



Post-Secondary Policies and Procedures

V.1

VERSION TABLE

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	Education Dept.		Education Committee	2011-07-21	
			Chief & Council	2011-08-03	
		2012-08	Chief and Council	2012-08-22	
	Education Director		Education Committee	2012-11-17	
			Chief & Council	2012-11-28	
	Education Committee		Education Committee	2013-09-28	
			Chief & Council	2013-10-09	
	Education Committee		Education Committee	2017-03	
			Chief & Council	2017-04-19	
	Education Committee	2018-01-24	Chief & Council	2018-01-24	Increase to Allowances – Page 10

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Introduction

These policies and procedures are intended to define the roles and responsibilities for the Education Committee, Education staff and most importantly the Students to ensure fair implementation of the program.

The communication of all information regarding applications, funding, deadlines and roles and responsibilities are within this policy. Administration, staff, and Education Committee worked to review and edit and recommend these policies and procedures.

Objective

The Mississauga First Nation Education Department provides financial, academic and personal support for all Mississauga First Nation Band Members who are seeking Post-secondary Education within available funds.

The objective of the Post-secondary Program is to assist Mississauga First Nation Students to gain a Post-secondary education and to graduate with the qualifications and skills necessary to pursue individual careers.

Levels of Education Assistance

Original Approval 2011-08-03
Amendment Approval 2013-10-09

POLICY

Eligibility for financial assistance will be based on available funds for the different levels of programming leading to a College Diploma, University and Undergraduate Degree, Professional Degree, Graduate Degree, or a Doctorate (Ph.D.).

Students may only proceed progressively through the levels and once each level has been achieved funding from Mississauga First Nation and shall not be available for changes in disciplines or course of study unless and if, the student submits a written request documenting the rationale for a change in disciplines or course of study with recommendation from an academic advisor of the Institute. This change in disciplines or course of study will only be considered one (1) time during the term of funding.

PROCEDURE

Mississauga First Nation Education Department has five levels of Education Assistance. The levels of assistance and limits of assistance are summarized as follows:

Level	Institution	Length of Program	Assistance Limit
Level I	College	1-year Certificate	35 weeks
	College	2-year Diploma	70 weeks
	College	3-year Advanced Diploma	105 weeks
<i>Max 105 weeks for College level</i>			
Level II	University	3-year Degree	105 weeks
	University	4-year Honours Degree <i>Continuation in the same program of study as 3-Year Degree</i>	135 weeks
Level III	University	Professional Degree	105 weeks
Level IV	University	Master Degree	70 weeks
<i>Assessment will be conducted to determine levels of funding, FT or PT</i>			
Level V	University	Doctorate (PhD)	105 weeks
<i>(Assessment of need will be conducted to complete levels IV and V in order to determine the level of funding)</i>			

The above is based on an eight-month school year. If a student attends school through Spring/Summer assistance for the weeks used in that period will be counted toward the level limit.

It must be documented and recommended by the institute that the student MUST attend summer sessions to maintain their original graduation date in order to continue with full allowances. If the student is only part-time then allowance will be pro-rated.

Program of study will determine where they are placed in the chart. (i.e., MPH, MBA, etc.)

Professional Degrees are determined/defined by the individual Post-Secondary Institutes.

Post-Secondary Priority List

Original Approval 2011-08-03

Amendment Approval 2013-10-09

POLICY

Mississauga First Nation has limited funding available to fund Post-Secondary studies for Band Members therefore a priority list will be established to ensure a level of fairness and equity is maintained for all eligible individuals accessing funding. A wait list shall be kept based on the date of completed application received by the Education Department for a period of one year. If student wants to be considered for funding after being denied they must complete a full application each year.

All individuals **MUST** complete the application process following the deadlines to be considered under any of the following priorities.

Students in good standing according to student transcripts may be considered for priority funding after being in the workforce for a period of time or out of post-secondary in order to progress in the levels of funding to attain a higher degree in the same discipline/course of study.

All individuals shall be subject to the Levels of Education Assistance review.

PROCEDURE

Priority 1 a) Mississauga First Nation Continuing Students

Continuing students enrolled in post-secondary studies at one institution (in the present school year) with an overall Grade Point Average (GPA) of 2.0 and/or a verified level of student success scoring system by the individual educational institute or better and are continuing in the same program of study according to Mississauga First Nation Levels of Education Assistance.

Continuing students enrolled in courses of study that require time away from classroom study (i.e., co-op placement, internships, etc.) may have funding in place and remain a continuing student. Such students will be entitled to living allowance for the period of such placements provided they do not receive remuneration from other sources. Written documentation will be required disclosing any financial compensation to the student.

Priority 1 b) Grade 12

Secondary school graduates within the current school year and who have applied to become enrolled in post-secondary studies at a recognized post-secondary institution and who have attended continuously since Grades 9.

- Only individuals who live on reserve will have their OCAS to either college or university paid for out of funds allocated to the on-reserve through the Elementary/Secondary funds to a maximum of 3 post-secondary institutes.

- All other Secondary School graduates will be reimbursed OCAS fees upon approval for funding through the Post-Secondary program Education Department.

Graduates may request a one year wait period from the date of graduation to attend a post-secondary institute, but must inform the Education Department of their request.

