



**RED EARTH CREE NATION**

**EDUCATION COMMISSION**

**Post-Secondary Student Support Program**

**POLICY MANUAL**

# TABLE OF CONTENTS

Governance.....	Page 1
The Post-Secondary Student Support Program .....	Page 1
Operating Guidelines.....	Page 2
Revisions to the Policy Manual .....	Page 2
Information to Students .....	Page 2
Section 1.0 Student Applications.....	Page 3
1.1 Receiving Applications .....	Page 3
1.2 Dates of Application Deadlines .....	Page 4
1.3 Application to other Administering Organizations .....	Page 4
1.5 Notification to Applicants .....	Page 4
1.7 Funding .....	Page 4
Section 2.0 Eligibility Criteria .....	Page 5
2.1 Student status .....	Page 5
2.2 Program Eligibility.....	Page 5
2.3 Student priority categories.....	Page 6
a) Student priority categories .....	Page 6
2.5 Official registration deadlines .....	Page 7
Section 3.0 Limits of support .....	Page 8
3.1 Program limits and definitions .....	Page 8
3.3 Additional academic year of assistance .....	Page 9
3.3? Support for intersession and summer school attendance.....	Page 10
Section 4.0 Financial support.....	Page 11
4.1.1 Regular tuition .....	Page 11
4.2 Books and supplies support .....	Page 12
4.3 Travel support .....	Page 13
4.5 Living allowance .....	Page 13
4.6 Part-time students .....	Page 14
4.7 Allowances for special needs students.....	Page 14
4.10 Pay periods .....	Page 14

4.11 Financial accountability .....	Page 15
4.12 Annual report of PSSSP funding receipts and expenditures .....	Page 16
Section 5.0 Incentives and scholarships .....	Page 16
5.1 Incentives for students enrolled in all levels of program .....	Page 16
5.3 Academic excellence scholarships.....	Page 16
Section 6.0 Appeals .....	Page 17
6.1 Funding appeals.....	Page 17
6.2 Grievances .....	Page 18
Section 7.0 Obligations and responsibilities .....	Page 19
7.1 Obligations of students.....	Page 19
7.2 Obligations of the Red Earth Education Commission.....	Page 22
Section 8.0 Student registry and confidentiality.....	Page 23
Section 9.0 Policy Manual Operating Guidelines .....	Page 24
Section 10.0 Policy review .....	Page 25

## Governance

These Operating Guidelines are based on the policies contained in the Post-Secondary Student Support Program - Policy Manual – Red Earth Cree Nation.

Wherever possible, suggested operating procedures are cross-referenced to the relevant policy from which they result. (in compliance with the AANDC National Policy Guidelines)

Policies require a formal change process as outlined in the policy manual, section 15.0.

- Operating guidelines are practical methods used to carry out policies and contain regulations and procedures that are intended to guide administrative practise.
- Provided that the intent and spirit of the policies are adhered to, operating procedures and practises can be changed to accommodate organizational and client needs.
- However, there need to be sound reasons for substantive change and revisions to operating guidelines and such changes should be cautiously approached and will require approval of senior managers.
- It should be kept in mind that the administering organization has operating guidelines in place for other programs administered and changes to these operating guidelines can have effects in other program areas.
- This not based on the TREATY 5 Provisions to Education, rather this based on the Indian Act, as we are forced to comply with AANDC Guidelines.

## THE POST-SECONDARY STUDENT SUPPORT PROGRAM

The objectives of the RECN Post-Secondary Student Program (PSSSP) are to encourage and support requalified, eligible students to acquire university, technical institute, college or professional qualifications so that they can become economically self-sufficient and develop their individual potential of further their own aims and contribute to the progress of the First Nations, the Province and the Canada.

This Policy and Operating Guidelines are in effect and will apply to all student applications for 2007-2008 and subsequent academic years.

The policy includes the University and College Entrance Preparation Program (UCEP).

The Policy and Operating Guidelines do not apply to the Indian Studies Support Program of the Department of Indian Affairs and Northern Development, which is under a separate policy and separate administrative control.

## OPERATING GUIDELINES

The purpose of the Operating Guidelines is to provide guidance to Red Earth Education Commission as the governance authority of the Post-Secondary Student Support Program.

The Education Commission shall delegate the administration of the Post-Secondary Student Support Program to the Education Director.

#### Revisions to the Policy Manual

As required, the Education Commission of the organization will make revisions to the Red Earth Cree Nation PSSSP manual. The relevant pages will be revised and distributed to users of the policy manual.

