

Wiikwemkoong Board of Education
Post-Secondary Student Support Services Policy



Wiikwemkoong Board of Education
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Wiikwemkoong Board of Education
POST-SECONDARY EDUCATION STUDENT POLICY

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INTRODUCTION

The Wiikwemkoong Board of Education has issued, adapted, and administers the Indigenous Services Canada (ISC) National Program Guidelines on Post-Secondary Education to align with the Post-Secondary Student Support Program (PSSSP) and University and College Entrance Preparation Program (UCEPP). The National Program Guidelines are in effect as of April 1, 2020.

As National Program Guidelines change from time to time, it is necessary for students to observe these changes. Any changes can be viewed at the following link:

<https://www.sac-isc.gc.ca/eng/1618248549300/1618248598327>. These changes will be identified on the Wiikwemkoong Board of Education's website and noted on the Post-Secondary Student Support Services Policy.

Information regarding the Post-Secondary Student Support Services and updates are the responsibility of the candidate. As information changes, candidates are expected to be knowledgeable regarding their education.

The Post-Secondary Student Support Program (PSSSP) is provided to eligible Post-Secondary candidates enrolled in eligible Post-Secondary institutions with set criteria of funding provided by the Government of Canada.

As such, it is important that although all education is a right provided by treaty, there are limits to the amount of financial assistance received for Post-Secondary candidates. The financial assistance is based upon historical allocations defined by Indigenous Services Canada (ISC), and, **is in no way meant to provide full coverage of expenses for all Post-Secondary candidates.**

This policy is intended to provide candidates with information about how PSSSP is administered by the Wiikwemkoong Board of Education. If the candidate has questions, the expectation is to notify and contact the Post-Secondary Navigator.

GLOSSARY

The following list of terms is designed to clarify information provided to the student.

Applicant:	A registered member of the Wiikwemkoong Unceded Territory.
Dependent:	A dependent is someone who has no income and depends on the PSSSS student for financial support. Children 0-18 years of age that depend on the PSSSS student for financial support (If living with parents).
New Student:	An applicant who has never received educational assistance from the Wiikwemkoong Board of Education – Post-Secondary Student Support Services.
Returning Student:	An applicant who has previously received education assistance from the Wiikwemkoong Board of Education – Post-Secondary Student Support Services.
Continuing Student:	A student currently being sponsored and who will require sponsorship to complete his/her program of studies.
Married Student:	Spouse or common-law relationship in a conjugal relationship in the same residence as per the Federal standards. https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/tax-return/completing-a-tax-return/personal-address-information/marital-status.html
College/University Resident:	A student who requests/applies for/acquires accommodation from their chosen institution.
ISC:	Indigenous Services Canada.
Linear Pathway:	The student is following an upward progression in the levels of education in the same field of study. For example, from a Diploma to Degree to Masters, in Business.
Non-Linear Pathway:	The student is opting not to follow a linear progression in education levels and is changing their field of study.

They must wait a period of 2 years between each accreditation. For example, they are moving from a degree to diploma.

Grade Point Average (GPA)

The 2.00 Grade Point Average will be considered using a 4-point scale. As all post-secondary institutions in Canada calculate this average uniquely, a conversion chart will be used to calculate this amount using the above measure as a guide. www.whatsmygpa.ca. (American GPA's are calculated on a 4-point scale.)

Services Provided by the Post-Secondary Student Support Services

Counselling Services

The Post-Secondary Student Support Services provides one on one counselling service. Students are encouraged to use all counselling services (academic or other) that are available at the institution they are attending. Guidance counselling services are available to high school students. Resources are also available for career planning in the Post-Secondary Student Support Services.

Orientation

A series of orientation workshops will be scheduled once a month at the local high school, in partnership with Ontario Works and Wii Ni N'Guch Tood Labour Market Services. These workshops will provide information on the policy, budgeting, housing, childcare, strategies for student success at the post-secondary level, other sources of funding and health issues. This information will be made available to all new students via email and on the Wiikwemkoong Board of Education website as a resource to help smooth the transition into post-secondary education.

OBJECTIVES

The objectives of the two eligible programs are as follows:

Post-Secondary Student Support Program (PSSSP)

The program objective is to improve the employability of First Nations eligible students by providing them with funding to access education and skills development opportunities at the post-secondary level.

University and College Entrance Preparation Program (UCEPP)

The program objective is to provide financial support to eligible First Nations and Inuit students who are enrolled in university and college entrance preparation programs offered in post-secondary institutions, to enable them to attain the academic level required for entrance into post-secondary programs.

EXPECTED OUTCOMES FOR:

Post-Secondary Student Support Program (PSSSP)

The program is expected to increase post-secondary enrollment and graduation rates among First Nation students from Wiikwemkoong.

University and College Entrance Preparation Program (UCEPP)

The program is expected to increase the number of First Nation students from Wiikwemkoong with the requisite academic level required for entrance into Post-Secondary programs.

Who is eligible for assistance?

If you are a member of the Wiikwemkoong Unceded Territory and a Grade 12 graduate earning a diploma or secondary school equivalent (course route) from a Ministry of Education regulated, local or regional government regulated secondary school, the candidate is eligible for assistance. The candidate must meet the entrance requirement for and be enrolled or accepted in an eligible Post-Secondary program.

What is an eligible program and institution?

An eligible program of study is as follows:

- At least one academic year (8 months) in length
- Offered by accredited post-secondary institutions in Canada and abroad
- Must lead to a certificate, diploma, or degree
- Anishinaabemowin programs are eligible, even if a student has previously obtained a college diploma

Sponsorship for a General Arts & Science certificate will NOT be considered.

Some post diploma or degree programs are one academic year or less in length and may be eligible. These include Specialized programs such as Additional Qualification Courses for Teachers. These are only approved pending availability of funding.

Institution Eligibility

An eligible Post-Secondary Institution is a certificate, diploma, or degree granting institution that is recognized by Indigenous Services Canada (ISC).

This includes an educational institution affiliated with or delivering accredited Post-Secondary programs by arrangement with a Post-Secondary institution.

