be proved for students taking courses through the Spring-Summer; providing these courses are required for their approved program of student Proof is required.
- 6.4 Where students changed programs within one of the levels, the academic years or student months used for each program enrolled in within the level will be counted for assistance purposes. Students must inform the Education Coordinator of the program change and provide documentation of the program change. For example, if a student has completed two years of an undergraduate degree in chemistry and transfers to a four year undergraduate economics program the duration of assistance provided for the economics program will be two years (i.e. the four years for economics less the two years taken in chemistry).
- 6.5 All allowance and tuition fees will be paid in Canadian funds only regardless of the location of the Post Secondary Institution.
- 6.6 Procedure to Transfer Programs:
- a. A student is allowed on program transfer without completing the first entered. After the first transfer, no other transfers will be granted until the student has completed the second chosen program they transferred to.

- b. The student must notify the Thessalon First Nation Education Coordinator if he or she has transferred from full time to part time in any program within two weeks of the transfer.
- c. The time calculated from the first program will be calculated in total months funded. (i.e. Law and Security for two months transfer to Nursing in total you have 6 school months remaining for the year and 14 school months remaining from total allocation).

7.0 Categories and Levels of Assistance

7.1 Living Allowance

- a. Living allowances are paid to students to assist normal daily living expenditures such as food, lodging, etc.
- b. Allowances paid to students vary according to the number of the student dependants and whether it is necessary for the students to live away from home to attend college or university.
- c. Living allowances are not provided for “part time” students or fully employed students. Educational assistance is to cover the cost of tuition and books shall be made available if not otherwise provided.
- d. The applicant is considered single status if the spouse is working.
- e. Students staying in residence will receive an allowance determined by the total cost of residence. Allowance will be calculated as follows: (total allocation for the year – residence fees) 8 months = month living allowance rate.
- f. Students claiming dependents must provide copies of birth certificates.
- g. Married students without dependents are both eligible for single funding.
- h. When two students are married, have dependents, and are in school full time, only one student may claim the dependents and the other student is eligible for single funding.

i. Living allowances will be as follows:

Single Student living at home-----\$400.00 per month

Single Student-----\$675.00 per month

Married Student with employed spouse-----\$675.00 per month

- with 1 dependent-----\$850.00 per month
- with 2 dependents-----\$1030.00
- with 3 dependents-----\$1205.00
- \$50.00 per month for each additional dependent

Married student with dependent spouse-----\$895.00

- with 1 dependent-----\$1045.00
- with 2 dependents-----\$1205.00
- with 3 dependents-----\$1355.00
- \$50.00 per month for each additional dependent

Single parent with

- 1 dependent-----\$1045.00
- 2 dependent-----\$1205.00
- 3 dependent-----\$1355.00
- \$50.00 per month for each additional dependent

7.2 Tuition Allowance

- a. A tuition allowance equal to the actual tuition and registration fees shall be made available for a student enrolling in a Canadian Postsecondary Education Program of studies in an accredited Institution of higher learning. Tuition and registration fees will be paid directly to the institution.
- b. Only cost tuition is limited to the “average” tuition cost of a full time program in a recognized institution for the current term of applications, in an accepted institution of higher learning, to a maximum as follows:

one year of college level program-----\$2,400.00
one year of university level program-----\$4,200.00

- c. Tuition for part time studies may be covered at par with a recognized institution offering similar program (i.e. computer course at a recognized institution cost \$300.00. this amount only, may be covered for a student taking a similar course elsewhere regardless of the cost of the course at the chosen institution).