Priority 1 c) Own-Source Funded Mississauga First Nation Students

Continuing students who have been enrolled in post-secondary studies at one institute (in the present school year) with an overall Grade Point Average (GPA) of 2.0 and/or a verified level of student success scoring system by the individual educational institute and are continuing but who **accessed funding from a source other than Mississauga First Nation Education Department.**

All students must be in good standing with the Education Department to be considered and negotiations will be implemented if the Student is in arrears with the Education Department.

- *Note:* Mississauga First Nation shall not be responsible for costs incurred by students for OSAP, etc.
- These students shall be reviewed if they have accessed Mississauga First Nation Education Department in prior years and shall also be subject to the Levels of Educational Assistance.

Priority 2 – Previous Graduates of Post-Secondary Institutes

Students in good standing may be considered for priority funding after being in the workforce for a period of time in order to progress in the levels of funding to attain a higher degree in the same discipline/course of study.

These applicants will have to adhere to the levels of funding criteria and past academic standings will be considered prior to being approved.

Priority 3 – Part-time/Correspondence

Individuals who want to upgrade their knowledge and skills, whether through correspondence course, on-line courses or professional development and shall be considered part-time students.

- Courses must meet accredited standing toward a particular program of study or professional development for a person who is currently employed.
- Costs covered shall only include tuition and books/supplies
- Courses must be included in an attainable diploma/degree to be considered.
- Individuals will be subject to the Levels of Educational Assistance received in prior years.

Priority 4 – Mature Students

- Individuals who have successfully obtained their Grade 12 diploma or equivalent and/or are eligible under the mature student criteria and have been out of school for two or more years but have not attended any post-secondary institution.

Priority 5 – Other

- Individuals funded by Mississauga First Nation Education Department in the past who dropped out of post-secondary studies or had a Grade Point Average of zero and made no alternative plans with Mississauga First Nation Education Department to complete their course of studies. It is important to recognize and invest in an individual's personal enhancement and career path therefore this priority would address their needs.
- All monies expended on any one student

Types of Financial Assistance – Full Time Studies

Original Approval Date 2011-08-03

Amendment Approval Date 2012-08-22

POLICY

Mississauga First Nation Education Department will provide financial assistance within the limits of funding availability and student priority placement.

PROCEDURE

Mississauga First Nation may provide funding for the following:

Tuition Assistance is provided for:

- Students attending a Canadian Public Educational Institution at the tuition rate of Canadian Institute;
- Students attending a Private or Foreign Post-secondary Institution shall be provided assistance at the same rate charged by a comparable Canadian Education Institution. If there is no Canadian comparable program research will determine the level of funding
- Contact North – Full-time online program
- Mississauga First Nation shall not pay fees which are not mandatory registration fees and it will be the student's responsibility to opt out of such fees (sports, health, dental, etc.)
- Tuition will only be paid to "private institutions" in Ontario that are recognized by the Ontario Ministry of Colleges and Universities and INAC

Travel Assistance:

- Travel assistance for students shall be calculated at twice a year at a rate of a return bus fare to the student's home residence.
- Emergency travel must have prior approval of the Mississauga First Nation Education Department which may cover the cost of travel to the student's home community.

Living Expense Assistance:

- Living expenses will be allocated to students at a rate not to exceed current maximum levels contained in these policies. For students attending Post-Secondary Foreign Institutions, the Education Department will only pay living expenses in Canadian Funds.
- Students choosing to reside in Residence must notify the Education Department and funds from the living expenses shall be paid to the institution to cover the cost of Residence Fees on behalf of the student. The remaining allowance if any shall be sent to the student. If the Residence Fees exceed the maximum allowance amount the Student shall be responsible for the difference.

Books and Supplies Assistance:

- Books and supplies assistance shall follow the rate included in these policies.

Funding Allowances for Full-Time Studies

Original Approval Date 2011-08-03

Amendment Approval Date 2018-01-18

POLICY

Mississauga First Nation Education Department will provide financial assistance within the limits of funding availability and student priority placement.

PROCEDURE

For students enrolled in full-time studies, allowances will be deposited into either the students Scotia or Royal Bank accounts. These allowances, both in subject matter and funding level, are subject to change at any time and will be communicated immediately to the student. These allowances are used to cover living expense such as rent, food, childcare, etc. Students are responsible for any additional costs incurred through the banking system.

Deposit will be made accordingly to the allowance rates as followed:

Monthly Allowance Rates

Single student living with employed parent	\$590.00
Single student	\$1 175.00
Student parent with:	
1 dependent	\$1 345.00
2 dependents	\$1 445.00
3+ dependents	\$1 545.00

Note:

- Proof of residency is required by rent receipt, intent to rent form from landlord or school residence documentation.
- Dependent child is one who is under the age of 18 years and residing with student.