- Sponsorship to private institutions will NOT be considered.
- Please verify with the Post-Secondary Navigator for questions regarding approved institutions or programs. The following link provides a list that identifies **Canadian post-secondary institutions** accordingly as public or private.
<https://tools.canlearn.ca/cslgs-scpse/cln-cln/reea-mdl/reea-mdl-1-eng.do?nom-name=ON> **International Institutions** can be found at the following link:
<https://tools.canlearn.ca/cslgs-scpse/cln-cln/reea-mdl/reea-mdl-1-eng.do?nom-name=inter>

ASSISTANCE LEVELS FOR ALL ELIGIBLE STUDENTS

- Level 1 Certificate/College Diploma:**
Registered Full-Time/Part-Time in all courses as outlined in the program course outline and year of study. This course load must be maintained for the duration of each semester.
- Level 2 University Diploma and Undergraduate Degree:**
Registered Full-Time/Part-Time in all courses as outlined in the program course outline and year of study. This course load must be maintained for the duration of each semester.
- Level 3 University Graduate Level**
As defined by the Post-Secondary Institution.
- Level 4 University Post-Graduate Degree**
As defined by the Post-Secondary Institution.

A student is required to follow a linear education and career path. For example, a candidate who completes a Social Services Worker program at the College level who then continues to a Bachelor of Social Work, Honours Bachelor of Social Work, Master of Social Work and a Doctor of Social Work.

The student following a non-linear education and career path may decide to change career paths. They must wait a period of no less than two (2) years to reapply for sponsorship for a new program with the exception of Anishinaabemowin. For example, if a student was attending the Bachelor of Science in Nursing program and now wants to go into a Business Administration diploma program.

Full-Time Students

Candidates are expected to complete programs of study in the standard time frame.

Level 1 and 2 students may receive an additional year of support to complete a program provided the Dean of the Program or department head provides official correspondence to Wiikwemkoong Board of Education indicating an extra study period is required.

Level 3 and 4 students may extend assistance for one extra academic year for medical or personal reasons with appropriate documentation.

Part-Time Students

No time frame expectations.

WHAT IS A PRIORITY RANKING SYSTEM?

The Priority Ranking System is designed to provide fair and equitable access for limited Post-Secondary Program Assistance allocation. Each application is weighted individually for eligibility and reviewed for assessment as a priority. All applications for education assistance are considered according to their priority. If the demand from eligible students exceeds the funding available, priority selection criteria will apply.

- Priority 1** **Continuing Students** – presently attending college or university who, with acceptable progress, has been allowed to continue to the next semester of their program. *Criteria for selection – Marks from previous academic year.*
- Secondary School Graduates** – a student currently enrolled in secondary school who is applying to a specific college or university program. *Criteria for selection – Final transcript, final acceptance letter, educational/career plan essay, current resume and reference letter.*
- Priority 2** **Mature Students** – sponsored for the first time.
Criteria for selection – upgrading transcripts and/or certificate program (GED 1- year certificate), final acceptance letter, educational plan/career plan essay, current resume and reference letter.
- Returning Students** - a student who has previously received sponsorship (i.e. graduates, OSAP). *Criteria for selection – Transcript, reference letter, education/career plan essay, resume, medical leave form (if applicable).*
- Part-Time Students** – a student attending college or university who is enrolled in part-time studies.
Criteria for selection – first come, first served.
- Priority 3** **Specialized/Summer Students** – a student enrolling in a specialized program which occurs only in the summer (i.e. ATEP, NCCCD, NCAP, and NCTP). *Criteria for selection – first come, first served.*
- Priority 4** **Graduate Students** – a student enrolling in a graduate program (i.e. Masters, Doctorate)
Criteria for selection – first come, first served, based on original education plan.

What type of Post-Secondary Education Assistance is available?

All sponsorship will be provided in Canadian funds only.

Full-Time Studies

*According to the ISC National Guidelines, the maximum amount payable per full-time students under PSSSP or UCEPP cannot exceed \$53,000 per year. **No student is automatically entitled to this amount.** The maximum amount was established to ensure that the most extreme circumstances could be funded as necessary. The actual amount of funding will depend on the overall amount of funding in the program and the number of recipients selected.*

Post-Secondary Education assistance for full-time students will include:

- Tuition
- Books
- Education allowance
- Travel Support

And pending availability of funding, may also include:

- Program related materials
- Tutoring
- Application fees – after approval of sponsorship
- Health/Dental fees – must provide written request to your Navigator to opt-in to these fees, if required, to be eligible for coverage
- Transcript fees
- Subsidized Daycare Support (please refer to pages 13 & 16)

Part-time Studies

Post-Secondary Education assistance for part-time students will include:

- Tuition
- Books

Please note: Travel that is required to attend course sessions **may** be claimed according to the Wiikwemkoong Board of Education policy and rates pending availability of funding.

Refer to page 37-38 for further information regarding important dates and budget information.

Tuition Assistance

Full-time and part-time candidates are eligible for Tuition Assistance and mandatory student fees.

Book Assistance & Program Related Material

The book sponsorship letter is sent to the institution and a billing account is established at the individual institution bookstore.

This sponsorship is meant primarily for required texts. Students must submit program booklists or a course syllabus. Optional books and supplies WILL NOT be considered.

1. The annual book allowance allocation for all full-time students is: **\$1000**
The annual book allowance allocation for all part-time students is: **\$500**

Any purchases for required textbooks that must be made outside of the institution bookstore must remain within the annual book allocation. Receipts must be submitted for reimbursement and amounts of purchases will be deducted from this allocation. All receipts are due a week before the next available cheque date.

Reimbursements for books purchased will only be considered if receipts are submitted prior to **March 31st** of the fiscal year.

2. **Special Equipment/Supplies/Clothing:**

Students enrolled in programs that require special uniforms or equipment (i.e. Nursing or Electronics) may receive assistance for these items, **if the required funds are available and prior approval is obtained. This will be offered on a first-come, first-served basis.**

Students must submit cost estimates for these additional supplies verified by an instructor or other program official.

3. **Laptops:**

Requests for laptops or computers will be based on need. Priority will be given to "New" students. All other requests will be approved on a first come, first served basis. Students must submit a written request for **reimbursement** (with 3 quotes attached) to our office via the student portal. All requests are considered pending availability of funding. Students are only eligible to receive approval for a laptop once in their entire post-secondary education studies and to an amount not exceeding \$1500.

