



POST-SECONDARY EDUCATION ASSISTANCE POLICY

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Table of Contents

- 1 - INTRODUCTION 4**
 - 1.1 Introduction4
 - 1.2 Purpose5
 - 1.3 Common Terms6
 - 1.4 Services Provided7

- 2 - ELIGIBILITY 8**
 - 2.1 Student Eligibility8
 - 2.2 Student Timelines8
 - 2.3 Assistance Levels9
 - 2.4 Eligible Institutions and Programs 10
 - 2.5 Specialized Programs..... 10
 - 2.6 Priority Ranking System 11
 - 2.6 Student Contracts..... 12

- 3 – POST-SECONDARY DEFINITIONS.....13**
 - 3.1 Full-Time Studies 13
 - 3.2 Part-Time Studies 13

- 4 – ASSISTANCE14**
 - 4.1 Fall & Winter Terms 14
 - 4.2 Spring & Summer Terms 16
 - 4.3 Limits of Assistance 18
 - 4.4 Application Process 19
 - 4.5 Approval Process 20
 - 4.6 Tuition Allocation 22

- 5 - MAINTAINING ELIGIBILITY23**
 - 5.1 Full-Time Status 23
 - 5.2 Transcripts 23
 - 5.3 Maintaining Contact..... 23
 - 5.4 Acceptable Academic Performance 24

- 6 - STUDENT ACCOUNTABILITY25**
 - 6.1 Suspension of Funds..... 25
 - 6.2 Regaining Eligibility 26
 - 6.3 Overpayment 27

7 - RIGHTS AND RESPONSIBILITIES	28
7.1 Student Rights.....	28
7.2 Student Responsibilities.....	28
8 - GRADUATION AND INCENTIVES.....	29
8.1 Graduation	29
8.2 Incentives	29
8.3 Awards and Bursaries	29
9 - GRIEVANCE & APPEALS.....	30
9.1 Grievance Process	30
9.2 Appeals Process	31
10 - APPENDICES	32
10.1 Checklist for Eligibility	32
10.2 Important Dates	33
10.3 Guidelines for Essay.....	34
10.4 Student Budget	35
10.5 Post-Secondary Probationary Student Contract	36
10.6 Post-Secondary Student Contract	37
10.7 Consent to Release of Information	38
10.8 Consent to the Access & Release of Information	39

1 - INTRODUCTION

1.1 Introduction

Wahnapitae First Nation's Education Department has created a policy to provide funding equally and equitably to all band members. The Post-Secondary Education Assistance Policy (PSEAP) has been created and maintained to follow through on the First Nation's goal of encouraging all registered band members to acquire post-secondary qualifications so that they might be economically self-sufficient.

Despite and due to this program being in place, there has been a need to create a policy to enforce the program's functioning. It is important to highlight that despite education being a priority, there are limits to the amount of financial assistance received by the band for Post-Secondary Students. Financial aid will be allocated to students based on a priority ranking system; this allocation is in no way meant to provide for all costs incurred while a student is attending Post-Secondary.

This policy's implementation is the responsibility of the Wahnapitae First Nation Chief and Council. The PSEAP funding program is administered by the Wahnapitae First Nation Education Department.

In the event that a student is not accepted by the program, the student is encouraged to find other avenues of funding through federal, provincial or private-sector means.

1.2 Purpose

As stated previously, the PSEAP is designed to encourage registered band members to acquire Post-Secondary qualifications so that they can become economically self-sufficient. This is to the benefit of the individual pursuing Post-Secondary, and to the benefit of WFN and Turtle Island at large. The program provides support and financial aid to registered band members who qualify for and have been accepted by publicly funded Colleges, Universities, and or Private Institutions as approved by the Ministry of Colleges and Universities. This includes students who have met the requirements of these institutions either by successfully completing secondary school or by those who have been accepted by these institutions due to recognition of the applicant's maturity and potential for success in their chosen field of study.

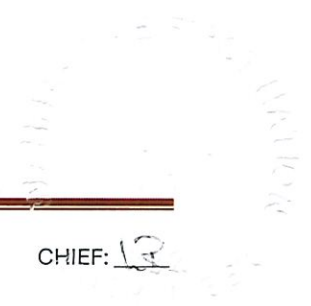
1.3 Common Terms

Applicant:	Any registered Wahnapiatae First Nation band member who is applying to post-secondary through the PSEAP.
Dependent:	Any person who relies on a PSEAP student for financial support.
New Student:	An applicant who has never applied to Wahnapiatae First Nation's PSEAP for funding.
Returning Student:	An applicant who has previously received funding from Wahnapiatae First Nation's PSEAP but has not been in a Post-Secondary program for a minimum of a year.
Continuing Student:	An applicant who is continuing to receive funding from Wahnapiatae First Nation's PSEAP.
College or University Resident:	A student who is planning to, or is currently in residence at, a College or University.
PSEAP:	Post-Secondary Education Assistance Policy
Linear Pathway:	A student who plans on continuing education in their field of study
Non-Linear Pathway:	A student who plans on changing their field of study after completion of their program.
Grade Point Average (GPA):	Every Canadian Institution uses their own unique grading score. This score will be converted using online tools.

