

**LITTLE PINE FIRST NATION POST SECONDARY  
STUDENT SUPPORT PROGRAM HANDBOOK**



Revised August 22, 2005

## **LITTLE PINE FIRST NATION POST SECONDARY STUDENT SUPPORT PROGRAM HANDBOOK**

### **PHILOSOPHY**

The Mission Statement of Little Pine First Nation is to enhance the quality of life of all Little Pine Band members through the protection of Treaties. Education & Post Secondary Student Support is considered a treaty right under the provisions of Treaty Six. Little Pine First Nation believes that post secondary education develops an individual's potential to further their own aims and contribute to the progress of the First Nation community, the province, the country and the global community.

### **GOVERNANCE AND ADMINISTRATION**

Little Pine Chief and Council assume full and final authority and responsibility for the delivery of the Post Secondary Student Support Program for Little Pine First Nation. Post Secondary Administration Staff is responsible for the implementation of this policy and the daily operations of the program.

The Post Secondary Student Support Program ,hereinafter referred to as P.S.S.S.P., supports Little Pine Band Members in pursuing Post Secondary studies in recognized Post Secondary Institutions.

The Little Pine First Nation Post Secondary Board of Governors is the Chief and Council.

The Little Pine First Nation Post Secondary Board of Governors shall meet annually to review and amend policies.

### **GOALS AND OBJECTIVES**

The goals of the P.S.S.S.P. is to provide opportunities to eligible Little Pine First Nation members to fulfill and achieve their academic aspirations.

The objectives of the P.S.S.S.P. are to encourage and support eligible Little Pine First Nation members to acquire University, Technical Institute, College and or professional qualifications.

### **ELIGIBILITY**

The applicant must be a status member of the Little Pine First Nation.

The student must have met entrance requirements and must have been accepted for enrollment in a recognized Post Secondary Institute for a program of study.

\* UCEPP applicants must submit official transcripts proving they have attained five courses at the Grade 11/12 level from the subject areas, English, Math, Social Sciences, Science and a Language.

\* UCEPP applicants must submit institution's verification that they will be admitted into a college or university program upon completion of the UCEPP program.

The student must be enrolled in a program of at least eight (8) months duration that leads to a recognized certificate, diploma or degree and meets the eligibility criteria.

The student must be enrolled in a minimum of four (4) classes (24 credits) and/ or 80% of a full-time program, as determined by an Institute's policies and approved by the Little Pine Board of Governors to be designated as a full-time student.

If a student requires 1 or 2 classes to complete a program, full-time funding will be provided if these classes are taken during Intercession/Summer School. Part-time funding will be provided if such classes are taken during a regular semester.

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Support will be provided within the limits of Post Secondary funds allocated by I.N.A.C. for Little Pine First Nation. If support for the number of applicants exceeds the budget, applications will be accepted according to the criteria set out by the Little Pine First Nation Post Secondary Student Support Policy Manual.

Applications must have been received by the deadline date set out in this Policy Manual. Failure to submit required documentation, as per Appendix A, by the deadline dates will result in an incomplete application. Delays and / or disqualification from funding can result from an incomplete application.

#### **DEADLINE DATES**

**March 30<sup>th</sup> - DEADLINE DATE FOR CONTINUING STUDENTS  
APPLICATIONS FOR INTERCESSION AND SUMMER SESSION**

**May 31<sup>st</sup> - DEADLINE DATE FOR NEW & CONTINUING STUDENTS  
APPLICATIONS FOR FALL/WINTER SESSION**

All continuing students must submit official transcripts of marks and any required documentation after each term/academic year to maintain and apply for funding. Failure to do so will result in disqualification of funding.

All students must sign a **STUDENT RELEASE FORM** on the application form which will be submitted to the institute they are attending permitting Little Pine Post Secondary access to their academic information. **NEVERTHELESS, IT IS THE STUDENT'S RESPONSIBILITY TO PROVIDE ALL REQUIRED DOCUMENTATION TO LITTLE PINE POST SECONDARY.**

Notification to applicants when an application is approved or deferred, applicants will be informed in writing of the support approved or for the reasons for deferring the application. Applicants will be informed within a reasonable time after the deadline date. **APPROVED STUDENTS WILL BE REQUIRED TO SIGN A CONTRACT** as per Appendix C.