Living Allowance

A monthly living allowance is provided to full-time students and their listed dependents as defined by Revenue Canada.

Students will receive living allowance based on:

1. Marital status
2. Dependent claim
3. Total Cost of Student Residence (on-campus)

Documents that may be required depending on the student:

1. Birth certificate
2. Marriage certificate
3. Status card
4. Tax Assessment or other relevant Canada Revenue documents
5. Declaration of relationship status

The living allowance is to assist with living costs of accommodation, utilities, and food.

If you are approved for a monthly allowance, then the monthly allowance is automatically issued and deposited into the banking account you provide. Deposits of monthly living allowances will be issued at the last Friday of the previous month.

If the candidate selects to live in student residence at the Post-Secondary Institution, they must inform the Post-Secondary Navigator at the time of applying for sponsorship.

Daycare

Students enrolling their child(ren) aged 5 years and under into a subsidized licensed daycare will be further subsidized at a rate of 50%, by the Wiikwemkoong Board of Education, to help offset daycare expenses ***if the required funds are available and prior approval is obtained. This will be offered on a first-come, first-served basis.*** Once the receipt is submitted, 50% of the fees will be reimbursed to the student on the next available cheque date. A reminder that receipts are due a week before the cheque date.

Here are some links for childcare services in Ontario and specifically for the top 3 cities where the majority of our students are located:

<https://onehsn.com/home/childcare>

Sudbury – <https://www.greatersudbury.ca/live/child-care/> & <https://onehsn.com/Sudbury>

North Bay – www.NipissingChildCare.com & <https://onehsn.com/nipissing>

Sault Ste. Marie – <https://childcarealgoma.ca> & <https://onehsn.com/ssm>

Student Residence (On-Campus Housing)

Students requesting to live in student residence are allocated the same funds as all students based on financial assistance rates. The budget would be the total for the year

(i.e. single student - \$1245/month which is \$9960 for the school year).

Research this option as it may come with a mandatory meal plan which could put you over the budget.

Any costs exceeding annual budget allocation becomes the responsibility of the student.

If there is any balance left after residence fees are paid, the remaining amount will be distributed over the months of the school year.

Please note: Students are responsible for **damage deposits**. Residence deposits to hold your unit are eligible, however this will be factored into the student's overall budget.

Tutorial Assistance

Students are encouraged to take advantage of free services offered by the learning support services at the Post-Secondary Institutions. Additional tutoring assistance is available to full-time students only. The maximum for tutorial assistance is 10 hours per semester. Please refer additional tutoring assistance to the Post-Secondary Navigator.

A student must show they have used the free tutoring services provided by the Institution first.

Seasonal Travel Support

Approved full-time students are eligible for travel support three times a year. This will be a fixed amount. A travel allowance will be given in September, at Christmas Break and at the end of the school year. To be eligible for this travel allowance, you must be a full-time student.

Application Fees

Candidates are required to pay the application fees for Ontario College Application Service (OCAS) and Ontario Universities' Application Centre (OUAC) when applying to Post-Secondary Institutions. Upon approval of application, a candidate is eligible to get reimbursed for the **Base Application Fees (see page 38)**. Receipts will need to be provided.

Spring/Summer

Full-time sponsorship is reserved for the candidate if the semester is mandated and is a regularly scheduled semester for the program of study. The Post-Secondary institution sets the program structure for all programs. Examples are the compressed Nursing

Degree program or any specialized summer programs such as the Indigenous Teacher Education Program (ITEP).

Candidates that are interested in taking Spring/Summer courses but are not required to do so, will be eligible for tuition and books only.

Tuition Assistance

Full-time and part-time candidates are eligible for Tuition Assistance and mandatory student fees.

Book Assistance & Program Related Material

The book sponsorship letter is sent to the institution and a billing account is established at the individual institution bookstore.

This sponsorship is meant primarily for required texts. Students must submit program booklists or a course syllabus. Optional books and supplies WILL NOT be considered.

1. Spring/Summer book allowance allocation for full-time students is: **\$500**
Spring/Summer book allowance allocation for part-time students is: **\$250**

Any purchases for required textbooks that must be made outside of the institution bookstore must remain within the book allocation. Receipts must be submitted for reimbursement and amounts of purchases will be deducted from this allocation. All receipts are due a week before the next available cheque date.

Reimbursements for books purchased will only be considered if receipts are submitted prior to **March 31st** of the fiscal year.

2. **Special Equipment/Supplies/Clothing:**

Students enrolled in programs that require special uniforms or equipment (i.e. Nursing or Electronics) may receive assistance for these items, **if the required funds are available and prior approval is obtained. This will be offered on a first-come, first-served basis.**

Students must submit cost estimates for these additional supplies verified by an instructor or other program official.

3. **Laptops:**

Requests for laptops or computers will be based on need. Priority will be given to "New" students. All other requests will be approved on a first come, first served basis. Students must submit a written request for **reimbursement** (with 3 quotes attached) to our office via the student portal. All requests are considered pending availability of funding. Students are only eligible to receive approval for a laptop

once in their entire post-secondary education studies and to an amount not exceeding \$1500.

Living Allowance

A monthly living allowance is provided to full-time students and their listed dependents as defined by Revenue Canada.

Students will receive living allowance based on:

1. Marital status
2. Dependent claim
3. Total Cost of Student Residence (on-campus)

Documents that may be required depending on the student:

1. Birth certificate
2. Marriage certificate
3. Status card
4. Tax Assessment or other relevant Canada Revenue documents
5. Declaration of relationship status

The living allowance is to assist with living costs of accommodation, utilities, and food.

If you are approved for a monthly allowance, then the monthly allowance is automatically issued and deposited into the banking account you provide. Deposits of monthly living allowances will be issued at the last Friday of the previous month.

If the candidate selects to live in student residence at the Post-Secondary Institution, they must inform the Post-Secondary Navigator at the time of applying for sponsorship.

Daycare

Students enrolling their child(ren) aged 5 years and under into a subsidized licensed daycare will be further subsidized at a rate of 50%, by the Wiikwemkoong Board of Education, to help offset daycare expenses ***if the required funds are available and prior approval is obtained. This will be offered on a first-come, first-served basis.*** Once the receipt is submitted, 50% of the fees will be reimbursed to the student on the next available cheque date. A reminder that receipts are due a week before the cheque date.

