



# **Post-Secondary Policies and Procedures**

V.1

## VERSION TABLE

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## Contents

Introduction .....	3
Objective .....	3
Levels of Education Assistance .....	4
Post-Secondary Priority List .....	6
Types of Financial Assistance – Full Time Studies .....	9
Funding Allowances for Full-Time Studies.....	10
Eligibility for Part Time Studies .....	12
Post-Secondary Funding for Special Needs Students .....	13
Application Process .....	14
Student Responsibility and Accountability .....	16
Mississauga First Nation Education Department Responsibilities .....	18
Post-Secondary Probationary Contract .....	20
Appeal Process.....	21
Bursary, Scholarships and Student Awards .....	22
Appendix A.....	23

## **Introduction**

These policies and procedures are intended to define the roles and responsibilities for the Education Committee, Post-Secondary Administrator and most importantly the Students to ensure fair and consistent implementation of the Post-Secondary 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 Mississauga First Nation Education Department provides financial, academic and guidance in their studies 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 successful and meaningful 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, Masters or a Doctorate (Ph.D.).

Students may only proceed progressively through the Levels of Education Assistance and upon successful completion shall not be funded for a change in discipline within the same level of assistance. (i.e., achieving a Diploma in Trades and Tech and then moving to a Diploma in Business Admin or a Degree in Social Studies and moving to a Degree Mathematics).

Changes in disciplines or course of study may only be applied for once and only on advice and written recommendation from an Academic Advisor from the Post-Secondary Institute. This change will only be considered once during the approved term of funding within the 1<sup>st</sup> Year of study.

### PROCEDURE

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

<b>Level</b>	<b>Institution</b>	<b>Length of Program</b>	<b>Assistance Limit</b>
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, unless the Advanced Diploma is classified as a Degree and requires more weeks for completion in which case the weeks will be used under the Level II allocation.</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>	140 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, requirement of T4's from student and spouse, verification from the post-secondary institute of study requirements. All requirements from the post-secondary institute must be in writing and the applicant (student) must initiate this document.</i>			

The above is based on an eight-month school year. Students whose course of study requires attendance through Spring/Summer will be notified that the weeks will be calculated into the overall Level of Education Assistance.

If the student has not met the criteria to maintain graduation date the students will not be funded during the sessions required to achieve their original graduation date and decision to fund after the original graduation date is requested this **MUST BE APPROVED BY THE EDUCATION COMMITTEE**. All weeks shall be used in the calculations for total funding criteria.

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 Registered Band Members whose name appears on the Membership list January of the year applying for funding. 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 Mississauga First Nation Education Department for a period of one year. If the 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 a post-secondary program 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 the same post-secondary studies which were prior approved at one post-secondary 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 post-secondary 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 obtained by the student from the post-secondary institution will be required disclosing any financial compensation to the student.

Students currently enrolled and funded in a Post-Secondary program through Mississauga First Nation and who wish to apply to a higher level of assistance and have successfully completed their current program **MUST APPLY AS A NEW STUDENT AND MEET ALL DEADLINES.** Notice of acceptance from the post-secondary institute understandably may be delayed but must be submitted by the Continuing Student Deadline. Any fees associated with applying shall not be eligible for prior reimbursement from the Mississauga First Nation Mississauga First Nation Education Department to be reimbursed upon approval of funding.

### **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/OUAC 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/OUAC fees upon approval for funding through the Post-Secondary program Mississauga First Nation Education Department.

Graduates will be granted a one year wait period from the date of graduation to attend a post-secondary institute.

### **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 Mississauga First Nation Education Department. (i.e., OSAP, Personal Loans, etc.)**

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

- *Note:* Mississauga First Nation **shall not be responsible** for costs incurred by students for OSAP, loans, etc., for their prior years.
- These students shall be reviewed if they have accessed Mississauga First Nation 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 – Distance Education/On-line/Part-time/Full-time**

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

- 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 with receipts.



- Courses must be included in an attainable diploma/degree to be considered.
- Students will have to meet the same requirements as students attending a post-secondary institute. (i.e., reporting grades, etc.)
- 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 according to the post-secondary institute and have been out of school for two or more years but have not attended any post-secondary institution funded by Mississauga First Nation.
- Mature students who wish to apply for funding from Mississauga First Nation Mississauga First Nation Education Department must seek to have the costs for OCAS/OUAC application covered elsewhere as the Mississauga First Nation Education Department does not have the monies for this item.