7.3 Travel Allowance

1. Seasonal Travel

- a. Seasonal travel costs will be provided only from the students usual place of residence to the nearest accredited Canadian University or College which offers the program of studies the student has selected.
 - b. Students may receive a seasonal travel allowance:
 - i. Only upon request
 - ii. Equal to the cost of one return trip, using the most cost efficient mode of transportation, from the students usual or permanent residence, as listed on the application, to the University or College, for each period of time (semester) covered by their enrolment in the University or College. Students would receive this allowance at the beginning of the school year, at Christmas break and at the end of the year or end of semester.
 - c. With prior approval from the Education Coordinator, a student may receive an allowance to cover the cost of emergency travel to the student's home community. Emergency travel includes serious illness and
- b. With prior approval of the Education Coordinator, a student may receive an allowance to cover the cost of emergency travel to the student's home community. Emergency travel included serious illness and or death in the immediate family (mother, father, brother and sister)

7.3.2 Daily Travel

Daily travel may include bus passes or College or University parking at the maximum amount of \$100.00 per month.

7.3.3 Pre-Admission Testing Travel

- a. Travel may be provided once only at each level of education (college or university) to one institution only, to assist with costs associated with English level testing or pre-admission testing if required by the post secondary institution. Documentation is required.
- b. Pre-admission testing travel may include:
 - return bus fare to the post secondary institution within the province
 - meals at flat rates, and
 - If lodging is required a maximum of \$50.00 per night will be considered.

7.3.4 Special Clothing and Equipment

- a. If specified by the university or college course calendar as necessary for the students program of studies, an allowance to cover the cost of rental or purchase of special equipment and or clothing may be provided, on a one time basis only, for a maximum of \$500.00.
 - b. Items such as special tools, microscopes, drafting equipment or specialized clothing for field trips are included in this category.

Computers will not be considered.

7.4 Books and Supplies

- a. The cost of texts books and supplies which are officially listed as requirements by the university or college, as specified in the institutions calendar and or in the course outlines are required.
- b. For the cost of text books and supplies which are not officially listed in specific programs the full time students shall receive the maximum of \$400.00 per semester to cover these costs and less for General Arts and Science Programs, at a maximum of \$300.00.
- c. Students taking al full year, full credit courses (September to April), may be eligible for the full year book allowance at the beginning of the academic year at a \$600.00 maximum. In this case, students are not eligible for a second semester book allowance Course outlines is required.

- d. Part time students are eligible for a book allowance up to a maximum of \$100.00 per course
- e. Should cost exceed the allowance for books and supplies, the students must submit all receipts and course outlines for reimbursement and verification. Only those cost of books and supplies which are officially listed as requirements by the post secondary institution, will be paid. These can be specified in the institutions course calendar and or in course outlines.

8.0 Language Retention and Cultural Maintenance

The Thessalon First Nation recognizes the need and importance of maintaining the Ojibway language and culture and supports students interested in learning the Ojibway language and culture. If students have access to courses where Ojibway language is taught, then he or she may apply for special assistance. The letter of application should include the following;

- Location of Program
- Start and End Date of Program
- Length of Program
- Instructors Names
- Breakdown of costs

Approval of Courses is Subject to Availability of Funding

9.0 Incentives For Students

If budget allows for incentives the following will be allocated.

A - \$100.00 b- \$75.00

10.0 Procedure for Application and Provision of Assistance

10.1 Application Procedures

All Thessalon First Nation band members who are interested in receiving educational assistance under the terms of this program are to contact the

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Education Coordinator at the Education Department and provide an acceptance letter from the College or University and then fill out an Application of Education Assistance.

Applicants must meet eligibility requirements as specified under section 3.0 Student Eligibility for Assistance.

Applicant will be notified in writing of the status of their application.

****Deadline for applications – letter of acceptance is June 01 any applications after this date will not be accepted.****

10.2 Provision of Information to Students

Once an application has been approved by the Education Coordinator, the students will be advised of their eligible assistance benefits and payment schedules. Assistance benefits will usually be made available to the student on a month basis at the commencement to the assistance period. **There will be no advances on monthly allowance. Students will receive their monthly allowance on or before the 1st of each month.**

10.3 Funding for United States Approved Programs at Accredited Schools

- a. The applicant must be a Band Member of the Thessalon First Nation.
- b. The applicant has been accepted into an accredited United States post secondary institution.
- c. Must satisfy all other relevant policies contained in this Manual.
- d. Tuition payments will be issued in Canadian funds at the equivalent rates of the top tuition amount of Canadian institution. If the amount is lesser than required the applicant must seek alternate funding for the balance outside the Thessalon First Nation Education Department.