Here are some links for childcare services in Ontario and specifically for the top 3 cities where the majority of our students are located:

<https://onehsn.com/home/childcare>

Sudbury – <https://www.greatersudbury.ca/live/child-care/> & <https://onehsn.com/Sudbury>

North Bay – www.NipissingChildCare.com & <https://onehsn.com/nipissing>

Sault Ste. Marie – <https://childcarealgoma.ca> & <https://onehsn.com/ssm>

Student Residence (On-Campus Housing)

Students requesting to live in student residence are allocated the same funds as all students based on financial assistance rates. The budget would be the total for the month(s) required (*i.e. single student - \$1245/month, \$2490 for 2 months, etc.*).

Research this option as it may come with a mandatory meal plan which could put you over the budget.

Any costs exceeding the budget allocation becomes the responsibility of the student.

If there is any balance left after residence fees are paid, the remaining amount will be distributed over the months covered by the student's application period.

Please note: Students are responsible for **damage deposits**. Residence deposits to hold your unit are eligible, however this will be factored into the student's overall budget.

Tutorial Assistance

Students are encouraged to take advantage of free services offered by the learning support services at the Post-Secondary Institutions. Additional tutoring assistance is available to full-time students only. The maximum for tutorial assistance is 10 hours per semester. Please refer additional tutoring assistance to the Post-Secondary Navigator.

A student must show they have used the free tutoring services provided by the Institution first.

Seasonal Travel Support

Approved full-time students are eligible for travel support. This will be a fixed amount. A travel allowance will be given at the start and end of the application period. To be eligible for this travel allowance, you must be a full-time student. The rates are the same per session as the Fall/Winter.

Application Fees

Candidates are required to pay the application fees for Ontario College Application Service (OCAS) and Ontario Universities' Application Centre (OUAC) when applying to Post-Secondary Institutions. Upon approval of application, a candidate is eligible to get reimbursed for the **Base Application Fees (see page 38)**. Receipts will need to be provided.

LIMITS OF ASSISTANCE

In addition to maintaining eligibility for education assistance there are certain limits to assistance that you must be aware of and take into consideration when making decisions about your education plan.

Some of these limits to assistance have been mentioned in this policy. A summary of the limits to assistance follows:

1. All funding will be in **Canadian funds only**.
2. Education allowance assistance is for full-time students only.
3. Part-time students are eligible for tuition and books; travel may be claimed according to the WBE policy and rates pending availability of funding.
4. Students wishing to study outside of Canada must be attending a public institution that is approved and accredited by Indigenous Services Canada. The link indicating approved foreign institutions is provided on page 8.
5. Students wishing to study outside of Canada must also provide evidence that the program in question is recognized in Canada as an acceptable program of studies.
6. Tuition sponsorship for students wishing to study outside of Canada, will be based on the rate charged by the closest Canadian public institution to your place of residence in a comparable program.
7. Advances will not be given.
8. Reimbursements will be processed when proper documentation is submitted and are due a week before the next available cheque date.
9. Funding may be available for the academic portion of a trades program at a recognized Post-Secondary Institution under Level 1.
10. The fees for the initial professional certification and examinations will be paid once. For example, Ontario College of Teachers fees or Nursing Examination fees.
11. Extension fees will only be provided once by the Post-Secondary Student Support Services.
12. If you are considering a non-linear program change, you must wait a period of 2 years to reapply for sponsorship.
13. If you have previously completed a portion of Post-Secondary studies without education assistance, then you may receive education assistance for the remainder of the program.
14. If your funding is approved for part-time, you may switch from Part-time to Full-Time, pending availability of funding.
15. Special needs students must request approval for reduced course loads.
Documentation required includes:
 - Assessment report – PSSSS does not cover these assessment costs.
 - Documentation regarding recommended course load from the Special Needs office.
16. If students are hospitalized, incarcerated or leave the program for any reason, they must notify PSSSS within 24 hours. Funding may be suspended.

17. PSSSS does not reimburse the Ontario Student Loan Program, the Canada Student Loan Program, nor retroactive payments from a previous fiscal or academic year.
18. Repeat Classes will be the student's financial responsibility, unless the student has identified any challenges that may have contributed to being unsuccessful. In which case, the student is provided with a limit of coverage for up to two (2) courses during the student's education pathway. Any further repeat courses will become the student's financial responsibility.

How to Apply for Post-Secondary Assistance

All eligible applicants must complete the online sponsorship application. A link to this form will be released in February each year on the Post-Secondary page at www.wbe-education.ca. The following video link provides instructions on completing the application:

<https://customcodex.com/Outcomes/Dadavan/new-student-application-pse>

Once the application has been submitted, applicants will be able to access the student portal. The following is another set of video links with instructions on how to use the student portal.

<https://customcodex.com/Outcomes/Dadavan/accessing-your-pse-student-portal>

To complete the **initial** application, it is the applicant's responsibility to submit the following documents in "File Manager" in the student portal:

- Educational / Career Plan Essay
- Reference Letter
- Current resume
- Photocopy of a VALID Status Card (front and back)
- Copy of Official Transcript: secondary, college or university
- Letter of Acceptance
- Proof of permanent residence – 2 pieces of mail.
- Copy of CRA Benefit Child Tax Credit (if applicable)

***Please note:** Once approval is granted, there will be further documentation required. For a more detailed checklist of required documentation, based on priority ranking, see page 35.

DEADLINE DATES:

Spring/Summer – April 1st of each year at 4 pm EST

Fall/Winter – June 1st each year at 4 pm EST

*If either date falls on the weekend, the deadline will be moved to the Friday prior at 4 pm EST.

An application is required for each academic year of study.

What happens after you apply?

A Post-Secondary Navigator will e-mail you an Application Received notice, which will include a checklist of any outstanding documentation. If you do not submit the required documentation, then your application will not be processed. Any unprocessed applications will not be actioned at the start of each academic year.

Once your entire application package has been received, Post-Secondary Student Support Services will review your application for eligibility.

The Post-Secondary Navigator is responsible for ensuring that all policy requirements for education assistance have been satisfied before recommending an application for approval.