#### **Priority 5 – Other**

- Individuals funded by Mississauga First Nation 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 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 the student in prior years will be taken into consideration.
- Negotiations to address arrears for past costs to the Mississauga First Nation Mississauga First Nation Education Department shall be arranged and agreed to prior to funding approval.

## **Types of Financial Assistance – Full Time Studies**

Original Approval Date 2011-08-03

Amendment Approval Date 2012-08-22

### **POLICY**

Mississauga First Nation 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 allocated a maximum tuition of \$10,000/year CAD.
- Contact North and other Distance Education Programs – Part-time and/or Full-time online program to a maximum of \$7,000/year.
- Tuition will only be paid to “private institutions” in Ontario that are recognized by the Ontario Ministry of Colleges and Universities.

#### **Travel Assistance:**

- Travel assistance for students shall be calculated at twice a year at a rate of 0.35/km.
- Calculation on the most cost-efficient travel (\$/km or flight) will be applied for those who are attending a post-secondary institute exceeding 800 km.
- Emergency travel must have prior approval of the Mississauga First Nation Mississauga First Nation Education Department which may cover the cost of travel to the student’s home community. (i.e., death of an immediate family member, illness of student)

#### **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 Mississauga First Nation Education Department will only pay living expenses in Canadian Funds.
- Students choosing to reside in Residence must notify the Post-Secondary Administrator and funds from the living expenses shall be paid to the residency company to cover the cost of Residence Fees on behalf of the student. The remaining allowance, if any, shall be allocated monthly to the student. If the Residence Fees exceed the maximum allowance amount the Student shall be responsible for the difference.
- Distance Education – No living expenses to be allocated unless proof of need is provided.
  - If the requirement to attend the post-secondary institute for intense studies is mandatory negotiations will occur with the sponsored student to determine need.

#### **Books and Supplies Assistance:**

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

## Living Expenses for Full-Time Studies

Original Approval Date 2011-08-03

Amendment Approval Date 2018-01-18

### POLICY

Mississauga First Nation 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:

<b>Institution</b>	<b>Amount of Allowance</b>
College	\$500.00 per semester/\$1,000.00 per year
University	\$500.00 per semester/\$1,000.00 per year
Graduate Schools	To be reimbursed through submission of receipts to a maximum \$1,000 per year
Post-Graduate	See above insert
Professional Schools	See above insert

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:

<b>Institution</b>	<b>Maximum Allowance</b>
College	Additional \$600.00 per year
University	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. There may be other requirements for graduation such as Criminal Reference Check, Vulnerable Sector Screening, Tuberculosis Testing, exams or other as identified which will be considered for payment if maximums have not been reached.
- 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. Any costs approved must be submitted for reimbursement with receipts.

## **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 post-secondary funding through Mississauga First Nation 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 their present employment when funding is not available in their program.

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

#### **Tuition Fees**

Mississauga First Nation Mississauga First Nation Education Department will pay the cost of tuition, books, and supplies for part time students through the submission of receipts and/or 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 First Nation Education Post-Secondary program 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, unless the cost is justified through documentation from the post-secondary institute. 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 Administrator 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 Post-Secondary Administrator 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 their educational plans and goals.

1. The Student shall provide to the Post-Secondary Administrator, 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 they have informed the college or university student services for their special needs and will provide documentation to the Post-Secondary Administrator.
- ~~3.~~ All Colleges and Universities have a robust system to assist students who self-identify as Special Needs.
4. Students who are not identified will be considered upon assessment in order to assist in raising their grade point average (GPA).
5. 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 Mississauga First Nation Education Department before any request for financial assistance to attend any post-secondary institute can be considered. All applications must have a date-stamp received to be considered.

Any application mailed must also be received by Mississauga First Nation by the deadline date. It is the responsibility of the applicant to ensure their application has been received by the deadline date either through e-mail and/or a phone call to ensure the Post-Secondary Administrator is aware of their submission of their application.