Books and Supplies

Student will be issued allowance for books and supplies as follows:

Institution	Amount of Allowance
College	\$500.00 per semester/\$1,000.00 per year
University	\$500.00 per semester/\$1,000.00 per year
Graduate Schools	\$500.00 per semester/\$1,000.00 per year

Institution	Amount of Allowance
Post-Graduate	\$600.00 per semester/\$1,200.00 (includes cost associated with thesis research) per year
Professional Schools	\$600.00 per semester/\$1,200.00 (includes cost associated with thesis research) per year

The maximum allowance for books and supplies over and above the initial allocation and which **MUST** be verified through receipts shall be paid according to the following amounts:

Institution	Maximum Allowance
College	Additional \$600.00 per year
University	Additional \$400.00 per year
Graduate Schools	Additional \$400.00 per year
Post-Graduate	Additional \$400.00 per year
Professional Schools	Additional \$400.00 per year

Books and Course Supplies:

- Students must provide receipts for all books, supplies and other additional costs that may be incurred to receive reimbursement according to the limits identified in the chart above below. There may be other requirements for graduation such as Criminal Police Records Check, Tuberculosis Testing, exams or other as identified which will be considered for payment if maximums have not been reached.
- It is recommended that any funded student who may wish to donate their books to the Mississauga First Nation Education Department contact the department and arrange for delivery. This would be intended to benefit other students and/or citizenship advancement.
- For students who require or request financial assistance must do so within a two-month time period upon completion of funded program to cover professional designation, graduation fees, and/or other identified expenses and must be approved by Education Committee.

Eligibility for Part Time Studies

Original Approval Date 2011-08-03

Amendment Approval Date

POLICY

All Mississauga First Nation individuals are encouraged to upgrade their knowledge and skills, whether through correspondence courses, online courses or professional development.

PROCEDURE

Application

Individuals are required to fill out the application in full to be considered for postsecondary funding through Mississauga First Nation Education Department.

Course Eligibility

Courses eligible for reimbursement must meet accredited standing toward a particular program of study or professional development in his/her present employment when funding is not available in his/her program.

Individuals registered for part time studies must be working toward a Certificate Diploma or Degree program from an accredited Post-secondary Institution.

Tuition Fees

Mississauga First Nation Education Department will pay the cost of tuition, books, and supplies for part time students directly to the College or University, upon receiving a cost breakdown of their program.

A part time student that is employed by Mississauga First Nation or any other organization will attempt to have the costs shared for rooms, meals and travel with their employer and Mississauga Education Department will pay for tuition and books.

Part time students who did not receive funding will be placed on a waiting list for the following year.

Books and Course Supplies

The maximum amount for book allowance for part-time students shall be \$150 per approved course taken. Only required books are eligible for reimbursement. Original receipts are required for reimbursement.

Post-Secondary Funding for Special Needs Students

Original Approval Date 2011-08-03

Amendment Approval Date

POLICY

It is the objective of the Mississauga First Nation Post-Secondary Program to provide such financial assistance for special needs of students. Special needs students must self identify with the Post-Secondary Counsellor to be considered for this section.

Examples of special needs or disabilities are learning disability, hearing impairments, vision impairments, mobility impairments, medical conditions and mental health issues.

PROCEDURE

It is important that the student with special needs self- identify at the beginning of the semester to the Mississauga First Nation Education Department/Counselor and to the Post-Secondary Institution the student will be attending.

Mississauga First Nation Post-secondary program will assist the student towards securing the tools and resources necessary to be successful and at securing the qualifications and skills of a Post-Secondary degree, and/or diploma as determined by his/her educational plans and goals.

1. The Student shall provide to the Education Department/Counselor, as part of the funding application, the appropriate documentation from a qualified professional that states the nature of the student's disability and the resources required to assist the student in completing the educational program.
2. The student must also provide documentation that he/she has informed the college or university student services for his/her special needs and will provide documentation to the Post-secondary Education Counselor. This is to be provided at the beginning of the semester.
3. Students who are not identified will be considered upon assessment in order to assist in raising their grade point average (GPA).
4. Prior approval must be completed in order to access funding for any special needs and documentation must be provided.

Application Process

Original Approval Date 2011-08-03

Amendment Approval Date 2017-04-19

POLICY

All students must complete an application to the Education Department before any request for financial assistance with any post-secondary education institute can be considered.

PROCEDURE

1. To be eligible for assistance, his/her name must appear on the Mississauga First Nation Band Registry.
2. New Applicants deadline is **MARCH 15TH**. New Applicants must complete the following:
 - Full Application inclusive of all forms
3. Continuing Students Application deadline is **JUNE 15TH**. Continuing Students must complete the following:
 - Application for Continuing Students
 - Release of Information Form
 - Student Responsibility and Accountability Form
4. Applications for programs which start in September will not be accepted after this date and all consideration of the application will be deferred to the next year.
5. If there is a different start date other than September then applications must be in to the Education Department 90 days prior to official start date.
6. Applications must be received by the Education Department no later than **OCTOBER 15TH** for programs which start in **January** of that next year.
7. Applicants must disclose all sources of financial resources which are available to the student to aid in the determination of the level of funding from Mississauga First Nation which the student may be eligible for to ensure cost sharing is maximized. Such sources of funds which must be identified include but are not limited to are:
 - Crown Ward eligibility
 - Ontario Student Assistance Program
 - Employer contributions
 - Employment Insurance benefits
 - Employment and Training allowances
 - Other programs designed to assist the educational goals of potential students
8. The following documents are required before an application will be considered for financial education assistance:
 - Release of Information Authorization Form.
 - Post-secondary Educational Assistance Application Form.