1.4 Services Provided

Educational Counselling

All students are encouraged to utilize all counselling services located on their campus, academic or otherwise. The Post-Secondary Counsellor at Wahnapiatae First Nation offers one-on-one educational counselling services to those who request it



2 - ELIGIBILITY

2.1 Student Eligibility

To be eligible for funding through the PSEAP, applicants must be registered members of Wahnapiatae First Nation who have accepted to or enrolled in a Post-Secondary Institution recognized by the Ministries of Colleges and Universities. The applicant must be aware that the funding provided to them is not intended to be sufficient to pay for current or previously incurred educational expenses.

Students **will not be eligible** for funding if they accept a College General Arts and Science Certificate program. However, students may apply to Gezhtoojig Employment and Training instead.

Student applications must be received no later than April 1st of the year they decide to pursue Post-Secondary Education. If this date falls on a weekend, the application must be submitted the Friday before the deadline. Applicants who apply after this deadline are to be reviewed by the education department. Exceptions will only be made to applicants who provide a suitable reason that was beyond their control.

2.2 Student Timelines

A student will continue to be eligible for funding based on their program's projected class requirements. The exception to this is Doctorate students, two years will be funded normally; after the two-year duration, only tuition will be funded dictated by priority list standing.

2.3 Assistance Levels

Level 1 **Graduate Certificate or College Program:**

Registered Full-Time or Part-Time in all courses as defined by the program outline and year of study. This course load must be maintained for the entirety of each semester.

Level 2 **Undergraduate Degree:**

Registered Full-Time or Part-Time in all courses as defined by the program outline and year of study. This course load must be maintained for the entirety of each semester.

Level 3 **Graduate Level:**

As determined by the institution.

Level 4 **Post-Graduate level:**

As determined by the institution.

Level 5 **Specialized Programs:**

As determined by the institution.

2.4 Eligible Institutions and Programs

An eligible program must have the following criteria:

- At least two academic years in length
- Program must be accredited in Canada, or accreditation must be recognized in Canada
- Must lead to a graduate certificate, diploma, or degree

Certain programs that do not fit these requirements may be eligible; programs that further the employability of the applicant but do not last an academic year are an example.

Programs such as these are subject to the availability of funding.

2.5 Specialized Programs

The following are specialized programs, tuition allocation paid to applicants for these programs has historically been higher compared to other non-specialized programs, this is not an exhaustive list.

Doctor of Medicine (MD)

Dentistry (DDS)

Law (LLB/JD)

Veterinary Medicine (DVM)

Doctor of Pharmacy (PharmD)

Doctor of Optometry (OD)

Master of Business Administration (MBA)

2.6 Priority Ranking System

A Priority Ranking System is used by Wahnapi'tae First Nation Education Staff to determine the weight of an application. This ranking system is designed to provide fair and equitable access to the limited funding provided by the PSEAP. Despite this, each application is weighted individually for eligibility and placed on the Priority Ranking System. In the event that demand exceeds the current funding allocation for the PSEAP, the ranking system will apply. Priority is ranked from top to bottom, whatever appears first holds higher priority.

- Priority 1 **Continuing Students** - Students currently attending a Post-Secondary Institution who have continued to be eligible based on acceptable progress being made.
Secondary School Graduates - Students currently in secondary school who are applying to an eligible Post-Secondary program.
- Priority 2 **Mature Students** - Students who have not attended school for a minimum of 5 years but are being sponsored for the first time.
Proper-Notice Returning Students - Students who have previously received sponsorship that have withdrawn from their program and given the Education Department Sufficient Notice.
- Priority 3 **Part-Time Students** - Students attending a Post-Secondary Institution who are enrolled in part-time studies.
- Priority 4 **Specialized Program Students** - Students attending a specialized program as per Section 2.5.
- Priority 5 **Masters-level Students** - Students attending a masters-level program.
Ph.D.-level Students - Students attending a Ph.D.-level program.
- Priority 6 **Career Change Students** - Students who currently hold a degree but are looking to change vocations.
Winter-Start Semester Students - Students applying to start in the winter semester.
Improper-Notice Returning Students – Students who have previously received sponsorship that have withdrawn from their program and have not given the Education Department Sufficient Notice. *Students are required to complete one academic semester successfully before funding for the following semester is approved.*

2.6 Student Contracts

All new and returning students will be on academic probation for one year. They will be required to contact the Post-Secondary Counselor once a month to discuss progress and status in their program.