### PROCEDURE

1. To be eligible for assistance, their name must appear on the Mississauga First Nation Band Registry prior to January of the year requesting financial assistance.
2. New Applicants deadline is **APRIL 15<sup>TH</sup>**. New Applicants must complete the following:
  - Full Application inclusive of all forms, available on-line [www.mississaugi.com](http://www.mississaugi.com)
3. Continuing Students Application deadline is **MAY 15<sup>TH</sup>**. Continuing Students must complete the following:
  - Application for Continuing Students
  - Release of Information Form
  - Student Responsibility and Accountability Form
  - If necessary, documentation of change in banking information
4. Applications for January intake of the applicable year must be received by the Mississauga First Nation Education Department no later than **OCTOBER 15<sup>TH</sup>**. Applications will only be considered if funding allows and the Mississauga First Nation Education Department will ensure notification is available on the website [www.mississaugi.com](http://www.mississaugi.com) and through community communication methods.
5. 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
6. 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.
7. The Mississauga First Nation Education Department will cover the cost for the application OCAS/OUAC 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 INAC funds which are provided for on-reserve elementary/secondary students.
    - † All other applicants OCAS/OUAC fees shall only be reimbursed upon funding approval.
  8. Students must provide proof of their acceptance into a Post-secondary program at an accredited Post-secondary Institution.
  9. Student must provide to the Mississauga First Nation Education Department their 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 Education Committee by the Post-Secondary Administrator with assistance from 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 Mississauga First Nation Education Department as continuing **unless** and if the student has not been in compliance with the *Student Responsibility and Accountability Agreement* and/or a major change in program of study, those applications will be reviewed by the Education Committee for final decision on continued funding.
- Continuing students who fail to meet the deadlines will be notified via mail and e-mail that Mississauga First Nation Education Department is no longer responsible for their post-secondary studies.
- All students shall be notified of their status in the application review process within five (5) days of Education Committee review and decision via mail and e-mail.



# **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 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 Post-Secondary Administrator.

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 Mississauga First Nation Education Department while they are receiving financial assistance.
3. The student must ensure contact with the Post-Secondary Administrator is maintained monthly throughout their academic studies.
4. Students must ensure they are aware of the requirements for their certificate, diploma or degree program they have been accepted into for studies.
5. The reporting of any difficulties (academic or personal) requiring a leave must be reported to the Post-Secondary Administrator and the post secondary 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 Post-Secondary Administrator and the post-secondary institute with alternative education plans be completed within one week of the situation.
7. The Post-Secondary Administrator as well as the Mississauga First Nation Education Department staff must maintain confidentiality with student files therefore it is the responsibility of the student to make enquiries or changes to their 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. For expediency and accountability, the student may provide the user name and password of the institute's student portal so the Post-Secondary Administrator can review monthly, but student must continue to provide monthly reports.
9. The student must provide the Post-Secondary Administrator in writing any course withdrawals to their program studies and the rationale for the withdrawal.

10. It is an expectation of the Mississauga First Nation 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 Post-Secondary Administrator 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 they were 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 Mississauga First Nation Education Department in person to discuss available options.
11. Students must maintain a Grade Point Average (GPA) of 2.00 and/or a verified level of student success scoring system by the individual post-secondary 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.
12. **Failure to disclose academic deficiencies will result in automatic discontinuation of funding.**
13. 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:
  - a. Receiving funding from multiple sources without disclosure to the Mississauga First Nation Education Department.
  - b. Submitting false information to the Mississauga First Nation Education Department.
14. All forms must be completed and signed by the student.
15. 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.
16. Students must maintain a current address for a period of five (5) years in order to fulfill the above requirement. (Succession planning purposes)

# Mississauga First Nation 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 Administrator 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
  - Mississauga First Nation post-secondary Application
  - Education Assistance Plan/Tracking Form, if necessary
  - Student Sponsorship Notification Form
  - Letter of Acceptance from a post-secondary institution
  - Detailed Financial Assistance Form, signed
  - Signed Student Responsibility and Accountability form
2. The Post-Secondary Administrator 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)

If, necessary, the Post-Secondary Administrator 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 Post-Secondary Administrator will keep in contact with all Post-secondary students relating to their academic performance on a monthly basis.

The Post-Secondary Administrator will provide support and guidance to the student to ensure success of the students' educational goals.