- Student Responsibility and Accountability Form.
- The Education Department will cover the cost for the application OCAS one time to a maximum of three (3) institutions and only for Students currently enrolled in a Secondary School system to whom the Mississauga First Nation pays tuition.
 - † Funding is derived from other AANDC funds which are provided for on-reserve elementary/secondary students.
 - † All other applicants OCAS fees shall only be reimbursed upon funding approval.
- Students must provide proof of their acceptance into a Post-secondary program at an accredited Post-secondary Institution.
- Student must provide to the Education Department his/her Official Ontario Secondary School Diploma, relevant transcripts, grade reports, diplomas, certificates, licenses, degrees, CAAT (Canadian Adult Achievement Testing) results and/or other testing documents which are necessary preconditions to acceptance by the post-secondary institution they are seeking to enrollment in.

Application Review Process

- All new applications received by the application deadline date shall be reviewed by the Education Committee within fifteen (15) days.
 - All pertinent information shall be assembled for review by the Education Department staff.
 - Review shall be completed according to these Policies and Procedures.
 - Notification to applicants shall be sent via mail, e-mail, telephone within five (5) days of the review.
- All returning student applications received by the deadline date shall be processed by the Education Department as continuing **unless** and if the student has not been in compliance with the *Student Responsibility and Accountability Agreement* and those applications will be reviewed by the Education Committee for final decision on continued funding.
- All students shall be notified of their status in the application review process within five (5) days of Education Committee review and decision.

Student Responsibility and Accountability

Original Approval Date 2011-08-03

Amendment Approval Date

POLICY

All students full/part time are responsible for ensuring that the Mississauga First Nation Education Department is kept aware and up to date of all activities that may impact their schooling.

PROCEDURE

It is the responsibility of the student to read this policy thoroughly and to fully understand how the financial assistance works. If assistance is necessary it is the potential student's responsibility to obtain clarity from the Mississauga First Nation Education Department staff.

The following outlines the areas of student responsibility:

1. The student must set up a personal bank account with either the Royal Bank or the Bank of Nova Scotia.
2. The student must at all times provide a current address and telephone number and e-mail address to the Education Department while he/she is receiving financial assistance.
3. The student must ensure contact with the Education Department staff is maintained monthly throughout his/her academic studies.
4. Students must ensure they are aware of the requirements for their certificate, diploma or degree program he/she has been accepted into for studies.
5. The reporting of any difficulties (academic or personal) requiring a leave must be reported to the Education Department staff and the postsecondary institute within one week disclosing the reason for the leave.
6. In the case of a health or family crisis resulting in withdrawal from studies it is imperative that reporting to the Education Department and the postsecondary institute with alternative education plans be completed within one week of the situation.
7. The Education Department must maintain confidentiality with student files therefore it is the responsibility of the student to make enquiries or changes to his/her file. Other persons (i.e., parents, guardians, other students) shall be denied access to a student file unless a signed letter of permission for release of information is submitted indicating the name of the person accessing information and the rationale.
8. Students are required to provide a class schedule, mid-term grades and official transcripts for each semester. Failure to comply shall result in a hold back in allowances until this requirement has been met. If the student so wishes, they can provide the user name and password of the institute's student portal so the appropriate staff can review monthly.

9. The student must provide the Education Department in writing any changes to their program studies and the rationale for the changes.
10. The student must provide the Education Department in writing any course withdrawals to their program studies and the rationale for the withdrawal.
11. It is an expectation of the Education Department for the student to attend classes regularly and pass all of their courses for each semester.
 - a. If there is a failure in a course, the student must contact the Education Department and submit a Revised Educational Plan indicating the action plan for addressing the failed course. The following should be included:
 - i. Rationale as to why he/she was unsuccessful in passing the course;
 - ii. Identification of type of course failed: mandatory/elective,
 - iii. When the course is available for re-take,
 - iv. Impacts on the course failure on overall graduation date,
 - v. Identify any services available to assist student with success in course.
 - b. If the student fails three or more courses the student shall be placed on probation.
 - c. A student has one semester to improve grades in the area of study and if no improvement is indicated the student will be required to attend the Education Department in person to discuss available options.
12. Students must maintain a Grade Point Average (GPA) of 2.50 and/or a verified level of student success scoring system by the individual educational institute. Should a student's academic performance fall below the level of identified success in a course the student shall be granted placement in the probationary category for one term.
13. Failure to disclose academic deficiencies will result in automatic discontinuation of funding.
14. Any misuse of educational funding assistance may result in funding/sponsorship being withheld for two years and repayment of financial assistance received must be made prior to the re-application process by the student. Misuse of funding criteria could include:
15. Receiving funding from multiple sources without disclosure to the Education Department.
16. Submitting false information to the Education Department.
17. All forms must be completed and signed by the student.
18. Students, upon graduation will be required to provide a minimum of one-year employment with Mississauga First Nation if a position becomes available in their chosen field of study following the Policies and Procedures of Mississauga First Nation hiring practices.
19. Students must maintain a current address for a period of five (5) years in order to fulfill the above requirement. (Succession planning purposes)

Education Department Responsibilities

Original Approval Date 2011-08-03

Amendment Approval Date

POLICY

It is the responsibility of the Mississauga First Nation Education Department to make best efforts to ensure the success of students by administering this policy of academic and financial support for all students in fair and equitable manner.