If a student does not contact the Counselor, allowance will be delayed.

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.

3 – POST-SECONDARY DEFINITIONS

3.1 Full-Time Studies

All sponsorships will be distributed in Canadian Funds (CDN) only.

The Wahnapiatae First Nation PSEAP's maximum limit in funding is \$33,100. **No student will automatically be entitled to this amount.** This maximum amount was decided to ensure that outlying circumstances could be funded as necessary. The actual funding amount is decided by criteria and current funding availability.

Full-Time Post-Secondary Funding includes:

- Tuition
- Books
- Education Allowance
- Travel Costs

Pending funding availability, funding might also include:

- Mandatory Program Related Materials
- Tutoring
- Application Fees (One per level of Education)

Full-time Post-Secondary education is considered to be 5 courses unless a post-secondary institution expressly states otherwise.

3.2 Part-Time Studies

All sponsorships will be distributed in Canadian Funds (CDN) only.

Part-Time Post-Secondary Funding includes:

- Tuition
- Books

4 – ASSISTANCE

Please Note: Optional Health/Dental Coverage is **not** covered by assistance; students are responsible for opting out of coverage if they do not require it.

4.1 Fall & Winter Terms

Tuition Assistance

All Post-Secondary Applicants are eligible for Tuition Assistance and mandatory student fees.

Book Assistance

The PSEAP is used to fund required textbooks, students must submit their booklists at the start of the semester. Optional books and supplies are at the cost of the student. It is the student's responsibility to pay for their books, reimbursement will occur on the submission of a receipt.

The annual book allowance for University Students is \$900.

The annual book allowance for College Students is \$800, broken into one payment of \$400 per semester.

Reimbursements for books purchased will only be approved if receipts are submitted before March 31st of the same school year.

Special Equipment

Special equipment will be covered to a maximum of \$500 for the school year. Special Equipment must be considered mandatory by the student's program of study. Students must submit all receipts for the equipment purchased.

Living Allowance

A living allowance is provided to Full-Time students who qualify. The allowance exists to assist with daily living expenses like food, rent, and utilities. The allowance is not intended to cover **all** costs. The monthly Living Allowance is provided to Full-Time Students and their listed dependents as defined by Revenue Canada.

Students will receive a living allowance based on the following:

- Marital Status
- Dependents or Dependent Status

The following documents may be required depending on the application:

- Birth Certificates
- Marriage Certificates
- Declaration of relationship status
- Current Tax Assessments which Include Box 71

Student Residence

Applicants who request to be housed in student residences are allocated the same funds as all other applicants based on financial assistance rates. The funding allocated will be the budget for the year, as an example: **single students with no dependents would receive \$1,250 a month or \$10,000 per school year**. If a balance remains after funding is allocated to residence, the remaining amount would be distributed over the months of the same school year.

If a student chooses to exceed the budget allocated for residence, the remaining is the student's responsibility to pay.

Seasonal Travel Support

Approved Full-Time Students are eligible for travel support up to four times a year. Students who are travelling between 200km and 400km away from their permanent address will be allocated \$150 per travel event. Students who are travelling 400km or more from their permanent address will be allocated \$300 per travel event. Students are required to pay for their travel and submit receipts to the Post-Secondary Counselor for reimbursement.

4.2 Spring & Summer Terms

Full-time sponsorship will be reserved for applicants if the semester is mandated and is a regularly scheduled semester for the program of study currently being followed. Each Post-Secondary Institution sets its own program structure.

Applicants who are interested in taking Spring/Summer Courses but are not required to do so according to their programs will only be eligible for tuition and book coverage, upon receipt of a new application.

Book Assistance

The PSEAP is used to fund required textbooks, students must submit their booklists at the start of the semester. Optional books and supplies are at the cost of the student. It is the student's responsibility to pay for their books, reimbursement will occur on the submission of a receipt.

The annual Spring/Summer book allowance for all students is \$400.

Reimbursements for books purchased will only be approved if receipts are submitted before March 31st of the same fiscal year.

Special Equipment

Special equipment will be covered to a maximum of \$500 for the school year. Special Equipment must be considered mandatory by the student's program of study. Students must submit all receipts for the equipment purchased.

