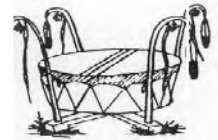


Wauzhushk Onigum Nation

EDUCATION PROGRAM

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POST SECONDARY STUDENT PROGRAM

ADMINISTRATIVE GUIDELINES AND PROCEDURES MANUAL

2019/2020

Wauzhushk Onigum Nation
Post Secondary Student Programs
Administrative Guidelines and Procedures

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VISION

THE EDUCATION PROGRAM OF WAUZHUSHK ONIGUM NATION WILL ACHIEVE THE HIGHEST QUALITY OF EXCELLENCE FOR THE PEOPLE TO INSTIL PRIDE AND RESPECT WITHIN OUR COMMUNITY'S I MAGE, HERITAGE AND INTEGRITY. IN UNITY, WE W ILL BECOME A STRONG VIABLE ENTITY.

MISSION

TO PROVIDE AND DELIVER SERVICES TO THE C OMMUNITY BY STRIVING TO MAINTAIN THE HIGHEST STANDARD OF PERFORMANCE IN THE O PERATIONS OF WAUZHUSHK ONIGUM NATION. ALL DELEGATED DUTIES AND AUTHORITIES SHALL BE CONDUCTED IN THE INHERENT PRINCIPLES OF RESPONSIBILITY AND ACCOUNTABILITY.

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INTRODUCTION OF THE POST SECONDARY STUDENT PROGRAM

PREAMBLE:

Aboriginal Affairs and Northern Development Canada devised the post secondary student program “to assist status Indians and Inuit to gain access to post secondary education and to graduate with the qualifications and skills needed to pursue individual careers and to contribute to the achievement of Indian self-government and economic self-reliance”.

The post secondary policy provides financial support to First Nation students through programs administered by the First Nation, or by a First Nation educational organization.

Post Secondary Education means a program of study offered by a post secondary institution. The completion of secondary school studies or equivalent is a prerequisite.

The Post Secondary Program shall be administered by applying the eligibility requirements, financial support and other services to students enrolled in college or university on a full-time or part-time basis.

The Education Services Coordinator is responsible for the delivery of the Education Program.

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APPLICATION GUIDELINES

1. Potential students on and off-reserve must directly seek assistance from the Education Services Coordinator.
2. Post secondary application forms MUST be obtained from the Education Services Coordinator. Instructions to complete the necessary forms will be provided by the Education Services Coordinator.
3. Late applications will be considered only if funds are available.

THERE WILL BE **NO** APPEAL DUE TO DENIAL OF ASSISTANCE ON THE BASIS OF FUNDING AVAILABILITY. THE FINANCIAL CONSTRAINTS OF THE FISCAL BUDGET IS DETERMINED BY THE ALLOCATION TO WAUZHUSHK ONIGUM NATION BY THE FEDERAL GOVERNMENT.

Deadline Dates: **April 30** for programs commencing between September – December
September 30 for programs commencing between January - April
March 30 for programs commencing between May - August

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ACCEPTANCE CRITERIA

1. Applications must be complete with pertinent and personal information and with the appropriate documentation. New students must submit a copy of their high school transcripts and/or approved academic upgrading certificate if applicable with their application.
2. Only completed applications with the required documentation will be considered for funding. All incomplete applications will be returned to the applicants.
3. Approval of funding will be based on the economical, educational, and qualitative needs of Wauzhushk Onigum Nation. These needs are further based on the economic and employment needs of the community available in our surrounding area.
4. All approvals of funding are **CONDITIONAL**, based on academic performance and attendance.
5. Students will receive letters of approval for post-secondary funding from the sponsoring Wauzhushk Onigum Nation with pertinent information.
6. Students must include, with their completed application, a signed consent for student progress reports and attendance as per the Release of Student Information Policy.

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ELIGIBILITY

To qualify for assistance under the post secondary program, students must meet the following criteria:

1. Must be a registered status member of Wauzhushk Onigum Nation.
2. Must be listed with Wauzhushk Onigum Nation in accordance with the Indian Registry Program as officially declared by Aboriginal Affairs and Northern Development Canada and/or officially acknowledged by Wauzhushk Onigum Nation. Provision of legal custody documents may be required for verification of child support benefits if claiming dependents.
3. Must be enrolled in or be accepted for enrolment in a post secondary institution. Must provide a Letter of Acceptance from the respective university or college.
4. Must complete two applications to bursary/scholarship funds. Funding will not be affected upon outcome of said bursary/scholarship application.