PROCEDURE

1. The Post-Secondary Education Counselor will create a file for each student and the following documents will be required for a complete student file:
 - Completed and signed Release of Information form
 - Student Post-secondary Application
 - Provide students with the policies and procedures document
 - Education Assistance Plan/Tracking Form
 - Student Sponsorship Declaration Form
 - Letter of Acceptance from an Education Institution
 - Approval of Financial Assistance Form
 - Signed Student Responsibility and Accountability form
 - Post-secondary Student Contract.
2. The Education Department staff will notify the student of all eligible approved costs:
 - The amount of their monthly allowance
 - Tuition and Application fee for OCAS
 - Books and supplies
 - Transportation twice yearly (dependent upon permanent residence status)

The Education Department will assist the student through the relevant application procedure for the Post-secondary Institution the student will be attending. Advice and information will be provided to ensure the student understands the financial implications of their choice of institution.

The Education Department will keep in contact with all Post-secondary students relating to their academic performance on a monthly basis.

The Education Counselor will provide support and guidance to the student to ensure success of the students' educational goals.

The Mississauga First Nation Education Department will inform the students of their responsibilities and accountability to maintain their educational funding.

The Education Department will prepare a monthly allowance schedule for deposit at the Scotia or Royal Bank and provide the student with a copy.

The Education Department will ensure that the students' transcripts and all records pertaining to the individual are being maintained.

The Education Department will maintain the students' confidentially, respecting the individual uniqueness of each student.

- Reporting to Indigenous and Northern Affairs Canada (INAC) on the financial information yearly
- Reporting to Indigenous and Northern Affairs Canada (INAC) on these Policies and Procedures
- Any information compiled will be used for statistical purposes only.

Post-Secondary Probationary Contract

Original Approval Date 2011-08-03

Amendment Approval Date

POLICY

Students must maintain a Grade Point Average (GPA) of 2.0, an average of 60%, or the passing/fail grading system according to the student's institution grading system.

PROCEDURE

If a student is unsuccessful in achieving a minimum standard, the student will be placed on probation and will be required to sign a probationary contract. The contract shall include, but will not be limited to the following conditions:

1. Student shall attend all classes, complete assignments and utilize all counselling and tutoring services available to assist in meeting the academic requirements of the institution.
2. Student will complete a revised Educational Plan outlining:
 - a. Student's perspective as to why he/she was not successful in passing his/her courses.
 - b. Identify if the courses were mandatory courses or elective courses.
 - c. Identify when the course will be available to retake
 - d. Inform if this will have an effect on the date of graduation.
 - e. Identify the student services available to them
3. Student must discuss their progress on the probationary plan on a monthly basis with his/her the Education Department by telephone or e-mail.
4. Student will submit an attendance report to the Mississauga First Nation Education Department by telephone or e-mail.
5. If the student's Grade Point Average remains below the minimum requirements, the Education Department shall discontinue funding.

Appeal Process

Original Approval Date 2011-08-03

Amendment Approval Date

POLICY

Every person shall have the right to appeal to the Mississauga First Nation Education Committee, except where a decision is made based on the availability of funding.

PROCEDURE

Informal Appeal – Currently funded students

1. Students shall first attempt to come to an acceptable solution by consulting with the Education Department.
2. If, after such discussions, the dispute remains unresolved, the student may obtain an official Student Appeal Form from the Education Department and complete the form to initiate a formal appeal process.

Formal Appeal – Denial of Funding

1. A person denied funding from the Education Department has the right to make an appeal within 14 working days of the decision. The individual must write a Letter of Appeal and complete the Appeal form stating the reasons for his/her appeal to the Education Committee. Individuals are advised to submit any supporting documents along with their Letter of Appeal.
2. The individual has the right to attend the appeal hearing in person.
3. Upon receipt of a formal appeal:
 - a. The Education Committee will review all documentation and provide a written recommendation to either approve or deny the appeal to Chief and Council who shall then have the final decision making authority.
 - b. The Education Department will notify the student in writing of the final decision within five (5) working days.
4. The decision will be final.

Bursary, Scholarships and Student Awards

Original Approval Date 2011-08-03

Amendment Approval Date

POLICY

Mississauga First Nation Education Department acknowledges the wide variety of bursary, scholarship and student awards that are made available to students and encourage application to supplement the cost of their educational pursuits.

PROCEDURE

Mississauga First Nation Post-Secondary Program is a program open to all eligible students. The Education Department encourages students to apply for bursary, scholarships and Student Awards to assist the student with their educational expenses.

Notification to the Education Department on receipt of a bursary, award and or scholarship is a requirement of continued funding.

Students funded through Mississauga First Nation Education Department must realize the limitations of that funding and those students who achieve full scholarship status at a postsecondary institute are commended for their exemplary standing.

Through the receiving of full scholarship, including full living allowance the funding received from Mississauga First Nation shall be deemed as secondary and therefore the cost of tuition and allowances may be discontinued after review of scholarship funds. Mississauga First Nation may provide to the student receiving full scholarship status a support incentive of \$2,000 per year of study dependent on review.

Appendix A

FORMS

NEW STUDENT APPLICATION FORM

Please complete this form if you are graduating from secondary school this year and/or are a new or previously denied applicant.

REQUIRED DOCUMENTATION TO ACCOMPANY APPLICATION
--

<input type="checkbox"/>	Copy of your Status Card
<input type="checkbox"/>	Attach a copy of a Void Cheque and/or Bank Form
<input type="checkbox"/>	Confirmation of Acceptance*— <i>see below</i>
<input type="checkbox"/>	Copy of Secondary/Post-secondary Transcripts

Please fill out the form below and email to marlene@mississaugi.com or print, fill, and fax to 705-356-1867.