Living Allowance

A living allowance is provided to Full-Time students who qualify. The allowance exists to assist with daily living expenses like food, rent, and utilities. The allowance is not intended to cover **all** costs. The monthly Living Allowance is provided to Full-Time Students and their listed dependents as defined by Revenue Canada.

Students will receive a living allowance based on the following:

- Marital Status
- Dependents or Dependent Status

The following documents may be required depending on application:

- Birth Certificates
- Marriage Certificates
- Declaration of relationship status
- Current Tax Assessments which Include Box 71

4.3 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.

1. All funding will be in Canadian funds only.
2. Living allowance is available to full-time students only.
3. Part-time students are eligible for tuition and books; travel may not be claimed.
4. Students wishing to study at a post-secondary institution must attend an institution that is approved and accredited by the Canadian Ministry of Colleges and Universities.
5. Students studying outside of Canada must also provide evidence that the program in question is recognized in Canada and that the accreditation is applicable in that line of work.
6. Advances will not be given.
7. Reimbursements will be processed when proper documentation is submitted, and repayment will occur on the following week's regular payment date.
8. The fees for the initial professional certification and examination will be paid once.
9. If you are considering a non-linear program change, you must first wait a period of 2 fiscal years to reapply for sponsorship.
10. If you have previously completed a portion of Post-Secondary studies without educational assistance, you may receive assistance for the remainder of the program.
11. Pending available funding, you may switch from part-time to full-time studies.
12. Students with special needs must request approval for reduced course loads. The following documentation is needed for approval:
 - 12.1 Assessment reports – WFN Education Department does not cover these costs for Post-Secondary students.
 - 12.2 Documentation regarding the recommended course load from the Special Needs Office of your institution.
13. If students are hospitalized, incarcerated or leave the program for any reason, they must notify WFN Education Department within 24 hours, documents may be required.
14. WFN Education Department does not reimburse any loans incurred during your educational pathway nor any costs incurred during a previous fiscal year.
15. Repeat classes will be the student's responsibility; exceptions will be made to students who identify barriers to their success in those specific courses. The student must document these barriers and plan how they will overcome these barriers. This documentation is to be sent to WFN Education Department. Students are limited to two exceptions per educational pathway.

4.4 Application Process

All eligible applicants must complete the online sponsorship application. Which can be found at wahnapiatae.dadavan.com/student/pseapplication.jsp

Once the application has been submitted, applicants will be able to access their student portal, please take the time to familiarize yourself with it.

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

1. Educational/Career Plan Essay
2. Current Resume
3. Photocopy of a valid Status Card (Front and Back)
4. Copy of the Official Transcripts for all that apply:
 - a. Secondary
 - b. College
 - c. University
5. Letter of Acceptance
6. Proof of Permanent Residence
7. Current Tax Assessment with Box 71

Please Note: Once approval is granted, further documentation will be required. For more information on what documents will be required, please see Appendix 10.1.

All Applications must be completed and submitted by April 1st; If any of these dates fall on a weekend, the deadline will instead fall on the Friday prior to the date.

An application is required for each academic year.

4.5 Approval Process

Upon receipt of the application, you will receive an email with a notice of receipt from the Education Department. After the application Deadline, within five business days, the Education Staff will meet and organize applications based on the Priority Ranking Scale and Assistance Level. Based on available funds, the Education Department will then determine which applications will be approved; this will be completed before the dates outlined in section 10.2.

Upon completion, you will receive either a letter of approval, a letter of request for additional information, or a letter of denial.

4.5.1. Letter of Approval

This letter means that you have been approved for funding! Within this letter, you will also find an information package detailing the scope of your sponsorship; please take the time to read and familiarize yourself with the funding allocated to you. An official sponsorship letter will be provided to you and sent to the post-secondary institution in your application.

Timelines may overlap with tuition deposit requirements, please be prepared to pay for these deposits. Upon approval, please send tuition deposit receipts to the Education Department to be reimbursed.

4.5.2. Letter of Request for Additional Information

This letter means that the Education Department could not come to a decision based on the information provided; this does not mean that the application was denied. Within this letter, you will find a detailed list of items needed to properly come to a decision based on your application. Please collect the documents necessary and send them to the Education Department as soon as possible. Failure to supply these documents within the allotted timeframe will disqualify the application for the terms requested, and a Letter of Denial will be sent instead.

Upon receipt of the documents requested, the Education Department will once again meet and determine eligibility for funding.