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STUDENT FUNDING PRIORITIES

1. Continuing students who are currently enrolled in a post-secondary institution, college or university and have successfully completed the academic year.
2. High School graduates who are applying for a first year degree or diploma.
3. Students whose applications were deferred from previous year for lack of funds.
4. Mature students applying for the first time.
5. Mature students enrolled in university and college entrance preparation programs.
6. Students who require tuition and textbooks costs only toward a certain degree program or college diploma.
7. Students applying to take a second degree or diploma within their field of study.
8. Students who have been previously funded and have dropped out or failed will be considered and funded. Certain conditions will apply.

Continuing Student is a person who is completing his/her program with which the application is originally intended for. If an applicant wants to pursue a second diploma or degree he/she must reapply. The application will be included with all others and be identified under these funding priorities.

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EXPECTATIONS FOR STUDENTS

The Post-Secondary Program funding is to assist status members to gain access to post-secondary education and to graduate with the qualifications, knowledge and skills contributing to self-governance, self-sufficiency and economic self-reliance.

Students are expected to adhere to the following areas of responsibility:

- 1st All students must adhere to this policy and to the university and college rules and regulations.
- 2nd All regular university and college students must take a full course load. Lesser course loads must be approved by the Education Services Coordinator in conjunction with the respective Aboriginal student advisors at the university or college. Letters advising of course withdrawals or modifications will be submitted to the Education Services Coordinator, no later than 30 days subsequent.
- 3rd All students must fulfill the requirements of the educational program they are attending and **must maintain a "C" average or 2.0 G.P.A.** to qualify for continued sponsorship.
- 4th All students are encouraged to utilize support services provided by their post-secondary institution such as study sessions, tutoring, counselling, etc.
- 5th Attendance at classes must be kept to a maximum.
- 6th The Education Services Coordinator must be consulted immediately should problems arise in program studies, finances or personal problems.

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EXPECTATIONS FOR STUDENTS
(Continued)

- 7th A counsellor from a student's post-secondary institute must be consulted before a student drops out or officially withdraws from a program of study. A counsellor from a student's post-secondary institute will:
- Meet with the student to discuss the situation
 - Provide assistance in planning for change
 - Arrange for additional help such as tutoring
 - Refer student/family to appropriate agency, if necessary.
- 8th A student who must disrupt their program of study during the academic year will advise the Education Services Coordinator of Wauzhushk Onigum Nation in writing. The letter will explain the reasons why he/she cannot continue. A letter from the post-secondary institution supporting the student's reasons for the disruption will assist the student from suffering any penalties such as denial of future funding.
- 9th A student who drops out of his/her program without official withdrawal and/or officially consulting with a Counsellor will not be sponsored for one academic year based upon policies.
- 10th All students approved for post-secondary funding are required to forward related information, progress reports and academic achievements to the Education Services Coordinator after each term. The purpose is to keep files updated and to determine continued sponsorship. Failure to do so may result in delay of funding.
- 11th All students must provide a copy of an official transcript at the end of each term. A photocopy of an on-line printout is acceptable. *Failure to do so will result in halted living allowance and travel until review process is completed.***

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RELEASE OF ACADEMIC INFORMATION

The post-secondary student sponsored by Wauzhushk Onigum Nation is required to sign a Release of Academic Information form. The Education Services Coordinator of Wauzhushk Onigum Nation will require access to student progress reports, attendance, transcripts, and documents pertaining to the students program.

If a student does not comply with the release of information policy, his/her student funding may be withheld, revoked or denied upon application.

In the event a copy of the post-secondary institution Release of Academic Information form is not available at time of application, the applicant will be provided with the following Wauzhushk Onigum Release of Academic Information form.

PART B – ASSISTANCE REQUIRED

Community College _____ University Bachelor _____ University Diploma _____
University Masters/PH.D _____ University /College Entrance Program _____
Supplement _____ Other _____

Attendance will be: Full Time Part Time

Name of Program or Course _____

Name of Institution _____

Address of Institution _____

Phone: () _____ Fax: () _____

Student # (if known): _____

University / College Academic Advisor: _____

Address: _____ Phone: () _____

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**** For University Student:** Session in which sponsorship is required.