If this form is not entirely completed, or documentation is missing, it will be returned for further information prior to review by Education Committee.

Do not hesitate to contact us via email or by phone at 705-356-3197 at:

Marlene Bruneau, Post-Secondary Administrator	ext. 2302
Education Department Reception	ext. 2300
Debbie Mayer, Education Director	ext. 2301

* The Education Department wants confirmation that **you**—as the student—have accepted the offer of admission to your chosen educational institution. This may come in the form of a confirmation email from an application centre (OCAS/OUAC), a letter from the institution outlining your enrollment procedures, or similar confirmation. A copy of your offer of acceptance letter is not required.



New Student Application for Education Assistance
Mississauga First Nation Education Department
 Post-Secondary Program
 P.O. Box 1299
 Blind River, Ontario
 P0R 1B0
 Tel: 705-356-3197 Fax: 705-356-1867

PERSONAL INFORMATION

Surname	Given Name	Phone No.	Cell Phone
Registry Number 20000 20000	Birthdate (YYYY-MM-DD)	Application Date (YYYY-MM-DD)	
Street Address	City & Province	Postal Code	Phone Number
Mailing Address	City & Province	Postal Code	Cell Number
Address While at School	City & Province	Postal Code	Phone Number
I identify my gender as: Woman <input type="checkbox"/> Man <input type="checkbox"/> <input type="checkbox"/> _____	# of Dependents _____	Residence Off <input type="checkbox"/> On <input type="checkbox"/> Waiting List <input checked="" type="checkbox"/>	Marital Status <input type="checkbox"/> Married <input checked="" type="checkbox"/> Single <input type="checkbox"/> Common-Law
Do you require special accommodations? _____			
Emergency Contact Person & Phone number:		Applicants E-mail address:	
Most Recent Full Time Post-secondary program Institution _____ Program _____	Dates Attended From _____ To _____	Did you secure funding? If so, where: _____	Did you complete the program? _____

EDUCATIONAL FUNDING REQUEST INFORMATION

Program	Institution	Location	
Category		Attendance	Intended Enrollment
<input type="checkbox"/> Level I College: <input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Level II University <input type="checkbox"/> Level III Professional Degree <input type="checkbox"/> Level IV Master Degree <input type="checkbox"/> Level V Doctorate (Ph.D.)		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time ___ Length of Program ___ Current Year of Study	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring/Summer
Tuition Estimate			
During your research on your chosen institution, please find an estimated living expenses document in the financial assistance part of the website. Provide an estimation of tuition & ancillary fees for your program.			Tuition \$ _____ Fees \$ _____
Residence Fees			
If you intend upon residing in a residence, please find an estimate of the cost, and term of rental (e.g. full year, per semester, per month). Is it necessary to purchase a meal plan as part of a residence agreement? MFN only funds residence fees as part of the overall living allowance maximums, residence cost and/or meal plans may be at students' personal cost.			Residence \$ _____ per _____ Meal plan cost \$ _____
Name of Residence	Address of Residence	Contact & Phone	

PERSONAL EDUCATIONAL PLAN

1. Educational History (What course(s) have you excelled in when attending Secondary School?)

2. What are your future career goals?

3. Education Readiness & Maintenance (Do you feel prepared to attend post-secondary? What additional assistance do you feel you may need?)

4. Skills & Experience (What job(s) have you held?)

4. Volunteer History (What skills have you acquired?)

5. Interest & Hobbies

**6. Personal Biography (Family Background & Family Connections to Mississauga First Nation)
(Optional Information)**

7. Please outline any other services besides funding that may be useful in helping you succeed at achieving post-secondary educational goals?

8. Other comments or suggestions



Release of Information Form

Surname	Given Name	Student Number

I, _____ acknowledge that information related to my academic progress may be requested by my program sponsor and hereby authorize the **REGISTRAR'S OFFICE** of _____ to release this information to the **MISSISSAUGA FIRST NATION EDUCATION DIRECTOR/POST-SECONDARY EDUCATION ADMINISTRATOR** when requested. This release of information authorizes access from _____ (YYYY-MM-DD) to _____ (YYYY-MM-DD).

CONSENT TO RELEASE INFORMATION TO THIRD PARTIES

I, _____ provide my consent as may be required to allow the Mississauga First Nation Education Department to release information and provide copies of documentation to educational and employment and training institutions(s) and Federal and Provincial Governments/Agencies. This consent is intended to allow the Mississauga First Nation Education Department to provide information so that my eligibility for other assistance (including employment) may be determined and to confirm any assistance received through the Mississauga First Nation Post-Secondary Program.