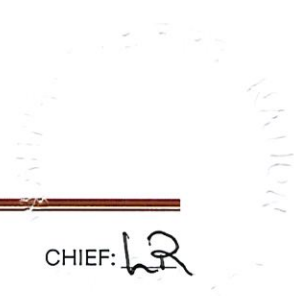
Please Note: A letter of request does not immediately qualify or disqualify an applicant for funding; it is purely an information-gathering stage.

4.5.3. Letter of Denial

This letter means that the Education Department has denied your application. This denial can be due to a number of reasons:

- Lack of funding
- Lack of Information
- Incorrect and/or Fraudulent Information
- Application Falls Outside of Scope
- Applicant is in Arrears

Within the letter, the reason for denial will be provided. If the applicant does not accept the decision, the applicant can begin an appeal process. Please see section 9.2, Appeals Process, for further information.



4.6 Tuition Allocation

The following outlines the total amounts allocated for tuition to each student based on their current academic level and program status.

Level 1: Certificate or College Program	\$500 per month*
Level 2: Undergraduate Degree	\$1,125 per month*
Level 3: Graduate Degree	\$1,125 per month**
Level 4: Post-Graduate Degree	\$1,125 per month**
Level 5: Specialized Programs	%60** per annum***

* Paid in total for the entire semester. *e.g. Fall/Winter College Course: 4 months to a total of \$2,000; Spring/Summer: 2 months to a total of \$1,000.*

** Paid for a maximum of 2 years, based on income; and paid in total for the entire semester. *e.g. Fall/Winter University Course: 4 months to a total of \$4,500, Spring/Summer: 2 Months to a total of \$2,250*

*** Rounded down to the closest thousandth, with a minimum of \$9,000 and a maximum of \$18,000 per annum. *e.g. \$24,895.56 would be \$14,000*

5 - MAINTAINING ELIGIBILITY

Once approved for funding, it is the applicant's responsibility to maintain their eligibility for continued assistance. It is Mandatory for students who are on a probationary contract to make at least one contact per month.

5.1 Full-Time Status

Applicants who are approved for living allowance must maintain Full-Time eligibility as defined by the Post-Secondary Institution currently being attended. Any students who are below 5 courses must contact WFN Education Department to discuss. Students who are permitted to retain full-time status by their post-secondary institutions despite credit hours being below this threshold must present an either valid mental or physical disability diagnosis or proof of full-time status from their post-secondary institution to retain funding.

5.2 Transcripts

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

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 by the head faculty of the applicant's department or program stating that:

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

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

5.3 Maintaining Contact

The applicant is responsible for providing the Education Department with contact information and how the applicant can best be reached. If the applicant is unable to be reached after three attempts, education assistance will be suspended or revoked.

5.4 Acceptable Academic Performance

Each year, Wahnapiatae First Nation's Education Department receives increasing demands for Post-Secondary Assistance. Because of this, academic performance is an important determinant in maintaining eligibility.

If the Post-Secondary Institution determines that the applicant does not meet the academic requirements necessary to continue in their program of study, the Education Department retains the right to suspend educational assistance. This is not meant to discourage applicants in their pursuit of higher education. Instead, it reflects the necessity of allocating funds to as many as possible. Upon a change in decision from the applicant's Post-Secondary Institution, the Education Department will reinstate assistance according to funding availability.

Any course that is not successfully completed or does not result in credit or progress for the applicant's diploma, degree, or certificate 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 PSEAP will support the student by offering support. This will include the cost of up to two repeat courses in the applicant's entire education pathway. However, the applicant must first identify any challenges that led to the failure of a course and document how they plan on overcoming these challenges to the Education Department.

Failing this, the applicant is responsible for the costs of repeat courses.

Incomplete courses are considered to be failed 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. Deferrals are also considered a failure.

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

6 - STUDENT ACCOUNTABILITY

It is the responsibility of the applicant to maintain student accountability. All students are responsible for uploading all required documents to the file manager in their student portals by the deadline defined by the Education Department.

If complications arise from the applicant's ability to provide the necessary documentation required by the assigned dates of submission or completing mandatory contact with the Education Department, assistance payments will not be issued or may be suspended until documents are provided. It is important for applicants to take care of their personal obligations associated with education assistance.

6.1 Suspension of Funds

Wahnapiatae First Nation's Education Department will enforce academic probation during the academic year if the applicant's behaviour and/or academic performance is deemed to be unsatisfactory according to the requirements defined in this policy.

Mid-term progress reports will be required by mid-November and mid-March to maintain eligibility for receiving the living allowance.

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

At the end of each term, it is the responsibility of the applicant to maintain eligibility to continue in their chosen program of studies; failing this, assistance will be suspended.