Deferred Application is where an eligible applicant is refused due to lack of funds.

As of Jan 2001, all applicants must reapply for each intake, the priority list will be maintained for the current year only in case funds become available.

#### **APPLICATION PRIORITIES**

Priorities for approval of applications for student funding will be based on the following criteria.

##### **Group 1**

##### **CONTINUING STUDENTS**

Continuing students approved from the previous year with good academic standing will be funded up to the completion of one degree. Priority funding will be granted to those closest to completing their program.

Continuing students approved from the previous year accepted into a Masters, Ph. D, Graduate studies or any other program that requires a pre-requisite degree. Priority will be given to continuing students entering the same field of study.

Current Yr Grade 12 or its equivalent graduates entering Post Secondary programs.

Order of priority within this category is Academic 12, Adult 12, ABE 12, GED 12

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Previous Yrs Grade 12 or its equivalent graduates entering Post Secondary programs.

Continuing students who have funded themselves in the previous year towards the completion of a degree.

**Mature Admission**

**Group 2**

**STUDENTS RETURNING AFTER A LEAVE**

Students returning after a leave of absence seeking a second degree or professional degree. Priority will be given to students entering the same field of study.

Students returning to the same program after a leave of absence (due to reasons other than being Required to Discontinue (RTD))

Students returning to a different program after a leave of absence (due to reasons other than RTD)

**Group 3**

**STUDENTS RETURNING AFTER RTD**

“Required to Discontinue” students who have been re-admitted by the Institute.

**Group 4**

**STUDENTS COMING FROM OR TRANSFERRING TO A PRIVATE INSTITUTE**

Students who have previously graduated from a PRIVATE INSTITUTE

Continuing students who transfer from a UNIVERSITY / TECHNICAL COLLEGE to a PRIVATE INSTITUTE during their funding

\*Continuing students who transfer to a PRIVATE INSTITUTE will have a tuition limit based on the amount of funds previously allocated. The original application will also be used to determine the length of time a student is to be further funded.

#### **LIMITS OF SUPPORT**

Support for Post Secondary Education expenses will be provided for at the four levels of Post Secondary Education and limits are placed on the duration of support according to the level or program the student is enrolled in:

**U.C.E.P.P. -Community College/Technical Institute/University Entrance Program (two semesters-eight months)**

**Level 1 - Community College/Technical Institute/Private Institute (twenty four months - two year program)**

**Level 2 University Undergraduate program ie: B.A., B. Ed., G. Sc. etc/ ( up to 32 months for 3 year program; up to 40 months for 4 year program)**

**Level 3 - Professional program ie: M.D., L.L.B., and Graduate programs (University’s normal duration of program)**

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Students requesting a program or institute change prior to completion of the original degree or certificate program, will be required to make special application and justify the request to the Post Secondary Board of Governors.

A change of program may affect the length of funding, and or transfer of credits.

Continuing students may be assisted for up to one additional academic year of eight (8) months for documented and authorized leave approved by the Board of Governors providing the Institute allows the student to continue.

Continuing students may be assisted for up to one additional academic year of eight (8) months, for purposes of compassion or bereavement and upon the acknowledgment of the institute and approved by the Board of Governors.

Students who have completed a Level of Post Secondary studies with or without the support of this program are ineligible for Levels before.

## TYPES OF SUPPORT

### **Mandatory Orientation for Post Secondary Students:**

Students who attend Post Secondary Institutions in Saskatoon, who have been approved for funding must attend an annual orientation session at the beginning of each academic year. The first term book allowance will be distributed at that time. All other students are required to contact the Post Secondary Counselor prior to the beginning of the term for a telephone orientation, after which the book allowance will be released.

Students who qualify for Post Secondary funding shall be conscientious in pursuing their academic program by attending classes regularly and passing all their classes.

Students who are required by the Institution to take less than a full program will have their funding pro rated accordingly.

### **Tuition and Book Support**

This includes student's fees for registration, tuition, compulsory tutorials, initial professional certification, examination fees, program deposits and required textbooks, computer labs and supplies as required by the institution.