#### INFORMATION TO STUDENTS

As part of the administration of the Post-Secondary Student Support Program (PSSSP), will have a plan and system in place, for providing information to applicants about the program. A PSSSP Manual will be attached to the application form issued to applicants.

Red Earth Cree Nation Policy Manual and Application forms are available at the RECN Administration Office, J.W. Head Memorial Education Centre and on the RECN Web Site. [WWW.REDEARTHGREENATION.COM](http://WWW.REDEARTHGREENATION.COM)

## SECTION 1.0 STUDENT APPLICATIONS

Policy: Paragraph 1.3

The Post-Secondary Student Support Program (PSSSP) supports Registered Treaty students of the Red Earth Cree Nation in pursuing post-secondary studies in recognized post-secondary institutions.

### **Procedures:**

#### **1.1 Receiving Applications**

Applications for financial support received by the Red Earth Cree Nation Post-Secondary Student Support Program (PSSSP) must include:

- 1 A completed application form.
- 2 Status card, that the applicant is a registered members of the Red Earth Cree Nation; and
- 3 Acceptance or a conditional acceptance letter into a post-secondary program of studies.
- 4 Program Information, verification that has entrance requirement level of Grade 12, GED 12 or ABE 12 and is 8 months longer.
- 5 Tracking Sheet Information/Outline of Classes.
- 6 Most recent marks of transcripts.
- 7 Dependent verification, Revenue Canada-Tax Form, School Registration /dependents must be residing the students.
- 8 Dependent Spouse must provide proof that he/she is not employed.
- 9 Employed Spouse must provide proof of income.

\*\*\*\*\*STUDENTS WHO APPLY FOR POST SECONDARY FUNDING FROM RED EARTH CREE NATION MUST WAIT FOR APPROVAL OF FUNDING BEFORE THEY REGISTER, DUE TO THE FINANCIAL OBLIGATION YOU WILL HAVE\*\*\*\*\*

10 FINAL REGISTRATION.

Applications must be date stamped when received.

Applications lacking the above documentation will not be processed until all documentation is received.

The Director of Education must make every effort to assist applicants to complete their applications.

## **1.2 Dates of Application Deadlines**

**For September enrolment Fall & Winter semester - June 15  
(September to April)**

**For January enrolment Winter semester - November 15  
(January to April)**

**For Spring and Summer classes - March 30  
(May to August)**

Applications received after the above application deadline dates will be held until it can be determined if funds are available after processing the above first batch of applications.

## **1.3 Application to Other Administering Organizations**

Applications will not be accepted by the Red Earth Cree Nation Education Commission from people who are normally served by First Nations/Bands which administer the Post-Secondary Student Support Program or from First Nations/Bands on whose behalf INAC administers the PSSSP. The RECN will consult with the administrator of the East Side LIMB to ensure that there is no duplication of applicants being funded.

## **1.5 Notification to Applicants**

When an applicant is approved, rejected or wait listed, applicants will be informed, in writing, of the support approved or the reasons for rejecting or wait listed the application.

### **Waitlist Students:**

1. All students will remain on the wait listed before classes.
2. Only the registered students that are self-funded after 8 weeks will remain on the wait list, should funds become available for that semester.
3. All wait listed students must reapply for the next semester funding.

## **1.7 Funding**

Funds will be provided to the student when approved by the Education Commission with motion at duly convened Education Commission meeting.

The students must submit a Continuing Application Form in the program of studies.

## **SECTION 2.0 ELIGIBILITY CRITERIA**

### **Subsection 2.1 Student Status**

Policy: Paragraph 3.1

The student must be a member of the Red Earth Cree Nation This includes Bill C-31 students.

### **Bill C-31 Applicants**

People who gain Indian status by virtue of the 1985 revision of the Indian Act (Red Earth Cree Nation Bill C-31) are provided financial support on the same basis as other eligible post-secondary students.

A student whose application for Indian status is in process is not eligible to apply for support until he/she has a letter from the Department of the Indian Registry confirming Indian status.

## **SECTION 2.0 ELIGIBILITY CRITERIA**

### **Subsection 2.2 Program Eligibility**

Policy: Paragraph 3.2

The student must have met entrance requirements and been accepted for enrolment in a recognized post-secondary institution for a program of studies.

**(For which the completion of secondary school studies (Grade 12 graduates, ABE 12, Adult 12,) or the equivalent (GED 12) as recognized by the post secondary institution is required)**

The student must be enrolled in a program of at least 8 months in duration that leads to a recognized certificate, or diploma or degree and which has level 12 as an entrance requirement

Applications received must clearly show the program of studies enrolled in including the duration the program.