If funds are suspended, it is the applicant's responsibility to officially withdraw from their post-secondary institution if they are unable to continue paying for their fees on their own. If the applicant fails to withdraw and is unable to pay further fees, it is the applicant's sole responsibility to repay the institution.

6.2 Regaining Eligibility

There are avenues to regain eligibility if you have an overpayment or have had your assistance suspended due to withdrawal or unsatisfactory performance if you become ineligible for Post-Secondary Assistance

Any overpayments must also be repaid in full before any assistance may resume.

Academic Performance

If your sponsorship was suspended due to academic performance, the applicant must have passed all failed courses successfully and is now ready to continue in the program with, as of yet, unsponsored courses.

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 the program.

If returning to post-secondary after a withdrawal but starting a new program, the student must wait a period of one year after withdrawal from the program in question before reapplying for sponsorship. Students will be required to submit the same documents as new students due to the changes in their educational goals.

6.3 Overpayment

An overpayment is any education assistance payment or expenditure for which the applicant was not eligible. An overpayment must be reimbursed to Wahnapiatae First Nation's Education Department before a student is eligible for funding.

The following are examples of how an overpayment may occur; it is not an exhaustive list, and other scenarios apply:

Education Allowance:

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

Tuition:

If a student's funds are suspended and they are unable to continue payments by themselves, it is the student's responsibility to withdraw from the Post-Secondary Institution. If the student fails to withdraw, the candidate is responsible for payment of tuition to the Post-Secondary Institution.

7 - RIGHTS AND RESPONSIBILITIES

7.1 Student Rights

Each student has the right:

- To the privacy of confidential information
- To be informed of the Post-Secondary Student Support Policy and Procedures
- To be treated respectfully by the staff of Wahnapiatae First Nation's Education Department
- To discuss academic circumstances without fear of reprisal
- To have PSEAP issues resolved in a fair, equitable and timely manner
- To file a complaint or appeal without fear of reprisal

7.2 Student Responsibilities

It is the student's responsibility:

- To be informed of PSEAP policy and procedures changes
- To comply with PSEAP policy and procedures
- To treat all Wahnapiatae First Nation Education Staff 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 or tutorial
- To consult with your Post-Secondary Counselor at WFN prior to withdrawal from a course or program
- To refrain from harassment, verbal abuse or physical assault of Wahnapiatae First Nation Education Staff or Students.

Students must make efforts to find other funding sources for their post-secondary fees; this can be done by accepting the grant portion of OSAP or by applying for bursaries through Indspire. Proof of these efforts must be sent to the Post-Secondary Counsellor at Wahnapiatae First Nation, failing this, funding may be revoked.

8 - GRADUATION AND INCENTIVES

8.1 Graduation

Wahnapiatae First Nation will host an annual graduation event where incentives, awards, and scholarships will be distributed.

8.2 Incentives

Upon completion of the student's post-secondary program, they become eligible for a post-secondary incentive. Depending on the level completed, students will receive different amounts.

Students will only receive the incentive upon sending a copy of their diploma, degree, or doctorate to the Wahnapiatae First Nation Education Department. Students may receive an incentive for every level of education completed. For example, a student may receive incentives for completing a College Diploma, a University Undergraduate Degree, a University Master's Degree, and a University Doctorate.

The incentives are as follows:

College Diploma: \$500.00

University Undergraduate Degree: \$750.00

University Post-Graduate/Masters Degree: \$1,000

University Doctorate: \$1,250

8.3 Awards and Bursaries

Please see the Post-Secondary Education website for up-to-date information on bursaries/awards/scholarships.

9 - GRIEVANCE & APPEALS

9.1 Grievance Process

In the event an applicant believes they have been unfairly treated or that the Wahnapiatae First Nation Education Department has not properly followed the Post-Secondary Education Assistance Policy, a grievance can be officially filed.

To begin the grievance process, the applicant must submit a formally written grievance letter to the Post-Secondary Counsellor. The letter must include all important facts such as dates, times, places, persons involved, witnesses, actions, etc. The letter must also be signed and dated.

Upon receipt of a grievance, the Post-Secondary Counselor will examine the grievance and, within ten (10) business days, decide to either:

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

If the applicant feels that the steps taken by the Post-Secondary Counselor has not rectified the grievance, the applicant can progress to the following within ten (10) business days.

The applicant will then resubmit all information provided, including the response of the Post-Secondary Counselor, with a written explanation as to why they are not satisfied with the results to the Post-Secondary Counselor.