Student Signature

Date



STUDENT RESPONSIBILITY AND ACCOUNTABILITY AGREEMENT

I, _____ as a Post-Secondary Student sponsored by the Mississauga First Nation Education Department Post-Secondary Program, do hereby agree to the following:

- I will ensure that at all times I am enrolled in sufficient courses to be considered a full/part time student at the institution I am attending, and will satisfy the academic requirements specified by the institution.
- I will supply the Post-Secondary Administrator with my Student Portal information.
- I understand that if I withdraw from or change a course or any program of study without authorization from the Mississauga First Nation Education Department, my funding may be suspended or terminated. Further, that *I will be required to pay back any monies which I received or any monies paid on my behalf while not in school*. Failure to pay back any monies owing will result in no further sponsorship from the Mississauga Education Post-secondary Program.
- I will be diligent in my studies by attending classes on a regular basis and completing all assignments and other course requirements as required by each course of study.
- I will contact the Mississauga First Nation Education Department when I encounter significant difficulties that adversely affect my academic performance.
- I understand that the Mississauga First Nation Education Department *reserves the right to suspend and/or terminate educational assistance* if I demonstrate a lack of ability or willingness to meet my academic and financial responsibilities.
- I understand that if I otherwise refuse to abide by this agreement, the Mississauga First Nation Education Department reserves the right to terminate sponsorship.
- I will communicate by the 15th of each month with the MFN Post-Secondary Administrator.
- I will submit transcripts for each semester to the MFN Post-Secondary Administrator when they become available from my College or University.
- I will report other income such as Employment Insurance, Family Benefits/Social Assistance, etc. when applying for education assistance.

- I have read the Mississauga First Nation Education Post-Secondary Program Policy and also understand and agree to the conditions above.

Signature of Student

Date

AFFIRMATION

I declare that all of the above information is complete, true and accurate, and I agree to inform the Mississauga First Nation Post-Secondary Education Department of any changes which may affect my eligibility for funding. I also declare that I have read, understood, and agree to comply with all definitions, rules, and guidelines listed in the Mississauga Post-Secondary Education Policies and this application.

Student Signature

Date

Office Use Only

EDUCATIONAL ACTION PLAN

Step by Step Action Plan

Date	Activity	Service Requested	Contact Date	Student Initial	Ed. Counselor Initial	Outcome/Results to be completed by Student and Ed. Counselor

Overall Education Plan
1.
2;
3;
4.
5.

Student Name _____ Signature _____

Ed. Counselor Name _____ Signature _____

We agree that the above information is correct and complete on the date of signing and may be shared with agencies named above and as per the permission for release of information.

Follow Up Comments & Recommendations	Date



Mississauga First Nation Education Department
Post-secondary Program
P.O. Box 1299
Blind River, Ontario
P0R 1B0
Tel: 705-356-3197 Fax: 705-356-1867

POST-SECONDARY PROBATIONARY STUDENT CONTRACT

I, _____ as a Post-secondary Student sponsored by the Mississauga First Nation Education Department Post-secondary Program agree to and accept the following conditions and responsibilities of being on probation and that I will:

- I will attend all classes, complete assignments and utilize all counseling and tutoring services to assist in meeting the academic requirements of the institution.
- I will complete a revised Educational Plan outlining:
 - a). Student’s perspective as to why he/she was not successful in passing his/her courses.
 - b). Identify if the courses were mandatory courses or elective courses.
 - c). Identify when the course will be available to retake
 - d). Inform if this will have an effect on the date of graduation.
 - e). Identify the student services available to them

Declaration of Agreement

I do hereby comply with the above probationary terms and conditions according to the Mississauga Education Post-secondary Policies and Procedures and understand that if one or more of the above conditions or responsibilities are not met, the Educational Assistance/Sponsorship can be withdrawn.

Signature of Student

Date

Signature of Witness

Date

Office Use Only



Mississauga First Nation Education Department

Post-secondary Program

P.O. Box 1299

Blind River, Ontario

Re: Educational Assistance Probation

Date _____

Dear _____ :(Students Name)

The Mississauga First Nation Education Department has reviewed your academic performance and it has been noted that your Grade Point Average is below minimum requirements set out in the Mississauga First Nation Post-secondary Student Assistance Program Policy and Procedures.

Please be advised that Mississauga First Nation Education Department has placed you on probation for _____ (month) _____ (year) semester. This will allow you time to raise your Grade Point Average to at least 2.00. If your Grade Point Average remains below the minimum requirements, the Education Department will have no alternative but to discontinue funding.

If you have any questions or concerns regarding this matter, please do not hesitate to call the Education Department at 705-356-3197.

Sincere Regards,

Post-Secondary Education Counselor

Cc: Education Director

Office Use Only



Re: Approval of Educational Assistance

Date _____

Dear _____:(Student's Name)

Your application for education assistance has been approved as follows:

Allowance Per Month _____	Travel Per Trip _____
Books Per Semester _____	Tuition Amount _____ <i>(Indicate actual or projected costs)</i>

- Students living in residence will have his/her allowance reduced by the amount required for resident fees.
- Please retain all book receipts for justification, should additional funds be required.
- Please immediately contact your Education Counselor:
 - a) **If you decide to change your course of studies;**
 - b) **Before you withdraw from any or all courses during the school year; or**
 - c) **If you pick up extra courses.**

As you are aware, you are **NOT** entitled to receive an allowance after you have withdrawn from the Educational Institution that you are attending. If you do not inform the Mississauga Education Department and continue to receive allowances, **you will be required to repay the money, and you will be required to make that repayment before any further educational assistance will be approved.**

Post-Secondary Counsellor Signature

Student Signature

_____ **Date**

_____ **Date**

Office Use Only



Mississauga First Nation Education Department
Post-secondary Program
P.O. Box 1299
Blind River. Ontario

Student Sponsorship

Sponsoring First Nation -Mississauga First Nation	Post-Secondary Councilor – Contact Person <small style="text-align: right;">705-356-1621 ext 2302</small>
--	---

Mississauga First Nation is sponsoring the following student(s) for the semester as indicated

Student Name		Student Number	
Fall Tuition September - December		Winter Tuition January - April	
Spring/Summer Tuition May - August		Residence Fees	

Please invoice Mississauga First Nation Education Department at the above address for the following fees.