Registration, tuition, compulsory tutorials, program deposits will be paid directly to the institution.

Tuition fees for all Post Secondary students attending foreign and private institutes will be limited to the average tuition fees charged by Saskatchewan Universities. If the support from P.S.S.P. does not meet the need of the student the student must submit a written plan to the Board to cover the other costs otherwise funding will not be approved.

Where there is no comparable program available at an institution in Canada, actual tuition may be paid.

Little Pine P.S.S.P. may adjust tuition support to meet the needs of its students upon reviewing the student's need.

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**Book money of \$ 300.00 will be given for required textbooks to full time students per semester. Part time students will receive a prorated amount in proportion to their class load. If books exceed the \$ 300.00, receipts will be reimbursed.**

#### **Tutorial Support**

**Tutorial support is dependent on availability of funds.**

**Students who require tutorial services will be asked to provide the following required documents.**

- A) Request from the student for tutorial support**
- B) Letter of Support of tutorial request by the institution**
- C) Letter from tutor providing tutor's name and address.**
- D) Student tutorial support money will be payable directly to the tutor upon invoicing and verification of same.**
- E) The documentation should include the length of time the tutorial assistance is required and the cost per hour-not to exceed two hundred fifty (\$250.00) dollars per student per semester.**
- F) Tutorial support will not be provided for students who have a reasonable mark in a course attempting to raise their grade point average in that particular course.**

**Initial professional certification and examination fees will be paid for at the actual cost directly to the supplier upon receipt of documentation.**

#### **Travel and Relocation**

**Students will not be supported for travel and relocation assistance.**

#### **Part Time Study**

**When a student is enrolled in studies for what is termed less than full time by the Little Pine First Nation Post Secondary Board of Governors, that student will only be eligible for tuition and books assistance.**

**Students enrolled in correspondence or other distance education courses and who do not qualify as full time or part time students as defined, may qualify for tuition fees and book assistance as required by the institution.**

**Support will be provided within the limits of Post Secondary funds allocated by I.N.A.C. for Little Pine First Nation. If support for the number of applicants exceeds the budget, applications will be accepted according to the criteria set out by the Little Pine First Nation Post Secondary Student Support Policy Manual.**

**The new applications must have been received by the deadline date set out in this Policy Manual. Failure to submit required documentation by deadline dates will result in an incomplete application. Delays and / or disqualification from funding can result from an incomplete application.**

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## Living Allowance

The support for living allowance is expected to cover such costs as food, shelter, utilities, transportation, clothing, daycare, damage deposit and housing costs.

The living allowance rate structure and entitlement as per Appendix B will be reviewed and set annually by the administering organization. The Little Pine First Nation Board of Governors will examine the adequacy of current living allowance rates.

Individual (s) to be classified as a dependent child must be under the age of eighteen (18), as of September 30th of that year, and enrolled in an educational school program. They must not be receiving income from any other source. The living allowance will be paid in Canadian dollars regardless of the location of the program.

Living allowance will be paid for the duration of the program including breaks that are part of the regular academic year as defined by the institution.

Living allowance will not be affected when a student is awarded a scholarship, tuition waivers, student loans, bursaries & grants. Students should check with the agency for the effects & reporting requirements of First Nation funding on additional resources.

Students who are working fulltime will not be eligible for the living allowance.

## Special Needs Students

Students with special needs (ie: physically disabled) requiring additional assistance related to their Post Secondary programs shall have their requests considered on an individual basis. Supporting documentation will be required.

## Special Contingency

Contingency allowances (dependent on availability of funds) will be granted to the following:

### Grad Award

Grad award disbursement will be in accordance to the following schedule and will be a once only payment for each category.

Grad award:		Gift
UCEPP	\$150.00	\$ 100.00
Certificate	\$150.00	\$ 200.00
Diploma	\$150.00	\$ 200.00
Degree	\$150.00	\$ 200.00
Masters	\$150.00	\$ 500.00
Doctorate	\$150.00	\$ 500.00

### Practicum (dependent of availability of funds)

A one time grant of two hundred dollars (\$200.00) to defray costs of practicum is available. The practicum must be a required part of the student's program. In the event that there are a number of practicum that the student must serve, the student must use the grant for the practicum of the longest duration.