The Post-Secondary will then submit all of this information to the Education Director with a copy sent to the Executive Director. The Education Director, with the input of the Executive Director, will come to a decision within ten (10) business days. This will lead to either:

- A resolution written to the grieved on how it will be resolved or;
- An explanation of why the grievance has been declined

If the applicant is not satisfied, they may move on to the appeals process.

9.2 Appeals Process

In the event an applicant does not accept the denial of funding. They may submit an application to appeal the decision within 10 business days. Upon the Education Department receiving the appeal, the appeal process will begin.

To begin an appeal, the applicant must resubmit all forms originally submitted along with the denial response, and in addition they will attach a written explanation on why they disagree with the decision to deny.

The appeal application will be sent directly to the Education Director. The appeal will be limited to matters directly relating to the Post-Secondary Education Assistance Policy. Within 10 business days of receiving an application to appeal, the education director will meet with Education Department staff to discuss the appeal. Education staff will create a review, which will be submitted to the Executive Director, who will make the final decision based on the review.

If a conflict of interest arises or is identified within the Education Department, the Conflict of Interest Policy comes into effect; as per the policy, the person identified will remove themselves from the appeal discussion. This includes, but is not limited to, persons related to the Appellant, such as their spouse, common-law partner, father, mother, brother, sister, uncle, aunt, nephew, niece, stepson, stepdaughter, grandparents, grandchildren, or persons who reside within the household or have resided in the household in the last 5 years.

The designated Department will meet to discuss the Appeal within 10 business days of the application of the appeal being rendered. Within reason, a decision will be reached and communicated to the Appellant within 30 business days after the first meeting takes place.

The decision arrived at by the regulating Department can be brought to Chief and Council; this decision will be considered Final and Binding.

10 - APPENDICES

10.1 Checklist for Eligibility

- An applicant must be a registered member of Wahnapiatae First Nation.
- Certificate, Diplomas, and Degree programs are eligible as long as they are not General Arts and Science programs. Programs must also be on the list of Eligible Institutions according to the Ministry of Colleges and Universities.
- The application must be submitted by the deadline provided.

Required Documents Pre-Approval

New/Returning Student

- Education/Career Plan Essay
- Current Resume
- Valid Status Card
- Letter of Acceptance
- Class Schedule
- Proof of Permanent Residence
- Copy of Official Transcripts
- CRA Child Benefit Summary
(if applicable)

Continuing Student

- Current Resume
- Valid Status Card *(if renewed)*
- Class Schedule
- CRA Child Benefit Summary
(if applicable)

Required Documents Post-Approval

New/Returning Student

- Probationary Contract
- Student Contract
- Release of Information
- Access and Release of Information

Continuing Student

- Student Contract
- Release of Information
- Access and Release of Information

10.2 Important Dates

- **April 1st**
 - Deadline Date for fiscal year applications.
 - Deadline date for Spring/Summer admission applications decisions.
- **June 1st** - This is the deadline for Fall/Winter admission applications decisions.
- **October 15th** - This is the deadline for Winter admission applications decisions.
- **January 15th** - This is the deadline to submit unofficial transcripts for the Fall semester.
- **May 15th** - This is the deadline to submit unofficial transcripts for the Winter semester.
- **September 15th** - This is the deadline to submit unofficial transcripts for the Spring/Summer semester.
- **Mid-November and Mid-March** - Mid-term progress reports are due at these times to maintain eligibility for receiving the living allowance.

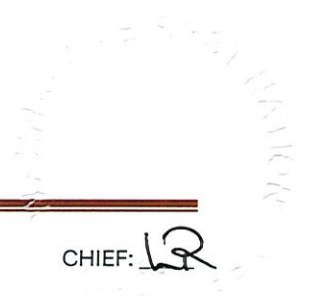
**If any of these dates fall on a weekend, the deadline will be the Friday
prior to the date.**

10.3 Guidelines for Essay

The following is the criteria/information required for the Essay:

- The Essay must be between 300-500 Words.
- All programs applied to.
- Which was your first-choice program.
- The reason for applying to your program.
- Research done to make your choice.
- Plans after graduating.
- Specific long-term goals, if any.

Please keep a copy of this essay, you may be required to update it in the future.



