

**CURVE LAKE FIRST NATION**

**POST-SECONDARY EDUCATION POLICY**

Amended

***APPROVED BY CHIEF AND COUNCIL***

**10<sup>th</sup> DAY OF OCTOBER 2008**

**CURVE LAKE FIRST NATION  
POST-SECONDARY EDUCATION POLICY  
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# CURVE LAKE FIRST NATION POST-SECONDARY EDUCATION PROGRAM POLICY

## 1. INTRODUCTION

- a) Curve Lake First Nation values education, and recognizes that most work available today requires preparation at the Post-Secondary level. The objective of the Curve Lake First Nation Post-Secondary Education Program is to assist eligible members of Curve Lake First Nation gain access to a post-secondary education and to graduate with qualifications and skills needed to pursue individual careers. The Curve Lake First Nation Post-Secondary Education Program provides financial assistance to eligible members of Curve Lake First Nation toward the cost of their post-secondary education.
- b) This document outlines:
  - i) the criteria necessary to qualify for financial assistance;
  - ii) the types and maximum levels of allowance available through this Curve Lake Program; and
  - iii) the maximum duration of assistance that may be provided with respect to various levels of post-secondary education.
- c) This Policy is available from the Curve Lake First Nation Education Department *and* on-line at <http://www.curvelakefn.com/> under "Education".

## 2. DEFINITIONS

In this document:

- a) "Member" means a person who is registered as a status member of Curve Lake First Nation.
- b) "Resident" means a member who has resided in Canada for twelve consecutive months prior to application. This also includes students who have been living outside Canada as a result of their studies.
- c) "Post-secondary education" means a program of studies, offered by a post-secondary institution.
- d) "Program of studies" includes all post-secondary programs leading to a certificate, diploma or degrees which have grade 12 as a prerequisite.
- e) "Post-Secondary institutions" are degree, diploma, and certificate granting institutions which are recognized by a province and include educational institutions affiliated with, or delivering accredited post-secondary programs by arrangement with a post-secondary institution.
- f) "Full-time students" and "Part-time students" are as defined by the post-secondary institution.
- g) "Academic year" is as defined by the post-secondary institution, but will not be less than eight months.

- h) "Semester" refers to a part of the academic year, as defined by the post-secondary institution. Semesters usually cover the periods from September to December, January to April, and May to August.
- i) "Dependent Spouse" means a person who is married to the student or a person who has lived with the student as husband/wife for a period of one year prior to application for educational assistance. This person is dependent upon the student and does not receive income in excess of the level of income allowed for a dependent spouse by *Canada's* Income Tax regulations.
- j) "Dependent" means a person who is dependent upon the student as defined by Revenue Canada's Income Tax regulations and who does not receive income in excess of the level of income allowed for a dependent spouse by *Canada's* Income Tax regulations.
- k) "Mature students" are as defined by the post-secondary institution.
- l) "Scholarships" are defined as either financial gifts or gifts of equipment usually granted based on academic standing.
- m) "Bursaries" are usually financial gifts granted based on financial need.
- n) "Awards" are any kind of recognition based on various, diverse and specific criteria.
- o) "Level I" means Community College diploma or certificate programs
- p) "Level II" means Undergraduate programs leading to a Bachelor's degree
- q) "Level III" means Advanced or professional degree programs, e.g. M.D., Masters or Doctoral programs

### **3. ELIGIBILITY**

- a) To be eligible to apply for assistance under the Curve Lake First Nation Post-Secondary Education Program applicants:
  - i) must be registered as a status member of Curve Lake First Nation.
  - ii) must be a resident as defined in Section 2b (above)
  - iii) must notify the Curve Lake First Nation Education Department of their intent to enrol in a post-secondary institution by completing the required application form before the deadlines identified on page 6. This includes all post-secondary students returning to school in multi-year programs.
  - iv) must have met university or college entrance requirements and have been enrolled or accepted for enrolment in a post-secondary institution for a program of studies.
  - v) must not be named on the Curve Lake First Nation Housing Arrears list;

individuals so named are ineligible to receive assistance as per Curve Lake First Nation Chief & Council policy.

- vi) must not be in arrears with the Education Department for previous post-secondary support
- b) Assistance will be provided within the limits of funds voted by Chief and Council. If assistance for the number of eligible applicants exceeds the budget, applications will be approved according to the following priority categories established by the Curve Lake First Nation Education Committee. Deferred applications will be reconsidered the following year.