Provided that:

- a) You are eligible for assistance
- b) The program that you wish to study is an eligible program
- c) You have been admitted to your program of choice
- d) You have demonstrated commitment to your education plan

Then Post-Secondary Student Support Services can recommend your application within the assigned priority.

All approvals are subject to availability of funds.

If your application is not approved, you will be notified in writing.

Approval of Applications

You will receive an approval package in your e-mail, which will outline what your sponsorship will cover. It will include copies of the tuition, book, and residence sponsorship letters (if applicable), as well as the cheque schedule and approval forms. The sponsorship letters will be sent by the Post-Secondary Navigator to the Institution.

The letters will instruct the Post-Secondary Institution to invoice Wiikwemkoong Board of Education directly.

If approval of the application is completed before the tuition deadline deposit date, the tuition sponsorship letter will waive the tuition deposit. Students who are not approved by the tuition deposit deadline, should be prepared to pay for this fee themselves. Upon approval, the student will be reimbursed for the tuition deposit.

With the approval package, you will receive other documents that will need to be completed. This will include the probationary student contract, student contract, education plan, release of information and claim for dependents. These forms are due by mid-August of each year.

Deferral of Applications

There is no process for deferring applications due to lack of funding or voluntary withdrawal, as all students must reapply for sponsorship each new fiscal year as stated on page 19. Please refer to the section regarding withdrawals on page 24 for further details.

Summary of How to Maintain Eligibility

Once you have been approved for Post-Secondary Education assistance, you must maintain your eligibility for continued assistance.

It is mandatory for students with a probationary contract to make at least one contact per month as defined by the Post-Secondary Navigator. If you have questions, please contact the Post-Secondary Navigator.

Full-time Status

If you have been approved for education allowance as part of your education assistance, then you must maintain your Full-Time eligibility as defined by the Post-Secondary Institution you are attending.

Acceptable Academic Performance

Each year there is increasing demand for Post-Secondary assistance. To remain eligible for continued Post-Secondary assistance, Full-Time and Part-Time students must maintain an acceptable level of academic performance as defined by the Post-Secondary Institution and the Post-Secondary Navigator.

If the Post-Secondary Institution that you are attending determines that you do not meet the academic requirements necessary to continue in your program of study, then education assistance will be suspended.

Any course that is not successfully completed or does not result in credit for the student's diploma or degree is considered a failure. As a result of life challenges, a student may not be successful in achieving a passing grade in a course. The PSSSS will support the student by offering support. This will include the cost of up to two (2) repeat courses in the student's entire education pathway. However, the student is responsible for identifying any such challenges to their post-secondary navigator. ***Otherwise, the student is responsible for the costs of repeat courses.***

Incompletes are counted as failures unless it is due to an error by the institution; withdrawals are counted as failures unless an alternate course has been selected, of equal credit value, and within the same academic semester to substitute for the withdrawal; and deferrals are considered a failure.

It is the advantage for students to make program and course selection carefully, to be successful in all courses, and to know the refund schedule of the Post-Secondary institutions so that if there is a need to withdraw from a course, it can be done as soon as possible.

For you to maintain eligibility, you are responsible for maintaining academic standards. If your Post-Secondary Institution or the Post-Secondary Navigator determines that you do not meet academic requirements to continue in your program of study, then education assistance will be discontinued. It is the student's responsibility to discuss options for regaining eligibility with their Post-Secondary Navigator.

Transcript

An unofficial transcript is required for each academic semester. The deadline for transcripts is:

- January 15th for the Fall Semester
- May 15th for the Winter Semester
- September 15th for the Spring/Summer Semester

If a transcript is not available, a letter is required from your faculty (Department Chair or Head) indicating that:

- a) A transcript is not available
- b) That you have successful academic performance

Failure to provide a transcript may result in delay or suspension of funding.

Contact Information

You are responsible for providing Post-Secondary Student Support Services with contact information and how you may be reached (telephone, cell phone, current mailing address, or email address). If the Post-Secondary Student Support Services office is unable to reach you after several unsuccessful attempts to contact you, then your education assistance may be suspended.

STUDENT ACCOUNTABILITY

The onus for student accountability is the responsibility of the candidate. All students are responsible for uploading all required documents to their file manager in the student portal by the deadline dates as defined by the Navigators.

If there are complications arising from the candidate's ability to provide necessary documentation required by the assigned dates of submission or completing mandatory contact with Post-Secondary Navigators, then payments will not be issued or may be suspended until provided. It is important for candidates to take care of their personal obligations associated with education assistance.

SUSPENSION OF FUNDS

The Wiikwemkoong Board of Education will enforce academic probation during the academic year if the candidate's behavior and/or academic performance is deemed to be unsatisfactory.

Mid-Term Progress Reports will be required by **mid-November** and by **mid-March** to maintain eligibility of receiving a living allowance.

To ensure a high level of academic standards, a Mid-Term report should reflect a passing grade by the Post-Secondary institution, but **under a 2.00 Grade Point Average will automatically place the candidate on academic probation** (further progress reports may also be required). Please refer to the Glossary on page 6.

Grades and attendance reflecting unsatisfactory performance, may result in a hold of funding for that current academic year. If a candidate's academic performance does not improve, upon advisement, funding eligibility may be suspended for the current academic year.

Funding will be suspended if the candidate contravenes the Student Code of Conduct at any Post-Secondary Institution. These extreme cases include bullying, harassment, physical threats, academic dishonesty, or plagiarism.

At the end of each term, it is the responsibility of the candidate to maintain eligibility to continue in the program of studies or financial assistance will be suspended. If funds are suspended, it is the candidate's responsibility to officially withdraw from the Post-Secondary Institution. If the candidate fails to withdraw, the candidate is responsible for payment of tuition to the Post-Secondary institution. For example, the candidate returns from the Post-Secondary Institution without withdrawing from the program and is invoiced further tuition payments, the candidate will be responsible for payment of the program.

Please contact the appropriate post-secondary navigator to determine the process for regaining eligibility for sponsorship.

Regaining Eligibility

If you are ineligible for Post-Secondary Assistance, there are opportunities to regain eligibility if you have an overpayment or have had your assistance suspended due to withdrawal or unsatisfactory academic performance.