- e. Books allowance will be issued once per academic year and will not exceed \$1000.00 Canadian funds. The students must submit receipts for books purchased and refund balance if book expense is less than \$1000.00.
- f. Living allowance will be paid in two installments – September and January for a total of 7 months. The living allowance will be in Canadian funds equal to the allowance paid to students attending Canadian institution.

10.4 Responsibility of the Students

Students receiving educational assistance benefits under the terms of this program shall be responsible for:

- a. satisfying the academic requirements of the institution of higher learning in which they are enrolled
- b. managing the assistance funds made available to them in a manner which ensures that all fees and personal expenses are paid when due
- c. submitting required receipts and documentation in a timely manner
- d. submitting progress reports, marks transcripts, timetables and attendance records within two weeks of release from that post secondary institution.
- e. Contacting the Education Coordinator with change in address, telephone number and number of dependents
- f. contacting the Education Coordinator in writing with two weeks before courses and or program are changed and or dropped
- g. attending all classes regularly
- h. maintain a grade point average of 2.0 per term or passing

- i. ensuring proper withdraw procedures have taken place
- j. become familiar with their post secondary intuition calendar for important dates such as withdraw sates without penalty, withdraw date for reimbursement fees, exam dates etc.

Failure to comply with the above may result in loss of funding

10.5 Withdrawal Procedures

Students who withdraw from a program or course must:

- a. immediately notify the Education Coordinator of their intention to withdraw
- b. go through the proper channels to officially withdraw from the post secondary institution – usually the registrar’s office
- c. submit a letter in writing to the Education Coordinator within two weeks, stating reason why they withdrew

Students that withdraw from their program and follow the above procedures will be considered as priority #8 on the Priority List for funding should they reapply.

The following exceptions will apply:

- a. students who withdraw for compassionate or medical reasons must submit letters of support from counselor, professors and or medical professionals. Funding for these students will continue the following term
- b. student who withdraw from school without contacting the Education Coordinator and who continue to collect financial support from the Thessalon First Nation Post Secondary Education Assistance Program will be require to reimburse funds in accordance with Section 9.5 Loss of Funding

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- c. students who withdraw with no support reasons and who reimburse any and all applicable allowances must wait one year from the withdraw date for consideration for future funding

10.6 Loss of Funding

a. The Thessalon First Nation Education Department may terminate education assistance to a student who has demonstrated a lack of ability or willingness to meet the academic or financial management responsibilities which the student has accepted. If the personal circumstances of the student are such that further consideration is recommended by the student education officer, a conditional extension of education assistance benefits may be approved.

b. When a student has used the total allocation of students months provided for any of the various academic levels, assistance will be discontinued until the student is enrolled in a more advanced program of studies. When a student has used the total allocation of student months, all further assistance will be automatically terminated. In exceptional circumstances, students may be provided with additional student months.

Where a student has collected allowances when they have not attended classes or have withdrawn from school without informing the Education Department the total amount paid from the time of withdrawal or period of regular absenteeism. This includes students who collect allowances for the beginning of the semester and do not attend school at all.

The student will not be eligible for future funding until the amount has been taken care of by the student. Payment options can be discussed with the Education Coordinator.

10.0 Student Appeals

- 10.1 If any student be convinced that the preceding regulations and guidelines have not been fairly applied to his or her situation the student shall have the right to appeal. Appeals should be in writing

and signed by the students. Appeals will be considered by the following:

1. Appeals are first submitted to the Education Coordinator with 10 working days of the decision being appealed. The Education Coordinator must review the appeal within 5 working days and render a decision to the student.
2. Should a student not be satisfied with the appeal decision of the Education Coordinator, the student can then appeal to the Band Manager in writing within 10 working days of the Education Coordinator decision. The Band Manager must review the appeal with 5 working days and render a decision to the Education Coordinator.
3. Should a student not be satisfied with the appeal decision of the Band Manger, the student can then appeal to the Band Council within 10 working days of the Band Mangers decision. Band Council must review the appeal at their first regular scheduled meeting upon receipt of the appeal and render a decision to the Band Manger.