### Cost Sharing with Other Funding Agency (dependent on availability of funds)

Students funded by another funding agency requiring partial /additional assistance related to their Post Secondary Program shall have their requests considered on an individual basis.

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**Academic Scholarship (dependent on availability of funds)**

This Scholarship will be awarded up to the maximum limit of \$ 500.00 annually. One scholarship will be awarded to the student with the highest grade point average. In the event of a tie, the scholarship will be split.

Students apply by writing a request for consideration to the Post Secondary Administration after each year of completion. Students provide an official transcript and calculation of the grade point average from the institution. Deadline date to apply is the deadline to apply for Fall . Scholarship shall be awarded before the start of the Fall semester.

**Strategic Studies Scholarship (dependent on availability of funds) Deleted April 17, 2000**

All Post Secondary programs of study are considered an asset.

**Incentive Award (dependent on availability of funds)**

Grad Awards are given as incentives on completion of each level of study.

**Advances**

No advances will be made except for glasses/contacts/hearing aids where costs are to be recovered from the living allowance before then end of the present term and payment will be made directly to the optical dispenser/supplier.

**ACCOUNTABILITY**

Every effort will be made by Little Pine First Nation Post Secondary Board of Governors to recover overpayment to students who misuse funding by not fulfilling the terms of the P.S.S.S.P., or who misrepresent their marital, dependent or program status on the application or other required documentation. A letter will be sent to the student with information of the situation and all funding will be terminated immediately. IF A STUDENT DROPS OUT AND/OR IS REQUIRED TO DISCONTINUE, THE STUDENT MUST WAIT FOR TWO YEARS BEFORE BEING CONSIDERED FOR POST-SECONDARY FUNDING.

Students will be responsible for repaying costs for any classes from which they fail without requesting tutorial support and/ or voluntarily or involuntarily withdrawing for reasons other than a valid medical reason. The medical reason(s) must be accepted by the institutions they attend. Any living allowance or other overpayments will be deducted from the monthly living allowance. The student will be sent a letter with a repayment schedule, the overpayment will be required to be paid back to the Little Pine Post Secondary Student Support Program before the end of the present term.

A medical withdrawal will apply to any classes in which the student has registered for that term. Living allowance of students with medical withdrawals will be prorated in accordance to their remaining courses. Students with medical withdrawals will remain on the continuing list.

Upon submission of medical documentation students may be granted one medical leave during their post secondary program by the Board of Governors. Any further medical leave request will be considered through the appeal process.

Students with complete medical withdrawals will be required to sit out the next consecutive term and will require a medical letter confirming the health status of the students before registering for the next semester.

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## **APPEALS PROCESS**

Every student has a right to appeal a Counselor's or Administrator's interpretation of the policy. However, when a student application for funding has been refused because available funds are fully committed this appeal process will not be considered.

The student will discuss the matter first with the Counselor/Coordinator.

If unresolved after discussion with the Counselor/Coordinator, the student may then appeal the matter in writing to the Little Pine First Nation Post Secondary Board of Governors. This appeal must be sent to the Post Secondary Counselor/ Coordinator which will then be brought to the attention of the Board of Governors or their designates at the next meeting. The Board of Governors or their designates will review the appeal and their decision will be final.

The student has a right to attend the appeal hearing in person, or be represented by a designate, at the student's expense.

Policies and Guidelines will be strictly adhered to.

Appeals should be filed within a reasonable time frame after a decision has been made.

## **GRIEVANCE PROCEDURES**

If a student or group of students, has a grievance regarding post secondary education matters other than funding, the grievance procedure shall be as follows:

The student(s) submit (s) by mail a written report and supporting documentation to the Post Secondary Counselor/Coordinator which will be presented to the Little Pine First Nation Post Secondary Board of Governors or their designates at the next scheduled meeting.

The Little Pine First Nation Post Secondary Board of Governors or their designates will review the grievance and arrive at a decision on the matter, and its' decision will be final.

## **CONFIDENTIALITY**

The Post Secondary Board of Governors or designates shall have access to all student files and information. No confidential information regarding students will be released unless the situation is warranted. Information will be released to other parties if students involve them in the situation. The student will be advised of information released.