The Post-Secondary Administrator will inform the students of their responsibilities and accountability to maintain their educational funding.

The Post-Secondary Administrator will prepare a monthly allowance schedule for deposit at the Scotia or Royal Bank and provide the student with a copy.

The Post-Secondary Administrator will ensure that the students' transcripts and all records pertaining to the individual are being maintained.

The Post-Secondary Administrator will maintain the students' confidentially, respecting the individual uniqueness of each student when:

- 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 the minimum standard set of 2.0 GPA, 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 their 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 bi-weekly basis with the Post-Secondary Administrator by telephone or e-mail.
4. If the student's Grade Point Average remains below the minimum requirements, the Post-Secondary Administrator in consultation with the Education Director discontinue funding immediately and inform the Education Committee of the decision via e-mail and/or regularly scheduled meetings.

# 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 Post-Secondary Administrator and the Education Director.
2. Discussions on funding denial must occur within 10 business days of receiving notification of funding denial verified through e-mail and mail post-date documentation.
3. If, after such discussions, the dispute remains unresolved, the student may obtain an official Student Appeal Form from the Mississauga First Nation Education Department and complete the form to initiate a formal appeal process.

### Formal Appeal – Denial of Funding

1. A person denied funding from the Mississauga First Nation Education Department has the right to make an appeal within 10 business days ~~working days~~ of receiving ~~the~~ decision, verified through e-mail and mail post-date documentation by the Post-Secondary Administrator which is to be placed in the applicants file.
2. The individual must write a Letter of Appeal and complete the Appeal form stating the reasons for their appeal to the Education Committee. Individuals are advised to submit any supporting documents along with their Letter of Appeal.
3. The individual has the right to attend the appeal hearing in person.
4. 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. This will be completed as soon as possible according to Chief and Council meeting schedule.
  - c. The Mississauga First Nation Education Department will notify the student in writing of the final decision within five (5) working days.
5. The decision will be final.

## **Bursary, Scholarships and Student Awards**

Original Approval Date 2011-08-03

Amendment Approval Date

### **POLICY**

Mississauga First Nation 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 Mississauga First Nation Education Department encourages students to apply for bursary, scholarships and Student Awards to assist the student with their educational expenses.

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

Students funded through Mississauga First Nation Mississauga First Nation Education Department must realize the limitations of that funding and those students who achieve full scholarship status at a post secondary 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.

If, the Mississauga First Nation Mississauga First Nation Education Department discovers that a full scholarship was provided any monies paid to the student **MUST BE PAID BACK IN FULL.**

# Appendix A

## FORMS





**Mississauga First Nation Post-Secondary Education**  
**Release of Information Form**

Surname	Given Name	Initial

I, \_\_\_\_\_ authorize \_\_\_\_\_

I, acknowledge that information related to my academic progress may be requested by my program sponsor and hereby authorize the REGISTRAR'S OFFICE to release this information to the MISSISSAUGA FIRST NATION EDUCATION DIRECTOR/POST-SECONDARY EDUCATION COUNSELLR when requested to do so while enrolled at \_\_\_\_\_.

(Educational Institution's Name)

**CONSENT TO RELEASE INFORMATION TO THIRD PARTIES**

This release of information authorizes access from 20 \_\_\_\_ to 20 \_\_\_\_.

I, \_\_\_\_\_ provide my consent as maybe required to allow the Mississauga First Nation 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 Mississauga First Nation Education Department to provide information so that my eligibility for other assistance (including employment) maybe determined and to confirm any assistance received through the Mississauga First Nation Post-Secondary Program.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date



**Full Application for Education Assistance**  
**Mississauga First Nation 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**

<b>Registry Number</b>	<b>Birth Date</b>	<b>Application Date</b>
2 0 0 0 0		

**Month Day Year Month Day Year**

New Student: \_\_\_\_\_ Fall: \_\_\_\_\_ Summer: \_\_\_\_\_  
 Continuing Student: \_\_\_\_\_ Winter: \_\_\_\_\_