**BAND COUNCIL'S DECISION IS FINAL AND NO FURTHER APPEALS
WILL BE ACCEPTED**

11.0 Definitions of Terms

BA	Bachelor of Arts with a major in a specified program and achieved through a three year university program
DEPENDENT	Dependents of a student may only include children under the age of 18 of the students and the student's spouse whose annual gross earning are less than \$20,000.00
DEPENDENT SPOUSE	A person who has lived with the student as a husband or wife for a period of not less than one year prior to application for education assistance. If the spouse is legally married to the students, no time factors are relevant or applicable.
EDUCATION DEPARTMENT	This is the department of the Thessalon First Nations which is responsible for education services for Band Members.

GPA	Grade point average as determined by the post secondary institution.
HIGH COST TUITION	Tuition that is able the “average” tuition cost of program of study in a recognized Canadian post secondary institution.
MATURE STUDENT	A student that has not been registered as a full time students in a recognized secondary school for a least one full year prior to application and may apply to a post secondary institution as such.
PART TIME STUDENT	This is a student that is registered in less than 4 courses at one time or as defined by the post secondary institution. This could include a student taking distance education courses and or all night classes.
POST SECONDARY INSTITUTION	An institution which grants diploma, degree and certificates which are recognized by Ontario and with entrance requirements of secondary school graduation diploma or mature student status. This includes recognized Canadian colleges and universities.
STUDENT MONTH	this is the unit of measure for budgetary and assistance limitations purposes. It is a full month in which a student has received education assistance, under the terms of this

program, to permit full time attendance at an educational institution.

TFN Thessalon First Nation

13.0

CHART OF FUNDING / ALLOWANCES

ALLOWANCE	RATE	X	MONTHS	AMOUNT	+ RATE	TOTAL
SINGLE at home	400	x	7	2,800.	+ 400	\$3,200
SINGLE	675	x	7	4,725	+ 675	\$5,400
MARRIED WITH						
DEPENDENT spouse	895	x	7	6,265	+ 895	\$7,160
and 1 dependent	1,045	X	7	7,315	+ 1,045	\$2,090
and 2 dependents	1,205	X	7	8,435	+ 1,205	\$9,640
and 3 dependents	1,355	X	7	9,485	+ 1,355	\$10,840
MARRIED WITH EMPLOYED SPOUSE						
	675	X	7	4,725	+ 675	\$5,400
With 1 dependent	850	x	7	5,950	+ 850	\$6,800
With 2 dependents	1,030	x	7	7,210	+ 1,030	\$8,240
With 3 dependents	1,205	x	7	8,435	+ 1,205	\$8,435
SINGLE PARENT						
With 1 dependent	1,045	x	7	7,315	+ 1,045	\$8,360
With 2 dependents	1,205	x	7	8,435	+ 1,205	\$9,640
With 3 dependents	1,355	x	7	9,485	+ 1,355	\$10,840

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\$50.00 per month for each additional dependent

You are considered single if your spouse is employed. Proof is required.

Birth Certificates are required for dependent allowance

13.0

Books and Supplies – Receipts required

College

\$250.00 per semester

\$500.00 per year

University

\$600.00 for the year

Part time students \$100.00 per course

The cost of text books and supplies which are officially listed as requirements by the university or college in the institution calendar or course outlines will be paid in full. Course outlines are required.

Tuition

Tuition equal to the actual tuition and registration fees will be paid by the band directly to the institution only (with appropriate documentation from the institution).

High cost tuition is limited to the “average” tuition cost of a program in a recognized Canadian institution.

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Travel

1. Daily Travel- Bus Passes and Parking \$100.00 per month
2. Seasonal Travel – Equal to one return trip using the most cost efficient mode of transportation, from the students usual place of residence as listed on the application, to the nearest accredited Canadian College or University which offers the program of studies the students has selected for each period of time covered by their enrollment in the institution.