Name, Address, Phone number or email address will be released to other departments of Little Pine First Nation only, for the purpose of communicating Band information to the Band member.

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**APPENDIX A**

**REQUIRED DOCUMENTATION WITH APPLICATION FORM**

**A Copy of your Status Card**

**Acceptance Letter from the Institute**

**Most Recent Transcripts: Secondary and / or Post Secondary**

**Program Information: Name of Institute, Address, Phone, Fax, Type of Institution i.e. Private, Program Name, Program Length, Estimated/Actual Tuition and Required Books and Supplies Costs.**

**Dependent Verification: A Copy of Revenue Canada's National Child Tax Benefit Assessment Form**

**Spouse's Declaration of Income and Release Form**

**If you are attending a private or public institution in a foreign country, you must submit a confirmed and documented plan of how you will fund the portion not covered by Little Pine Post Secondary, i.e. student loan award, tuition waivers documentation, grant application**

**Special Needs Students will need to supply documentation on the nature of disability.**

**REQUIRED DOCUMENTATION AFTER APPROVAL**

1. **Final Registration**
2. **Advising Form / Tracking Sheet of Classes**
3. **Direct Deposit Banking Information Form**
4. **Contract Between Student and Little Pine Post Secondary**
5. **Official Transcript of Marks after each Term/Semester**

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APPENDIX B REVISED FEB, 2008

The following structure will be maintained in determining allowances:

- Single student , Married Student no dependents
- Married student with employed spouse
- Married student with dependent spouse
- Single student with dependent child

STUDENT ALLOWANCE RATES

Family Composition	Monthly Allowance
a) Single student	830
b) Married/Common-law student with employed spouse / student	830
with 1 dependent	1100
with 2 dependents	1200
with 3 dependents	1300
\$100.00 for each additional dependent	
c) Married/Common-law student with dependent spouse	830
with 1 dependent	1200
with 2 dependents	1300
with 3 dependents	1400
\$100.00 for each additional dependent	
d) Single Parent	
with 1 dependent	1200
with 2 dependents	1300
with 3 dependents	1400
\$100.00 for each additional dependent	

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**Appendix C**  
**FULL TIME/PART TIME STUDENT CONTRACT BETWEEN THE**  
**LITTLE PINE FIRST NATION POST-SECONDARY PROGRAM AND STUDENT**

I UNDERSTAND AGREE TO ABIDE BY THE FOLLOWING CONDITIONS FOR SPONSORSHIP BY THE LITTLE PINE FIRST NATION POST-SECONDARY PROGRAM FOR POST-SECONDARY STUDIES.