### STUDENT PRIORITY CATEGORIES FOR FULL TIME STUDENTS

- i) Students who are currently enrolled in post-secondary studies and maintaining an overall average of 60% or equivalent GPA per funded semester in the preceding academic year. This includes the student who completes an undergraduate degree and continues on to an advanced degree program of studies without a break in studies.
- ii) High school students who have graduated in the preceding academic year; students graduating from Secondary School can take a year off without losing Category '2' status
- iii) Students whose application for assistance was deferred due to lack of funds and who are reapplying for assistance.
- iv) Level III students who were not enrolled in post-secondary studies the previous academic year.
- v) Mature students applying to attend post-secondary studies for the first time.
- vi) Post-secondary program graduates funded 5 or more years previously by CLFN.
- vii) **Students who did not have a 60% average or equivalent GPA their last semester will be responsible for the costs of tuition, books and living expenses the next semester. When the student has successfully completed one semester on his/her own (with at least 60% average or equivalent GPA), she/he may be eligible for further funding. Application deadlines would still apply. All Students are required to maintain 60% overall average each semester to be eligible for a living allowance.**
- viii) Students returning to post-secondary studies after having dropped out previously. Exceptions for serious medical conditions will be considered by the Curve Lake First Nation Education Committee on an individual basis.

## APPLICATIONS FOR FUNDING

- i. Applications are available at the Education Department, Front Reception and on-line.
- ii. **Applications must be complete and submitted to the Curve Lake First Nation Education Department three months prior to the start of each intake. This means that the responsibility for applying for funding each year rests with individual students; the Education Department does not have capacity to remind students of their responsibilities to ensure funding applications are submitted in time.**

Deadlines include:

**May 31 for September of same year (fall semester)**  
**September 30 for January of next year (winter semester)**  
**January 31 for May of same year (spring/summer semester)**

- iii. A letter of Notification of funding status will be mailed to each Post Secondary applicant within two weeks of the deadline. The letter will advise that funding is conditional upon proof of acceptance and will specify a deadline date for confirmation of same.

Additional forms to be completed by the college and university applicants will accompany this notification. Students must complete and sign the following forms at the beginning of their program; these will remain on file until completion of their program.

- Student Information Form
- Mark Release Commitment Form
- Release of Information Form

- iv. It is the responsibility of the student to ensure that personal information is current and up-to-date with the Education Department. Current contact information is mandatory.

#### **4. TYPES OF ASSISTANCE**

##### **a) TUITION ASSISTANCE: FULL-TIME STUDENTS**

Tuition Assistance includes students' fees for registration, tuition, and the cost of books which are listed as required by the post-secondary institution. Tuition assistance is provided:

- i) at the normal rate charged by the institution for a Canadian student for students attending Canadian post-secondary public institutions.
- ii) at the same rate as charged by a Canadian public institution for similar programs for students attending private or out-of-country post-secondary institutions,

## **APPLICATION AND TUITION FEES**

- i. Prospective student must directly pay the University or College on-line application fee; the cost of one application fee will be reimbursed upon presentation of proof of payment /receipt.
- ii. It is the responsibility of the prospective student to maintain contact with the Education Department regarding the status of his/her application.
- iii. Letters of sponsorship will be provided directly to the post-secondary institution when students have been approved for financial assistance.
- iv. Students withdrawing from programs will be required to repay the tuition fee if the institution does not reimburse Curve Lake. Students must withdraw in writing from the institution in order for Curve Lake to be eligible for a tuition refund.
- v. Students must opt-out of Health and Dental Plans offered by post-secondary institutions because CLFN is restricted from funding such programs as part of Education services. Students retain the option of paying for these plans directly.

## **BOOKS AND SPECIAL EQUIPMENT**

- i. A basic amount of \$400.00 will be provided each full-time semester.
- ii. The student must provide a list of mandatory books. Once the basic amount has been spent, the student must provide the Education Department with itemized receipts to show that the basic amount has been spent. Any additional book costs may be reimbursed upon presentation of the itemized receipts.
- iii. Reimbursement of up to 50% of the costs for special equipment required by the student must be pre-approved by the education department. The student is responsible for the balance.
- iv. Students withdrawing from courses or programs will be required to repay the book allowance.
- v. Students switching programs after they have received a book allowance for the first program will be responsible for the book costs for the new program equal to the amount already provided.
- vi. Photocopying costs will be the responsibility of the student.
- vii. Tutoring costs will be the responsibility of the student.
- viii. Field trip costs will be the responsibility of the student.

**b) ASSISTANCE FOR LIVING EXPENSES:**

- i) Allowances to help cover student's living expenses may be provided at the current Curve Lake First Nation established levels. Even when a student attends an out-of-country institution, the living expense amounts remain at the established levels in Canadian dollars. (See appendix 1)
- ii) **An average of 60% or equivalent GPA in each semester must be maintained in order to be eligible for continued funding from CLFN Education Department. Failures in courses will be factored into the average based on the practice of the specific post-secondary institution attended.**
- iii) Students are responsible for submitting a transcript for each SEMESTER to the Education Department. These transcripts must be received before assistance for the next SEMESTER is considered. Cheques will not be released until a transcript has been received in the Education Department and a 60% average or equivalent GPA has been verified.

**LIVING EXPENSES**

- i) Students attending school away from the Peterborough area will have their cheques mailed to them in the second last week of each month. These cheques can also be deposited directly into a student's bank account if preferred.
- ii) Students attending school in the Peterborough area will also receive their cheques once per month. Direct depositing of cheques is available if preferred.