### **Exceptions:**

Post-secondary programs of less than 8 months duration offered as a prerequisite or access to enrollment in a program of studies will be included for PSSSP support.



**SECTION 2.0      ELIGIBILITY CRITERIA**  
**Subsection 2.3    Student Priority Categories**

Policy: Paragraph 3.4

Support will be provided within the limits of funds available in accordance with PSSSP funding arrangements. If demand for funding exceeds availability, applications will be wait listed according to priority categories.

**a)      Student Priority Categories**

Approval of applications shall be based on the priority categories.

b)      The priorities for approval of applications may be modified to reflect the applications received for an intake, to accommodate specific categories of applicants or to accommodate the needs of the RECN PSSSP students/Nation.

c)      The Education Director will make recommendations prior to each intake, to the Education Commission, regarding any changes required to the Priority Lists as shown in Section 4 of the Policy Manual. The Education Commission will make the selection at each intake based on the applications and priority categories.

**Student Priority Category:**

1.      Continuing Students, with satisfactory academic standing at the institution as per the institution's definition of satisfactory " academic standing"
2.      Academic Grade 12 Graduates, Adult 12, ABE 12
  - Current year graduates
  - Past year graduates
3.      GED 12, Mature Students
4.      Masters, PhD Students
5.      Students returning to the same program
6.      Students returning to a different program

**Based on Availability of Funds**

Returning students requiring only 1 or 2 classes during Spring and Summer to complete the program will be considered on an individual basis

Returning students requiring only 1 or 2 classes during Fall & Winter to complete the program will only be entitled tuition and books.

**SECTION 2.0      ELIGIBILITY CRITERIA**  
**Subsection 2.5    Official Registration Deadlines**

Policy: Paragraph 3.5

Applications must be submitted to the Red Earth Director of Education by the deadline dates set in PSSSP Policy Manual.

**Deadlines Dates:**

**I.      Official Registration Deadline Dates**

Official registration for fall required at the end of August before September cheques will be released.

Official registration for Winter required at the end of December before January cheques will be released.

Official registration for intercession/summer session required before May cheque will be released.

**II.     Transcripts of Marks Deadline Dates**

1.      January 29<sup>th</sup> for September to December (Fall)semester.  
- February cheques will not be released until transcripts of marks are received
2.      May 30<sup>th</sup> for January to April (Winter)Semester  
- September cheques will not be released until transcripts of marks are received
3.      September 30<sup>th</sup> for Intersession/Summer session.

**SECTION 3.0            LIMITS OF SUPPORT**  
**Subsection 3.1        Program Limits and Definitions**

Policy: Paragraph 5.1

Support for travel and living expenses will be provided for four levels of post-secondary education and limits are placed on the duration of support according to the level of program the student is enrolled in.

Duration of support for students at the four levels of post-secondary education will be in accordance with limits established in the Policy.

**Definitions of Programs**

- a) **Level I Programs** - Programs for which Grade 12, ABE 12, Adult 12 or equivalent GED 12, is a prerequisite for enrolment and which lead to a Certificate or Diploma, These are normally offered by a technical institute, community college. These programs normally have a duration of 1 or 2 academic years, but may, by arrangement with a recognized university, gain the student credits towards a subsequent degree and may lead into a university degree program.
- b) **Level II Programs** - Programs for which Grade 12, ABE 12, Adult 12 or equivalent GED 12, is a prerequisite for enrolment and which lead to an undergraduate degree, normally at the bachelor's degree level. Academic years based on the university's normal program duration.
- c) **Level III Programs** - Programs for which a period of preparation at the undergraduate level is a prerequisite for enrolment. Two types of Level III programs are:

Duration of support will be in accordance with the University's normal program duration

- i) **Professional Programs** - Require a period of undergraduate university level preparation prior to enrolment in the professional college. Professional colleges are colleges such as the College of Medicine, the College of Law, the College of Veterinary Medicine, the College of Dentistry all of which require a period of undergraduate university preparation prior to enrolment.
- ii) **Masters Programs** - Require an undergraduate (Bachelor's) degree as a prerequisite for enrolment

**d) Level IV Program Doctor of Philosophy Degree (PhD)**

Duration of support will be in accordance with the University's normal program duration

**SECTION 3.0 LIMITS OF SUPPORT**

**Subsection 3.3 Additional Academic Year of Assistance**

1. Financial assistance for tuition, compulsory student fees and required books and supplies may be provided to student enrolled in all four levels.
2. Assistance may be provided to students to complete only one program at each level.
3. Exceptionally, Level 2 may include assistance for an additional degree at the bachelor level which as a prerequisite an undergraduate degree or undergraduate courses.
4. The duration of assistance will be in accordance with the official length of the program as defined by the post-secondary institution in which the student is enrolled, as long as the student is in satisfactory academic standing at the institution as per the institution's definition of satisfactory "academic standing"
5. Students enrolled in Levels 1 and 2 may be assisted for up to one additional academic year per level if such an extension is approved in writing by the post-secondary institution's Dean or the department head.