Fall Session: September to December _____ Winter Session: January to April _____
 Spring Session: May to June _____ Summer Session: July to August _____

I am in the 1st 2nd 3rd 4th 5th year of a _____ year program.

Declared Major _____ Declared Minor is: _____

**** For College and other students:** Period of time sponsorship is required in the current academic year.

From: _____ To: _____

I expect / plan to graduate in _____.

PART C – EDUCATION HISTORY

Highest Grade Completed in primary or secondary school: _____

Year Completed: _____

Provide History of Education:

Dates From-To	Institution College-University	Name of Program	Completed Yes/No	Certificate Diploma Degree Rec'd	Sponsored By:

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Wauzhushk Onigum Nation
Post-Secondary

RELEASE OF ACADEMIC INFORMATION

I, _____ ,
permit the institution which I have been accepted, to release my
academic and attendance records to the Education Services
Coordinator of Wauzhushk Onigum Nation. Only the information
regarding my progress in the academic endeavors for which I
receive funding from Wauzhushk Onigum Nation is to be included
in my consent to release.

Signatures:

Applicant: _____

Education Manager: _____

Email Address: _____

If Transferred from another Band, Date of Transfer _____

Name of Bank Institution: _____

Transit: _____

Account: _____

Type of Account: _____

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BUDGETARY ITEMS

All financial transactions will be the responsibility of the Education Services Coordinator by way of direct deposit into student account except for tuition and textbooks. All items below will be based upon budget availability and criteria in accordance with set budget policies:

1. Tuition costs will be funded. Direct payments from Wauzhushk Onigum Nation to institution will be made upon receipt of invoice.
2. Textbook costs will be funded. Accounts have been set up with most post-secondary institutions. In the event there are no arrangements with the institute of your choice, the student will either be reimbursed within three business days upon receiving proof of purchase or arrangements will be made to set up an account with that institute. Only those textbooks identified in a course description will be funded. **Any additional textbook cost due to course change is the responsibility of the student.**
3. Living allowance allocation will be considered for priority status. All living allowance monies will be manually deposited into the student's account on the first (1st,) banking day of the month.
4. Maximum or partial funding for graduation and practicum costs will be considered. Student must give one month advance notice. Eligibility for fees will be determined by Education Services Coordinator and Band Manager.
5. For approved courses which are offered in weekly modules – travel, accommodations and meals will be allocated based upon rates according to confirmed costs.

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Budgetary Items
Continued

6. The Education Services Coordinator must be notified of all voluntary withdrawals. Payment arrangements as determined by the Education Services Coordinator for the reimbursement of any course and textbook fees paid by the Wauzhushk Onigum Nation Education Program.
7. Any student receiving living allowance, but has not been attending classes will result in formal charges being laid.
8. The policy of Wauzhushk Onigum Nation is to cover extra budgetary items pending approval of Education Services Coordinator. If requests for extra material costs are made, a minimum cost will be identified and funding considered.

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STUDENT ADVANCES

It is policy of Wauzhushk Onigum Nation **NOT** to advance any monies on post-secondary students allowance allocation. Post-secondary funding allocations are solely for the purpose of a living allowance while a student is attending an educational institution to support the individual goal of acquiring a post-secondary education.

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LIVING ALLOWANCE ALLOCATIONS

Student Status	Maximum Monthly Living Allowance
I) Single student living with parent	\$290.00
II) Single student	\$1,000.00
III) Common Law/Married student with employed spouse-	\$725.00
<input type="checkbox"/> With one dependant	\$1,000.00
<input type="checkbox"/> With two dependants	\$1175.00
<input type="checkbox"/> With three dependants	\$1,250.00
<input type="checkbox"/> each additional dependant	\$100.00
IV) Common Law/Married student with unemployed (no income) spouse-	\$1,000.00
<input type="checkbox"/> With one dependant	\$1,125.00
<input type="checkbox"/> With two dependants	\$1,250.00
<input type="checkbox"/> With three dependants	\$1,375.00
<input type="checkbox"/> each additional dependant	\$100.00
V) Single parent with one dependant-	\$1,275.00
<input type="checkbox"/> With two dependants	\$1,400.00
<input type="checkbox"/> With three dependants	\$1,525.00
<input type="checkbox"/> each additional dependant	\$100.00

Support documentation may be required for dependants to determine student living allowance rates-

- Child Support payments
- Child Tax Benefits
- Option to remain on Ontario Works
- Legal Custody documents
- Employment Insurance Benefits.