Academic Performance:

If your sponsorship was suspended due to academic performance, in order to regain eligibility, the student must have passed all failed courses successfully and is now ready to continue in the program with as yet, unsponsored courses. Any overpayments must also be addressed as well. Please see “Required Documents” in the Appendix on page 35 for the documents required for “Continuing Students”.

Withdrawal:

If returning to a program after withdrawal, pending no issues with academic performance, the student will be required to submit a letter from the Registrar, stating that they have been allowed to continue in the program. The student will also be expected to repay any amounts owing to the Wiikwemkoong Board of Education before sponsorship will be reinstated. Please see “Required Documents” in the Appendix on page 35 for “Continuing Students”.

If returning to a new program after withdrawal from another program, the student must wait a period of two years after withdrawal of the program in question, before reapplying for sponsorship. Please see the section on “Limits of Assistance” regarding program changes on page 18 for further information. The student will also be expected to submit the same documents as a new student due to the change in educational goals. Please refer to “Required Documents” in the Appendix on page 35 for “New/Returning Students”.

Overpayments

An overpayment is any education assistance payment or expenditure for which you were not eligible. ***An overpayment must be reimbursed to Wiikwemkoong Board of Education before a student is eligible for funding.***

The following summarized how an overpayment may occur:

Education Allowance:

If you fail to maintain your Full-Time education status as defined by the Post-Secondary Institution and yet continue to receive financial monthly allowances for which you are no longer eligible, then any education allowance issued to you during this period of ineligibility becomes an overpayment.

Tuition:

If funds are suspended, it is the candidate's responsibility to officially withdraw from the Post-Secondary Institution. If the candidate fails to withdraw, the candidate is responsible for payment of tuition to the Post-Secondary institution. For example, the candidate returns from the Post-Secondary Institution without withdrawing from the program and is invoiced further tuition payments, the candidate will be responsible for payment of the program.

Payment arrangements can be made with the student. Options are outlined on the overpayment notice that was originally sent to notify the student of the amount owing. Alternative arrangements can also be considered if the options provided are not possible for the student. If this is the case, the student must provide a written letter of request outlining the proposed arrangement and submit with the application for sponsorship, and any other documents that may be required depending on the student's individual situation.

Student Rights & Responsibilities

STUDENT RIGHTS

Each student has the right:

- To the privacy of confidential information
- To be informed of the Post-Secondary Student Support policies and procedures
- To be treated respectfully by the staff of the Post-Secondary Student Support Services
- To discuss academic circumstances without fear of reprisal
- To have PSSS issues resolved in a fair, equitable and timely manner
- To file a complaint or appeal without fear of reprisal

STUDENT RESPONSIBILITIES

It is the student's responsibility:

- To be informed of PSSS policies, changes and procedures
- To comply with the PSSS policies and procedures
- To treat PSSS staff, institution staff, faculty and students with respect
- To provide program/course work on time as assigned by the Post-Secondary Institution
- To attend all required classes and tutorials
- To arrive on time for class and remain for the duration of the lesson/tutorial
- To maintain a minimum 2.0 Grade Point Average (GPA)
- To consult with your Post-Secondary Navigator prior to withdrawal from a course and/or program
- To refrain from harassment, verbal abuse or physical assault of the Wikwemikong PSSS staff, faculty staff and/or students

STUDENT CONTRACTS

All new students and returning students will be on academic probation for one (1) semester. They will be required to contact the Navigators at the Post-Secondary Student Support Services once a month to discuss progress and status information.

If a student does not contact the navigators, the subsidy allowance will be delayed (see payment schedule).

If a student is unsuccessful in achieving the minimum standard as defined by the post-secondary institution, sponsorship will be withdrawn. In addition to the standard contract, students placed on probation will be required to sign a probationary contract.

POST-SECONDARY PROBATIONARY CONTRACT

As a student sponsored by the Wiikwemkoong Board of Education, under the Post-Secondary Student Support Services, I agree to and accept the following conditions and responsibility of being on probation.

That:

1. I will attend all classes, complete assignments, and utilize all counselling and tutoring services to meet the academic requirements of the institution.
2. I will discuss my progress on a “monthly basis” with a designated Post-Secondary Navigator.
3. I, as a student on probation, understand that I will not receive my subsidy until my monthly call/e-mail to the Wiikwemkoong Post-Secondary Student Support Services has been made.

IF ONE OR MORE OF THE ABOVE CONDITIONS OR RESPONSIBILITIES ARE NOT MET, EDUCATION ASSISTANCE WILL BE WITHDRAWN.

FOR ALL STUDENTS – POST-SECONDARY STUDENT CONTRACT

As a student sponsored by the Wiikwemkoong Board of Education, under the Post-Secondary Student Support Services, I agree to and accept the following conditions and responsibilities.

That:

1. I satisfy the academic requirements specified by the school.
2. I must submit transcripts for each school semester to the Post-Secondary Student Support Services when they are available from the college or university.
3. I understand that the education subsidy should be budgeted to last for the whole month.
4. I will be responsible for any fees incurred due to my late submission of any tuition, library, or residence bills.
5. I will be responsible for opting out of any health and dental plans by the deadline date specified by the college or university or any fees incurred if neglecting to do so.
6. I will report any program changes, including course withdrawals which must be approved by an education counsellor from the college or university, with final approval by a navigator from the Post-Secondary Student Support Services.
7. I will notify the Post-Secondary Student Support Services immediately if withdrawing from school and complete the necessary withdrawal forms.
8. I will forward tuition and residence invoices immediately. Delays may mean losing a place in the program or residence.
9. I will notify the Post-Secondary Student Support Services within 48 hours of any changes in my status as a Wiikwemkoong Unceded Territory band member.
10. I will submit a formal letter of request if I require a copy of my student file and provide a reason for said request.
11. If I receive educational subsidy to which I am not entitled, I will be required to repay the full amount before further assistance is approved.

IF ONE OR MORE OF THE ABOVE CONDITIONS OR RESPONSIBILITIES ARE NOT MET, EDUCATIONAL ASSISTANCE WILL BE WITHDRAWN.