Students enrolled in Levels 3 and 4 may be assisted for up to one additional academic year for medical or personal reasons

6. Students may be assisted in Level 1 studies if they temporarily pause their studies in Level 2 and resume their program once they complete the Level 1 Certificate/Diploma
7. Students who have completed a Level 2, 3, 4 program, with or without assistance from this program are ineligible for program assistance for lower Levels
8. Student support will not exceed the limits set out in the paragraphs above. Where students change programs within the Levels or temporarily pause their studies, the academic years or semesters used for each program within each Level will be counted for assistance purposes.

Students who become eligible for assistance and who have previously completed a portion of post-secondary studies without the assistance from this program may receive assistance for the balance of their program but will not be reimbursed for previous expenses.

### **Example**

This applies to Level I, Level II and Level III programs of studies. For example, if a student has completed two years of an undergraduate degree in chemistry and transfers to a four year undergraduate economics program, the duration of support provided for the economics program will be two years, i.e., the four years for economics less the two years taken in chemistry.

### **Procedures**

- Students must inform the Education Director of the program change and provide documentation of the program change.
  - The Education Director must inform the student in writing of the period of support already used for the first program of studies within the level and the remaining support the student has for the second program of studies within the same level.
- 9 . If the demand from Eligible students exceeds the funding available, a wait list according to the Priority Category selection will apply

## **SECTION 3.0      LIMITS OF SUPPORT**

### **Subsection 3.3      Support For Intersession and Summer School Attendance**

Policy: Paragraph 5.12

Students for whom intersession or summer school attendance is a compulsory aspect of their program will receive normal levels of support for these sessions.

**SECTION 4.0      FINANCIAL SUPPORT**  
**Subsection 4.1    Tuition Support**

**4.1.1 Regular Tuition**

Policy: 6.1 Paragraphs a), b), c), d)

- a) Tuition Support includes students' fees for registration, tuition, tutorials, initial professional certification and examination fees, and the cost of books and supplies which are listed as required by the post-secondary institution.
- b) Students attending private or foreign post-secondary institutions will be eligible for tuition support at no higher than the rate charged by the public institution nearest to the student's Canadian place of residence which offers a comparable program at the time of application.
- c) Students enrolled in foreign institutions will be eligible for tuition support at the actual tuition rate charged for the foreign institution where no comparable program is available at an institution in Canada.
- d) Students who receive scholarships to attend post-secondary institutions will be eligible for funding from the PSSSP as required to meet their tuition, travel or living costs.

Eligible expenditures:

- Practicum or internship assistance.
  - Program orientation.
  - Internship seminars.
  
  - Rental of Specialized Equipment designed by the post secondary institution.
  - Specialized counselling services.
5. Students requiring tutorial support must submit a letter of advice from the class instructor or recognized counsellor. Tutorials should be limited to 3 hours per week. The student and the tutor must sign a verification of services rendered for submission and payment by the PSSSP office.

**SECTION 4.0      FINANCIAL SUPPORT**  
**Subsection 4.2    Books and Supplies Support**

Policy: 6.1 Paragraph a)

Tuition Support includes students' fees for registration, tuition, tutorials, initial professional certification and examination fees, and reasonable cost of books and supplies which are listed as required by the post-secondary institutions.

**Application:**

Support for books and supplies will normally cover textbooks and supplies, including special equipment, officially listed as required by the university or college for a student's program of studies.

**Procedures:**

1. The Post-Secondary Student Support Program may provide up to \$550 per year or \$275 per semester for books and supplies.
2. An amount in excess of \$550 may be approved if a student demonstrates need by submitting copies of the course outlines and the prices charged by the institution's bookstore or suppliers for new books where used books are not available.
3. Some programs, such as the first year of Nursing, may have costs for books and supplies which will exceed the suggested \$550 limit. These costs, which must be for materials, books and equipment listed as essential by the institution, will be paid.

**SECTION 4.0      FINANCIAL SUPPORT**  
**Subsection 4.3      Travel Support**

Policy: 6.2 Paragraph a)

Students will be eligible for travel support for one round trip per semester for the student and dependents if their permanent address is different from their study address, at a rate established by the Red Earth Cree Nation.