- Tuition Fees Only (we do not pay for Health, Dental, Sports, or Bus fees)

Should the student withdraw from the above program PLEASE forward the REIMBURSEMENT to Mississauga First Nation Education Department at the address above.

Please provide the student transcripts to the Mississauga First Nation Education Department each semester.

Comments _____

Signature _____ **Title** _____

Date: _____

Office Use Only



Mississauga First Nation Education Department
Post-secondary Program
P.O. Box 1299
Blind River, Ontario

Student Information Sheet

Name	
Address	
Postal Code	
Telephone	
E-mail Address	

Course of Study	
Current or New Student	
Graduation Date	

Additional Changes

FINANCIAL INFORMATION

For The Fiscal Year from _____ to _____

Description	Cost	Requested by Student		Approved by Ed. Dept.	
Tuition		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Books		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Living Allowance		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Travel		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other Costs		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Total Cost					



Mississauga First Nation Education Department
Post-secondary Program
P.O. Box 1299
Blind River, Ontario

Student Appeal Process

Student Information

Name	
Address	
Telephone	
E-mail Address	

Appeal Information

1. My appeal is about the following:
(Describe the decision you are appealing and provide the name of the department or person(s) who made the decision. If you are aware that they were acting under a specific policy or departmental rule, regulations, or guideline, please provide the details.)

2. Summarize the reason for your appeal:

**3. Outline the steps you have taken to resolve this issue:
(If possible, please reference specific dates and details and include the names of University College employees you have dealt with.)**

4. Describe the result or outcome that you seek.

**5. Are there any documents that you want the Appeal Committee to review?
Yes No If Yes, enclose the documents with this form**

I hereby affirm that the information on this form is an accurate description of the circumstances that led to this appeal.

Signature: _____

Date: _____



Mississauga First Nation Education Department

Post-secondary Program

P.O. Box 1299

Blind River, Ontario

P0R 1B0

COURSE WITHDRAWAL FORM

I, _____ am officially withdrawing from _____
(Student's Name)

_____ as of _____.
(Name of Institution) (Date)

I will no longer need financial assistance from the Mississauga First Nation Education Department.

My official withdrawal form, _____ is attached.
(Name of institution)

Student's Signature

(Date)

CONTINUING STUDENT APPLICATION FORM

Please complete this form if MFN Education provided funding in the previous academic year.

REQUIRED DOCUMENTATION TO ACCOMPANY APPLICATION

<input type="checkbox"/>	Attach a copy of a Void Cheque and/or Bank Form (if your banking info has changed)
<input type="checkbox"/>	Copy of Secondary/Post-secondary Transcripts (if not already provided from last semester)

Please fill out the form below and email to marlene@mississaugi.com or print, fill, and fax to 705-356-1867.

If this form is not entirely completed, or documentation is missing, it will be returned for further information prior to review by Education Committee.

Do not hesitate to contact us via email or by phone at 705-356-3197 at:

Marlene Bruneau, Post-Secondary Counsellor ext. 2302

Theresa McCallum, Administrative Assistant ext. 2300

Debbie Mayer, Education Director ext. 2301



Continuing Student Application for Education Assistance
Mississauga First Nation Education Department
 Post-secondary Program
 P.O. Box 1299
 Blind River, Ontario
 P0R 1B0
 Tel: 705-356-3197 Fax: 705-356-1867

PERSONAL INFORMATION

Surname	Given Name	Phone No.	Cell Phone
Registry Number 20000 20000	Birthdate (DD/MM/YY)	Application Date (DD/MM/YY)	
Street Address	City & Province	Postal Code	Phone Number
Mailing Address	City & Province	Postal Code	Cell Number
Address While at School	City & Province	Postal Code	Phone Number
I identify my gender as: Woman <input type="checkbox"/> Man <input type="checkbox"/> <input type="checkbox"/> _____	# of Dependents _____	Residence Off <input type="checkbox"/> On <input type="checkbox"/>	Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Common-Law
Do you require special accommodations? _____			
Emergency Contact Person & Phone number:		Applicants E-mail address:	

EDUCATIONAL FUNDING REQUEST INFORMATION

Program	Institution	Location
Category <input type="checkbox"/> Level I College: <input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Level II University <input type="checkbox"/> Level III Professional Degree <input type="checkbox"/> Level IV Master Degree <input type="checkbox"/> Level V Doctorate (Ph.D.)		Attendance <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time ___ Length of Program ___ Current Year of Study
		Intended Enrollment <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring/Summer
Tuition Estimate During your research on your chosen institution, please find an estimated living expenses document in the financial assistance part of the website. Provide an estimation of tuition & ancillary fees for your program.		Tuition \$ _____ Fees \$ _____
Residence Fees If you intend upon residing in a residence please find an estimate of the cost, and term of rental (e.g. full year, per semester or per month). Is it necessary to purchase a meal plan as part of a residence agreement? MFN only funds residence fees as part of the overall living allowance maximums, residence cost and/or meal plans may be at students' personal cost.		Residence \$ _____ per _____ Meal plan cost \$ _____
Name of Residence	Address of Residence	Contact & Phone