GRADUATION, INCENTIVES, AWARDS & SCHOLARSHIPS

Graduation

Post-Secondary Student Support Services will host an annual graduation event where incentives, awards and scholarships will be distributed. If necessary, this will become a virtual ceremony when required.

Awards Application Process – Short essay and a copy of the student's current unofficial transcript with the **G.P.A.** included. The essay must explain in detail why the student should receive an award/bursary and how he/she/they plan on giving back to the Wiikwemkoong Unceded Territory. The essay must be at least a page in length. This package will be due in the student's portal by the second Friday of July by 4 pm EST. Students should contact the Post-Secondary Student Support Services office to confirm that this package has been sent.

- 1. Full-Time Students** – Strategic Studies Scholarships - \$2500
Available to 12 Continuing Students.
- 2. Full-Time Students** - Academic Achievement Scholarships - \$1000
Available to 15 Continuing Students.
- 3. Part-Time Students**
One (1) College student with the highest GPA - \$500
One (1) University student with the highest GPA - \$500

Other Incentives that are given out at the beginning of the school year:

- 4. Master's Program** - \$750
Maximum of TWO (2) years continuous study.
- 5. Ph. D.** - \$1500
Maximum THREE (3) years continuous study.

Other Scholarships and Bursaries

Other scholarships and bursaries are available at colleges and universities attended by students; also, through the Indigenous Services Canada (ISC) website:

<https://www.aadnc-aandc.gc.ca/eng/1351185180120/1351685455328>

(URL may change or search ISC homepage for changes)

RESPONSIBILITIES FOR MEDICAL CARE

Doctor's Appointments

All students must have an individual health card. This card must be presented when seeking medical attention at a health centre or doctor's office. If you do not have one, you may be refused medical attention, or you may be required to pay your own medical expenses.

Drug Prescription

Prescriptions for Status Indians are covered by the Non-Insured Health Benefits program on a prior approval basis. When you take your prescriptions to a pharmacy, tell them that you are from the Wiikwemkoong Unceded Territory and give your Registered Band Number and have your status card readily available as proof of eligibility. Non-Insured Health Benefits approves payment for prescription drugs that are on their approval lists.

Eyeglasses

To request assistance for eyeglasses, book your appointment directly with any optician. The optician, then calls the Prior Approval Centre in Ottawa to see if you are eligible.

Please Note – Non-Insured Health Benefits program just covers basic costs for frames and fittings. Tinted glasses, fancy frames and contact lenses are not covered.

Eye exams are no longer covered.

Indian Status Card

Applications for an Indian Status card are available in the Membership office at the Wiikwemkoong Band Office. Telephone: (705) 859-3122, extension 301/302 or Toll Free: 1-800-880-1406.

Please call the membership office, as there may be a minimum fee involved.

GRIEVANCE PROCEDURE / APPEAL PROCESS

A student may initiate a grievance where he/she/they feel unfairly treated or that the Wiikwemkoong Board of Education's Post-Secondary Student Support Services Policy has not been properly followed. For that purpose, the following Grievance Procedure will be followed.

Grievance Procedure

The following guidelines must be strictly adhered to by all students. It is essential to ensure that all grievances are handled quickly and effectively. The person filing the grievance must progress their concern through the protocol as follows, within the defined time frames.

Before initiating an appeal, the affected person(s) must make every attempt to resolve the concern on their own with the Navigator and if applicable the Lead Post-Secondary Navigator using this document as a guide. If this is not possible, or the attempt is unsuccessful, then a formal grievance may be initiated.

Step 1

Within 2 weeks (10 business days) following the event which warrants a complaint using the Grievance Procedure, the student must submit a written grievance stating all their pertinent facts (date, times, place, persons involved, witnesses, etc.) in a signed and dated letter to their Navigator.

Upon receipt of a grievance, the Navigator will examine the grievance, including the facts and information supplied as well as any other related information regarding the matter.

Within 2 weeks (10 business days) of receiving the grievance, the Navigator will either:

1. Respond to the grievance in writing with information that will either allow the grievance to be resolved, or;
2. Provide an explanation why the grievance is declined.

If the student feels that the results of Step 1 has not rectified the problem, they can progress to Step 2 within 2 weeks (10 business days).

Step 2

The student will resubmit all information provided to the Navigator at Step 1, including the Navigator's response along with a brief explanation as to why they are not satisfied with the results of Step 1 to their Navigator.

The Navigator will then submit this to the Lead Post-Secondary Navigator/Manager with a copy to the Senior Business Official and the Education Director. A managerial review will take place with the Education Director coordinating the review process.

The Managerial Review Team may include the Navigator who initially handled the grievance, the Manager/Lead Post-Secondary Navigator, the Senior Business Official, and the Education Director and anyone else the ED deems crucial to achieving a satisfactory outcome. Any additional information and facts will be gathered as deemed necessary.

Within 2 weeks (10 business days) of the date of receipt of the grievance, the Managerial Review Team will:

1. Respond to the grievance in how it shall be resolved, or;
2. Provide an explanation why the grievance has been declined.

Step 3 - Appeal Procedure

In the event the student after receiving a response at Step 2 does not consider the problem to be resolved, they may within 2 weeks (10 business days) of receiving the response, progress the grievance to an Appeal.

To initiate the Appeal process, the student will resubmit all information provided at Step 2 including the Managerial Review Team's response, and in addition, provide a brief explanation of why they are still not satisfied with the response arrived at in Step 2.

The request for an Appeal will be sent directly to the Senior Business Official. Appeals will only be considered after the student (Appellant) has gone through the first two steps of the Grievance Procedure.

Appeals will be limited to matters relating directly to the Wiikwemkoong Board of Education's Post-Secondary Student Policy.

Within 2 weeks (10 business days) of receipt of the appeal, and under the guidance of the Education Director, the Senior Business Official will arrange to organize an Appeal Panel which will consist of:

- Three (3) Trustees
- One (1) Post-Secondary Student Trustee
- One (1) Program Manager

The student will meet with the Appeal Committee to have a case review. The Appeal Committee will review and report to the WBE.

If a conflict of interest arises or is identified with any of the panel members, the person so affected shall withdraw from the Appeal Panel. This will include, but not limited to persons related to the Appellant such as his/her/their spouse, common law spouse or partner (see glossary for further details), father, mother, brother, sister, uncle, aunt, nephew, niece, stepson, stepdaughter, grandparents, grandchildren or persons residing in the same household.