**5. TUITION ASSISTANCE - PART-TIME STUDENTS**

Part-time students may receive assistance up to the full cost of tuition and mandatory books as required by the post-secondary institution. **Individuals employed full-time will be eligible for a maximum of 50% of the cost of Tuition and required books.** Only post-secondary accredited courses are eligible for reimbursement. This may include on-line programs provided they meet all other qualifying requirements.

**PART TIME TUITION AND BOOKS**

- i) Student must complete an application form. (available on-line, in the Education Department and at front reception, Government Services Building, Curve Lake First Nation). Applications must be submitted to the Curve Lake First Nation Education Department three months prior to the start of each intake. Please refer to Deadlines on page 6.
- ii) Student will be reimbursed the pre-approved proportion of cost of tuition and books upon presentation of itemized receipts.
- iii) Students withdrawing from courses will be required to repay the tuition and book costs.
- iv) A 60% average or equivalent GPA per semester must be attained, if not student must repay tuition and books costs

- v) Students enrolling in part-time programs without receiving funding approval in advance of starting the part-time studies will not be reimbursed.

## 6. LIMITS OF ASSISTANCE

- a) Assistance may be provided for three levels of post-secondary education:

Level I: Community College diploma or certificate programs

Level II: Undergraduate programs leading to a bachelor degree

Level III: Advanced or professional degree programs, e.g. M.D., Masters or Doctoral programs.

- b) Assistance for living expenses as outlined in 4 (b) **may** be provided to students to complete one program at each level. Level II will include assistance for an additional degree program at the bachelor level which has as a prerequisite of an undergraduate degree. (e.g. stand-alone B.Ed.)
- c) Maximum length of time assistance will be provided coincides with the official length of the program as defined by the post-secondary institution in which the student is enrolled. The maximum period for living allowance for a Masters program is 2 years.
- d) Students may be assisted in Level I (college) studies after dropping out of Level II studies. If a student resumes Level II studies, the previous time spent in University will be counted for assistance purposes.
- e) Students who have completed a Level I (college) program may be eligible for Level II (university) program assistance **IF** the university program is a continuation of the completed Level I program and **IF** the student is accepted at the second year of the University program. The student must prove the connection between the programs.
- f) Students must notify the CLFN Education Department of any changes in program or level because this will affect eligibility for and duration of assistance.
- g) Students eligible for assistance who have previously completed a portion of post-secondary studies without assistance from the Curve Lake First Nation Education program may receive assistance for the balance of their program of studies in accordance with 6(c), 6(d) and 6(h).
- h) **Students must maintain a 60% overall average or equivalent GPA in their marks to qualify for assistance with tuition, books, or a living allowance the following semester. Students who did not have a 60% average or equivalent GPA in any given semester will be responsible for the costs of tuition, books and living expenses the next semester. Provided the student has successfully completed one semester on his/her own (with at least 60% average or equivalent GPA), she/he may be eligible for further funding. Application deadlines must still be met. In those exceptional circumstances where a mark is not provided mid-term, the student must submit a letter from the college or university stating his/her progress to date.**

## 7. APPEALS

To ensure fairness and equitable treatment under the policy, the Curve Lake First Nation Education Department has an appeal process. Students may appeal to the Curve Lake First Nation Education Committee and beyond that to the Curve Lake First Nation Chief and Council.

When the Education Committee considers appeals, the availability of funds will be factored into decisions.

### **PROCESS FOR APPEALS**

- i) Student will present his or her case in writing to the chairperson of the Curve Lake First Nation Education Committee. The chairperson will inform the Education Department to have this appeal added to the agenda of the next meeting.
- ii) The student is notified in writing of the date and time of the Education Committee meeting when his or her case is being presented and has the option of being present or having a representative there on his or her behalf. The student appellant should present his/her position directly to the Committee if attending the meeting in person.
- iii) The Education Manager will provide Education Committee members, in writing, documentation on the case.
- iv) The student can appeal to Chief and Council if he or she is unsatisfied with the Education Committee's decision. The decision of the Chief and Council will be final.

### **8. SCHOLARSHIPS AND BURSARIES**

Applications for awards, scholarships, bursaries are encouraged and any amounts received will not affect funding eligibility.

## APPENDIX 1

### Maximum Levels of Assistance for Living Expenses

#### Maximum Monthly Allowances

a)	Single student	\$675*
b)	Married student with employed spouse	\$675
	with 1 dependent	\$850
	2 dependents	\$1,030
	3 dependents	\$1,205
	\$50 per month for each additional dependent	
c)	Married with dependent spouse	\$895
	with 1 additional dependent	\$1,045
	2 additional dependents	\$1,305
	3 additional dependents	\$1,505
	\$50 per month for each additional dependent	
d)	Single parent with 1 dependent	\$1,045
	2 dependents	\$1,305
	3 dependents	\$1,505
	\$50 per month for each additional dependent	

(\* The Monthly Living Allowance may be applied directly to residence fees at colleges or universities if the student so requests; the balance of residence fees and/or food plans will be the responsibility of the student)

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