1. I WILL ACCEPT THE RESPONSIBILITY TO ADHERE TO THE SCHOOL REGULATIONS AND MEET THE STANDARDS REQUIRED BY THE SCHOOL FOR CONTINUATION IN MY COURSE OF STUDIES. I WILL BE ENROLLED IN A MINIMUM OF \_\_\_ CLASSES OR \_\_\_% FULLTIME STUDENT COURSE LOAD PER SEMESTER AND MAINTAIN A 65 % OVERALL AVERAGE.
2. I AGREE TO ATTEND CLASSES REGULARLY.
3. I AGREE TO CONSULT WITH LITTLE PINE FIRST NATION POST-SECONDARY PROGRAM IF ANY PROBLEMS ARISE ACADEMICALLY, EMOTIONALLY, PHYSICALLY AND FINANCIALLY.
4. I AGREE TO PROVIDE MY MARKS AND REPORTS ON A SEMESTER BASIS TO LITTLE PINE FIRST NATION POST-SECONDARY PROGRAM AND/OR UPON LITTLE PINE FIRST NATION POST-SECONDARY PROGRAM'S REQUEST.
5. I AGREE TO REPORT ANY CHANGES TO MY STUDIES AND/OR PROGRAM STATUS PROMPTLY. I UNDERSTAND THAT IT IS A SERIOUS MATTER TO PROVIDE FALSE INFORMATION.
6. I AUTHORIZE LITTLE PINE FIRST NATION POST-SECONDARY PROGRAM TO OBTAIN INFORMATION FROM PERSONS, AGENCIES OR ORGANIZATIONS TO DETERMINE AND/OR VERIFY MY ELIGIBILITY FOR BENEFITS OR SERVICES UNDER THE POST-SECONDARY STUDENT ASSISTANCE PROGRAM AND I AUTHORIZE THE EDUCATION INSTITUTION I ATTEND TO RELEASE ALL ATTENDANCE RECORDS AND MARKS TO LITTLE PINE FIRST NATION POST-SECONDARY PROGRAM UPON REQUEST BY THE LITTLE PINE FIRST NATION POST-SECONDARY PROGRAM.
7. I DECLARE THAT ALL THE INFORMATION PROVIDED IS TRUE AND COMPLETE AND I MAKE THIS SOLEMN DECLARATION BELIEVING IT BE TRUE AND KNOWING THAT IT IS OF THE SAME FORCE AND EFFECT AS IF MADE UNDER OATH.
8. I UNDERSTAND THAT I HAVE THE RIGHT TO APPEAL ANY DECISION MADE WITH RESPECT TO MY APPLICATION FOR SPONSORSHIP.
9. IF I DROP CLASSES I MUST SEEK APPROVAL IN WRITING FROM LITTLE PINE FIRST NATION POST-SECONDARY PROGRAM. I UNDERSTAND THAT LITTLE PINE FIRST NATION POST-SECONDARY PROGRAM MAY NOT BE HELD RESPONSIBLE FOR TUITION AND DROP CLASS FEES.
10. IF I DROP OUT OR I AM REQUIRED TO DISCONTINUE I MUST WAIT FOR TWO YEARS BEFORE I WILL BE CONSIDERED FOR POST-SECONDARY FUNDING.
11. I UNDERSTAND THERE WILL BE ABSOLUTELY NO ADVANCES. I AM EXPECTED TO MANAGE MY FINANCES IN LINE WITH MY MONTHLY ALLOWANCE.

I HEREBY AGREE TO THE TERMS & CONDITIONS FOR FINANCIAL ASSISTANCE THAT I HAVE READ ABOVE.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

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**APPENDIX D  
DEFINITIONS**

- “ Academic Year” is defined by the post secondary institution but will not be less than eight months.
- “ Canadian Public Institution” is a post secondary institution which receives the majority of its funding from federal and provincial governments.
- “ Common law spouse” is a person who has lived with and who is dependent upon the student as husband or wife, for a period of six months, prior to the application for educational support.
- “ Completed Secondary School” is completing Grade 12 or its equivalent and is defined by each province.
- “ Continuing Student” is a student who is enrolled in a full time accredited post secondary degree, diploma or certificate granting program in the immediate preceding academic year and is continuing in their course of study.
- “Dependent Child” means a person who is under the age of 18 and who resides with and is dependent upon the student to provide for their basic needs.
- “ Dependent Spouse Or Common-Law” is a person who is the husband or wife, who resides with and is dependent on the student’s income. Usually does not have an income to contribute to the family unit.
- “Employed Spouse” is a person who is the husband or wife, who resides with the students and has an unearned or earned income to contribute to the family unit.
- “ Full time Students” are as defined by the Post Secondary Institution.
- “Little Pine First Nation Member” is a person whose name has been entered in the Little Pine First Nation Membership registry.
- “ Post Secondary Education” Means a program of study offered by a post secondary institution for which the completion of secondary school or its equivalent is a prerequisite.
- “Post Secondary Institutions” are degree, diploma and certificate granting institutions which are recognized by a province and include education institutions affiliated with, or delivering accredited post secondary programs by arrangement with a post secondary institution.
- “ Private Post Secondary Institution” is a Canadian or foreign institution which receives the majority of its funding from other than governments.
- “ Program of Studies” includes all post secondary programs, at least one academic year in duration, leading to a certificate, diploma or degree. Includes programs less than one academic year which are prerequisites to post secondary programs, i.e. summer programs in law, nursing.
- “ Semester” or “Term” is the part of the academic year, as defined by the post secondary institution. Semesters/Terms usually covers the periods from September to December and January to April and May to June, July to August for spring and summer.

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