The Appeal Panel will convene to discuss the Appeal within 10 business days after the panel is established. Insofar as practicable, a decision should be rendered within the next 30 business days after the first meeting occurs.

The decision arrived at by the Appeal Panel will be considered final and binding.

The Appeal Panel will be responsible for providing their findings and recommendations to the Education Director who will provide the necessary assistance to enact their recommendations, including providing an appropriate response to the Appellant.

Wiikwemkoong Board of Education
Post-Secondary Student Policy – Appendices for
Post-Secondary Students



Wiikwemkoong Board of Education
Attn: Post-Secondary Student Support Services
34 Henry Street, Wikwemikong, ON POP 2J0
www.wbe-education.ca

1-866-832-9464
Or
(705) 859-2010
Facsimile: (705) 859-2888

Checklist of Eligibility Requirements for Post-Secondary Applicants:

- An applicant **MUST** be a registered member of the Wiikwemkoong Unceded Territory.
- Certificate, Diploma and Degree programs are eligible, excluding General Arts & Science programs.
- Sponsorship to private institutions will not be considered.**
- Only Ministry of Training, Colleges and University or First Nations sanctioned school programs will be supported.
- Colleges and Universities must be **accredited and approved according to ISC National Guidelines.**
- Deadline for all applications: **Fall/Winter applications are due in the office by 4:00 p.m., June 1st EDT (Eastern Daylight Time). Spring/Summer applications are due on April 1st EDT by 4:00 pm. If these dates fall on a weekend, the deadline will be the Friday prior.**

REQUIRED DOCUMENTS:

New / Returning Student

- Application Form
- Educational / Career Plan Essay
- Reference Letter
- Current Resume
- Copy of VALID Status Card (*Front and Back*)
- Copy of Final Transcripts
- Final Acceptance Letter
- Direct Deposit Form
- Class Schedule
- Proof of Permanent Residence
- On-Campus Residence Agreement (*if applicable*)
- Copy of CRA Child Benefit Summary (*if applicable*)

Continuing Student

- Application Form
- Current Resume
- Copy of VALID Status Card (*Front and Back*) – *if renewed*
- Copy of Final Transcripts
- Direct Deposit Form (*if changed*)
- Class Schedule
- On-Campus Residence Agreement (*if applicable*)
- Copy of CRA Child Benefit Summary (*if applicable*)

DOCUMENTS REQUIRED AFTER APPROVAL:

New / Returning Student

- Probationary Contract
- Student Contract
- Education Plan
- Release of Information
- Dependent Claim Form (if applicable)
- Student Rights and Responsibilities Form

Continuing Student

- Student Contract
- Education Plan
- Release of Information
- Dependent Claim Form (if applicable)
- Student Rights and Responsibilities Form

GUIDELINES TO EDUCATIONAL/CAREER PLAN ESSAY

Applications will be considered based on availability of funds.

ESSAY MUST BE 300-500 WORDS

Must provide the following information in your essay:

1. All programs to which you applied.
 2. Your first-choice program.
 3. The reason for applying to this program.
 4. Research you've done to make your choice.
 5. Relevant experience to the first-choice program.
 6. Your plans if you are not accepted into your first-choice program.
 7. Plans after graduating.
 8. Specific long-term goals if it will involve additional sponsorship.
-

REFERENCE LETTER / LETTER OF SUPPORT

Must be from a working professional (i.e. employer/guidance counsellor/teacher) that knows you and supports your educational goals.

IMPORTANT DATES & REMINDERS

APRIL	New Fiscal Year – All students must re-apply for funding. *April 1st at 4:00pm EDT – Deadline for REQUIRED Spring/Summer sessions.
MAY	Spring/Summer Programs begin. Final marks required from Fall/Winter Semester.
JUNE	*June 1st – DEADLINE FOR SUBMISSION OF APPLICATIONS FOR FUNDING.
JULY	Scholarship/Bursary selection.
AUGUST	Annual Graduation Ceremony. Mid-August – Deadline for required documentation as indicated on your Checklist of Required Documentation provided by your Post-Secondary Navigator; health/dental fee coverage will be reviewed. First cheque issued to approved students.
SEPTEMBER	Final marks required from Spring/Summer Semester.
OCTOBER	Thanksgiving Weekend & Study Break.
NOVEMBER	Mid-term marks for Fall Semester required by Mid-November *Please note that provision of marks is mandatory, or cheque will be delayed; if they are not received the student will be ineligible for continued sponsorship.
DECEMBER	Christmas Break.
JANUARY	Final marks due from Fall Semester.*
FEBRUARY	Study Break. New Funding application becomes available online.
MARCH	Mid-Term marks for Winter Semester required by Mid-March* End of fiscal year. March 31st deadline for submitting receipts for reimbursements.

***If these dates fall on a weekend, the deadline will be the Friday prior to the date.**

It is your responsibility to read all requirements required of the Wiikwemkoong Board of Education and to be informed of your educational requirements.

STUDENT BUDGETS

CLASSIFICATION	RATE	
Single Student:	\$1245.00	
Student with employed spouse/common-law and dependents:	\$1245.00	
Student with unemployed spouse/common-law and no dependents:	\$1395.00	
+ 1 child;	\$1545.00	
+ 2 children	\$1695.00	
+ 3 children	\$1845.00	
Additional Children	\$100/child	
Single Parent Student:		
+ 1 child	\$1545.00	
+ 2 children	\$1695.00	
+3 children	\$1845.00	
Additional Children	\$100/child	
On-Campus Residence (single student):	\$9960.00	
Books (rate per year): *All receipts are required for additional reimbursement	Fall / Winter	Spring/ Summer
Full-Time:	\$1000	\$500
Part-Time:	\$500	\$250
*Special Equipment/Supplies/Clothing required for the program may be eligible pending availability of funds and offered on a first-come, first-served basis		
Application Fees (Base Rates Only – Reimbursement upon approval):		
College	\$95	
University	\$150	
Travel (*includes spring/summer):		
To Education Institute *	\$150	
Return home *	\$150	
Christmas Travel	\$300	