Surname	Given Name	Phone No.	Cell Phone
Street Address	City & Province	Postal Code	Phone Number
Mailing Address	City & Province	Postal Code	
Address While at School	City & Province	Postal Code	Phone Number
Sex <input type="checkbox"/> Female <input type="checkbox"/> Male	# of Dependents	Residence Off <input type="checkbox"/> On <input type="checkbox"/>	Marital Status <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> Common-Law
Emergency Contact Person & Phone number:		Applicants E-mail address:	

If you intend upon residing in a residence the following information is necessary:

Name of Residence: \_\_\_\_\_

Address of Residence: \_\_\_\_\_

Phone Number & Contact Information: \_\_\_\_\_

<b>Category</b> <input type="checkbox"/> Level 1 College <input type="checkbox"/> Level 2 University <input type="checkbox"/> Level 3 Professional Degree <input type="checkbox"/> Level 4 Master Degree <input type="checkbox"/> Level 5 Doctorate (Ph.D.)		<b>Attendance</b> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		<b>Type of Program</b> <input type="checkbox"/> College Certificate <input type="checkbox"/> College Diploma <input type="checkbox"/> University Degree <input type="checkbox"/> Professional Degree <input type="checkbox"/> Ph.D. Degree	
<b>Program</b>			<b>Institution</b>		<b>Location</b>
No. of Courses	No. Of Credits	Length of Program	Current Year of Study	___/___/___ to ___/___/___ Academic period for this Application	
<b>Most Recent Full Time Post-Secondary Ed.</b> Institution Program _____		<b>Dates Attended</b> From _____ To _____		<b>Funded by AANDC INAC or Mississauga Education</b> <input type="checkbox"/> es No <input type="checkbox"/>	
<b>Program Completed</b>					

**EDUCATIONAL INFORMATION – continued Page 2**

Semester 1		Semester 2	
Course Code	Description	Course Code	Description

**PLEASE COMPLETE THIS SECTION TO THE BEST OF YOUR KNOWLEDGE AT THE TIME OF APPLICATION**

## BANKING DEPOSIT INFORMATION

**A VOID CHEQUE IS REQUIRED TO ACCOMPANY THIS APPLICATION FROM EITHER THE ROYAL BANK OF CANADA OR THE BANK OF NOVA SCOTIA.**

<b>Name of Bank</b>	
<b>Branch No.</b>	
<b>Account No.</b>	

## REQUIRED DOCUMENTATION TO ACCOMPANY APPLICATION

	Copy of your Indian Status Card		Residence Breakdown if staying in Residence
	Attach a copy of a Void Cheque		Student Acceptance letter
	Tuition Fee Statement		Copy of Secondary/Post-secondary Transcripts
	Detailed Tuition Breakdown		Valid E-mail Address

I declare that all of the above information is complete, true and accurate, and I agree to inform the Mississauga First Nation Post-secondary Mississauga First Nation 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

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Education Counselor \_\_\_\_\_ Date \_\_\_\_\_

## EDUCATIONAL PLAN

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



**2. What is your future career goal?**


**3. What do you feel that you have to do to attain your education & career goals?**


**4. Skills & Experience (What job have you held in your life skills?)**


**5. Employment & Volunteer History: (What skills have you acquired?)**


**6. Interest & Hobbies**


**7. Education Readiness & Maintenance: (Did you have any school testing? What do you feel the outcome was from this testing?)**


**8. Personal Issues (Do you feel that you're ready to move forward at this stage of your life meaning moving away from your home and living on your own, will you have any kind of moral support?)**


**9. Personal Biography (Family Background & Family Connections to Mississauga First Nation)**

**(Optional Information)**

--


10. Assessment Summary – **OFFICE USE ONLY**


**EDUCATIONAL ACTION PLAN** **Move to Probation form area!!!**

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

**STUDENT RESPONSIBILITY AND ACCOUNTABILITY AGREEMENT**

I have read the Mississauga First Nation Education Post-secondary Program policy and further agree and understand the above conditions.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

First Nation Mississauga First Nation Education Department, I understand and accept maybe 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 owning will result in no further sponsorship from the Mississauga Education Post-secondary Program.