10.4 Student Budget

Classification:	Rate:
Living Allowance:	
Single Student:	\$1,250.00
Student with One Dependent:	\$1,425.00
Student with Two Dependents:	\$1,600.00
Student with Three Dependents:	\$1,775.00
Students with any additional Dependents:	\$75.00 per additional
On-Campus Residence + Mandatory Meal Plan:	\$10,000.00
Book Allowance	
Full-Time College:	\$400.00 per semester
Part-Time College:	\$200.00 per semester
Full-Time University:	\$900.00 per annum
Part-Time University:	\$450.00 per annum
Travel Allowance:	
To Post-Secondary (Between 200km and 400km):	\$150.00
Back Home (Between 200km and 400km):	\$150.00
To Post-Secondary (Between 200km and 400km):	\$150.00
Back Home (Between 200km and 400km):	\$150.00
To Post-Secondary (Over 400km):	\$300.00
Back Home (Over 400km):	\$300.00
To Post-Secondary (Over 400km):	\$300.00
Back Home (Over 400km):	\$300.00

10.5 Post-Secondary Probationary Student Contract

I understand that I am a student sponsored by the Wahnapiatae First Nation Education Department, specifically by the Post-Secondary Education Assistance Policy. I agree to and accept the following conditions and responsibilities of being a student on probation.

I understand that if one or more of the following conditions or responsibilities are not met, assistance will be withdrawn.

- I will discuss my academic progress on a monthly basis with the WFN Post-Secondary Education Counselor.
- I understand that, due to being on probation, if a monthly check-in is not completed my funding will be suspended.
 - a. I understand that if I miss two or more meetings in a regular school year, my funding will be withdrawn for the year.
- I will submit a final acceptance letter to Wahnapiatae First Nation's Education Department upon receipt.

Print: _____

Sign: _____

Date: _____

10.6 Post-Secondary Student Contract

I understand that I am a student sponsored by the Wahnapiatae First Nation Education Department, specifically by the Post-Secondary Education Assistance Policy. I agree to and accept the following conditions and responsibilities of being a student funded by Wahnapiatae First Nation.

I understand that if one or more of the following conditions or responsibilities are not met, assistance will be withdrawn.

- I have thoroughly read and have become familiar with Wahnapiatae First Nation's Post-Secondary Education Assistance Policy.
- I will provide an unofficial transcript at the end of each semester completed.
- I will undertake the course load supplied in the application.
- I will notify the WFN Education Department immediately of any program, course or tuition changes.
- I will maintain communication with the WFN Education Department.
- I understand that 2nd year and above students must still meet the Post-Secondary Counsellor virtually or physically at least once at the beginning of a semester.
- I will complete all forms and applications within the timeframe provided.

Print: _____

Sign: _____

Date: _____

10.7 Consent to Release of Information

Institution: _____

Campus: _____

To Whom It May Concern:

As a student who is sponsored by Wahnapiatae First Nation's Education Department, I hereby authorize the above-mentioned educational institution to release all transcripts, attendance records, and all other documents pertaining to my education to the sponsoring agency.

Student Name: _____

Student #: _____

Program: _____

Current Academic Year: _____

Start Date: _____

End Date: _____

Student Signature

Date

Please Forward All Academic Documentation to:

Wahnapiatae First Nation Education Department

Attn: Post-Secondary Counselor

Email: nathan.stgermain@yahoo.ca

Fax: 705-858-5570

259 Taighwenini Trail Road, Capreol, ON. P0M1H0

10.8 Consent to the Access & Release of Information

Wahnapitae First Nation may need to obtain information on an applicant prior to approval of an application and may carry out follow up surveys during or after the funding period. Some or all of the information you provide may be shared with relevant parties for this purpose.

As the sponsoring agency, Wahnapitae First Nation Education Department requires, and may access, any information regarding training duration, attendance, performance, or other financial supports and information required to verify, process, administer, and monitor a supported activity. Any exchange of information will remain confidential among parties noted below.

By signing below, I _____ hereby consent to the access, collection, disclosure, and release of information between any representative of Wahnapitae First Nation and representatives of the following agencies and their affiliates regarding education, training and/or employment related activities or information.

MANDATORY: Please Ensure the Business/Institution Name is Correct

- a) Wahnapitae First Nation Member Registry (IA = If Applicable)
- b) Service Canada
- c) Ministry of Training, Colleges and Universities
- d) Ministry of Community and Social Services
- e) District School Board Attended: _____
- f) Employment and Training Agency (IA): _____
- g) Assessment Consultation Agency (IA): _____

I have read, or had read to me, this document. I fully understand the above notices and do consent to the collection, disclosure, and use of my personal information as described herein.

Signature

Date

Information collected is for the purposes of sharing with agencies and departments identified as stakeholders; including internal, external, and partnering agencies. The information collected is in accordance with the Privacy Act and the Personal Information Protection and Electronic Documents Act. You have the right to access information shared with funders and agencies and to make changes to this information, as you see appropriate.