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STUDENT TRAVEL COSTS

Travel support will be equal to the cost of return transportation for the student from their permanent place of residence. It will be based on the most economical and most appropriate means of transportation.

1. The student will be allowed two (2) return trips per year to and from their permanent place of residence.
 - August - Travel from home to designated post-secondary institution.
 - December- Travel to home for Christmas and return to post-secondary institution.
 - March-Travel home at the end of academic year from post-secondary institution
2. Dependants will be eligible for travel assistance.
3. Travel assistance will only be provided upon the availability of funds and in accordance with budget.

Costs will vary for student with special needs challenges who must make accommodations by alternative transportation considerations.

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FINANCIAL SUPPORT GUIDELINES

Financial support will be provided for the following **upon approval** of post-secondary funding and acceptance to educational institute. Initial payments are the responsibility of the student:

1. Mandatory registration fees as required by an educational institution will be reimbursed.
2. Students applying for second degree will be reimbursed based on funding availability.
3. Any transcript fees for application and enrolment purposes will be reimbursed to new students.
4. Initial professional certification and examination fees as required. These fees **MAY** be reimbursed upon approval of post-secondary funding and as approved by the Education Services Coordinator.
5. Post-Secondary living allowance to be allocated as per Living Allowance Allocation rates and as per information received from the students. Dependants must be registered with Wauzhushk Onigum Nation in accordance with Indian Registry Program as officially declared by Indian and Northern Affairs. Legal custody documentation may be required to ensure fair and equitable allocation of living allowance based upon dependants.

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APPEAL PROCESS

To ensure fairness and equitable treatment, Wauzhushk Onigum Nation will have an appeal process in place. The appeal process will be comprised of the following procedures:

1. It is the responsibility of the student to initiate the appeal by official letter to the Education Services Coordinator, carbon copies to Councilor with Education Portfolio and Band Manager.
2. The student will have access to the education policies and procedures of Wauzhushk Onigum Nation.
3. The student will file the appeal; through written documentation, by mail or FAX to avoid any travel costs.
4. The student will have the right to have the support of an advisor or advocate.
5. The Appeal Board shall consist of:
 - Advocate as identified by the student
 - Education Services Coordinator
 - Band Manager
 - Councilor with Education Portfolio
 - Chief of Wauzhushk Onigum Nation
6. The Education Services Coordinator will be responsible for setting up the appeal process by written notice to the student and parties involved within one week of receipt of official letter of appeal.
7. The establishment of specific time frames for hearing the appeal and decisions to be made will be set by the Wauzhushk Onigum Nation.
8. The entire appeal process from receipt of letter to notification of decision by appeal board will take no longer than three weeks. This will minimize any student program disruption.

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RECOMMENDATIONS

I recommend _____ I do not recommend _____ for the following reason(s):

Counselor: _____ Date: _____

Approved: _____ Not Approved: _____ Conditionally Approved: _____

Conditions of Approval (if Any) _____

Education Director: _____ Date: _____

Contact information:

Jason Stevens
Education Director
P (807) 548-3333 (3332)
F (807) 548-3334
javstevens76@hotmail.com

cc all correspondence to:
robert.hrabec@mnp.ca

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POST SECONDARY BUDGETING FORM

Fiscal Year _____ Term Enrolment _____

Student Name _____

Post-Secondary Institution _____

Tuition Fees _____ Textbook Cost _____

Living Allowance

<u>Month</u>	<u>Amount</u>	<u>Month</u>	<u>Amount</u>
August	_____	February	_____
September	_____	March	_____
October	_____	April	_____
November	_____	May	_____
December	_____	June	_____
January	_____	July	_____

Travel Costs

<u>Month</u>	<u>Amount</u>	<u>Additional Comments</u>
August	_____	_____
December	_____	_____
March	_____	_____

Textbook Costs

<u>Term</u>	<u>Amount</u>	<u>Additional Comments</u>
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____

Other Costs and Additional Comments

Estimated Total Funding Allocation _____

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