- To 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.
- To contact the Mississauga First Nation Mississauga First Nation Education Department when I encounter academic and/or social difficulties that is adversely affecting my academic performance.
- That the Mississauga First Nation Mississauga First Nation Education Department reserves the right to suspend and/or terminate educational assistance if I demonstrate a lack of ability or unwillingness to meet the academic and financial responsibilities.
- That if I refuse to abide by this agreement the Mississauga First Nation Mississauga First Nation Education Department reserves the right to terminate sponsorship.
- That I will communicate by the 15<sup>th</sup> of each month with the Mississauga First Nation Education Counselor.
- That I will submit official transcripts for each semester to the Mississauga First Nation Education Counselor when they become available from the College or University.
- I will report other income such as Employment Insurance, Family Benefits/Social Assistance when applying for education assistance.

## POST-SECONDARY PROBATIONARY STUDENT CONTRACT

I, \_\_\_\_\_ as a Post-secondary Student sponsored by the Mississauga First Nation

### 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.

Mississauga First Nation Mississauga First Nation Education Department

Post-secondary Program

P.O. Box 1299

Blind River, Ontario

- I will submit an monthly attendance report to the Mississauga First Nation Mississauga First Nation Education Department

Please be advised that Mississauga First Nation 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 Mississauga First Nation 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 Mississauga First Nation 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

<p><b>Mississauga First Nation Mississauga First Nation Education Department</b></p> <p><b>Post-secondary Program</b></p> <p><b>P.O. Box 1299</b></p> <p><b>Blind River, Ontario</b></p>
--



<b>Sponsoring First Nation -Mississauga First Nation</b>	<b>Post-Secondary Councilor – Contact Person 705-356-1621 ext 2302</b>
--	--

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

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

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

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

Comments \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

Date: \_\_\_\_\_

**Office Use Only**



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



<b>Name</b>	
<b>Address</b>	

Postal Code	
Telephone	
E-mail Address	

Course of Study	
Current or New Student	
Graduation Date	

**Additional Changes**


**FINANCIAL INFORMATION**

Description	Cost	Requested by Student		Approved by Ed. Dept.	
Tuition		Yes <input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="checkbox"/>
Books		Yes <input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="checkbox"/>
Living Allowance		Yes <input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="checkbox"/>
Travel		Yes <input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="checkbox"/>
Other Costs		Yes <input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="checkbox"/>
<b>Total Cost</b>					

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

Name	
------	--

<b>Address</b>	
<b>Postal Code</b>	
<b>Telephone</b>	
<b>E-mail Address</b>	

**Appeal Information**

<p><b>1. My appeal is about the following:</b>  <b>(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.)</b></p>

<p><b>2. Summarize the reason for your appeal:</b></p>

**Student Appeal Process – continued Page 2**

**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:** \_\_\_\_\_





**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 Mississauga First Nation Education Department.

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

\_\_\_\_\_  
 Student's Signature (Date)

\_\_\_\_\_  
 Post – Secondary Counselor  
 Post-Secondary Counselor's - Signature (Title)

**Application for Continuing Students**  
**Mississauga First Nation Mississauga First Nation Education**

**PERSONAL INFORMATION**

Post-secondary Program										Application	
P.O. Box 1299											
Blind River, Onta											
PO											
Tel: 505-250-010										505-1007	

Month Day Year Month Day Year

Surname	Given Name	Phone No.	Cell Phone

Home Address	City & Province	Postal Code	Phone Number
Address While at School	City & Province	Postal Code	Student ID #:
Sex Female <input type="checkbox"/> Male <input type="checkbox"/>	# of Dependents	Residence Off <input type="checkbox"/> On <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Contact Person & Phone number:		Student E-mail address:	

**EDUCATIONAL INFORMATION**

<b>Category</b> <input type="checkbox"/> Level 1 College <input type="checkbox"/> Level 2 University <input type="checkbox"/> Level 3 Professional Degree <input type="checkbox"/> Level 4 Master Degree <input type="checkbox"/> Level 5 Doctorate (Ph.D.)		<b>Attendance</b> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		<b>Type of Program</b> <input type="checkbox"/> College Certificate <input type="checkbox"/> College Diploma <input type="checkbox"/> University Degree <input type="checkbox"/> Professional Degree <input type="checkbox"/> Doctorate Degree	
<b>Program</b>		<b>Institution</b>		<b>Location</b>	
No. of Courses	No. Of Credits	Length of Program	Current Year of Study	___/___/___ to ___/___/___ Academic period for this Application	