**SECTION 4.0      FINANCIAL SUPPORT**  
**Subsection 4.5      Living Allowances**

Policy: Paragraph 6.4 Living Allowance

a) The living allowance rate structure and entitlement will be set annually in Policy Manual.

**Procedures**

1. The living allowances will be paid in Canadian dollars regardless of the location of the institution.
2. Living allowances are paid for Christmas and study breaks. Reasonable time may be allowed for students to settle into accommodation at the place of study at the beginning of the academic year and to move out at the end of the academic year.
  - a) Where two applicants are married to each other and have dependents, one of them will be designated as a married student with un/employed spouse with dependents, the other will be designated as a married student with un/employed spouse with no dependents.



**SECTION 4.0      FINANCIAL SUPPORT**  
**Subsection 4.6    Part-time Students**

Policy: Paragraph 6.3 Part-time Studies Support

- a) When a student in attendance at a post-secondary institution studies for what is termed less than full time by the institution which offers the program, the student will be eligible for assistance to pay for books, supplies, and tuition fees.
- b) Students enrolled in correspondence courses qualify for tuition fees and book assistance as required by the institution.
- c) Student enrolled in full-time correspondence or distance education will not be eligible for a living allowance only tuition and books.

**SECTION 4.0      FINANCIAL SUPPORT**  
**Subsection 4.7    Allowances For Special Needs Students**

Policy: Paragraph 6.5 Allowances For Special Needs Students

- a) Students with special needs (i.e. physically disabled persons) requiring additional assistance related to their post-secondary programs shall have their requests considered on an individual basis.
- c) In the event that the special needs student wishes to appeal the decision through normal appeal process.

**SECTION 4.0      FINANCIAL SUPPORT**  
**Subsection 4.10   Pay Periods**

Policy:

Pay periods will be the first banking day of each month.

**SECTION 4.0 FINANCIAL SUPPORT**  
**Subsection 4.11 Financial Accountability**

Policy: Paragraph 8.0 Accountability

8.1 Every effort will be made by the Education Director to recover overpayment to students who misuse funding by not fulfilling the terms of the annual contract entered into, or misrepresent their marital, dependent or program status on application.

8.2 Students who do not receive a number grade ( e.g., ABF-Absent failure, W-Withdrawal, WF-With failure) on their transcripts will be required to repay for those classes. This amount will be automatically deducted from the living allowance for continuing students.

For student who did not continue, this amount will be automatically deducted whenever they resume funding.

8.3 When misuse of post-secondary funds is discovered, the Education Commission will adopt the following procedures:

- write a letter to the individual stating the findings;
- if the student is, in fact, found to be a misuser of funding, the Education

Director will suspend that student from further funding or take other corrective action.

**Application:**

- i) Where misuse of funding by a student is shown, the student will be required abide to a repayment form letter established by the Education Director before any further PSSSP funding is provided to the student.
- ii) Without limiting the generality of the definition of misuse, the following situations will be considered misuse:
  - misrepresentation of martial status;
  - misrepresentation of dependents;
  - misrepresentation of spouse's employment status;
  - dropping of a class without valid reason;

**SECTION 4.0 FINANCIAL SUPPORT**  
**Subsection 4.12 Annual Report of PSSSP Funding Receipts and Expenditures**

Policy: Paragraph 8.2

An annual report and financial review of post-secondary funds should be made available on request. When the audit is complete

**SECTION 5.0 INCENTIVES AND SCHOLARSHIPS**

**Subsection 5.1 Incentives for Students Enrolled in All Levels of Program**

Level 1 College or Technical Institution Certificate \$ 375.00  
Level 1 College or Technical Institution Diploma \$ 750.00

Level 2 University \$ 1500.00  
Level 3 Masters \$ 1500.00  
Level 4 PHD \$ 1500.00

**Application:**

Students will be provided this incentive once at each Level during their program of studies that are completed.

**SECTION 5.0 INCENTIVES AND SCHOLARSHIPS**

**Subsection 5.3 Academic Excellence Scholarships**

**Application:**

- i) This scholarship applies to students enrolled in all Level programs of studies.
- ii) This scholarship will be awarded upon successful completion of the first or subsequent year of a program with a grade score of 85 % or better as an overall average for the year in the amount of \$ 1,000.00

**Procedures:**

1. A process for awarding these scholarships will be based on the student transcripts submitted by the students at the end of each year in the month of July

## **SECTION 6.0 APPEALS**

### **Subsection 6.1 Funding Appeals**

Policy: Paragraph 9.0 Funding Appeals Process

9.1 Every student has a right to appeal a decision regarding funding, however, when a student application has been refused because there are no funds, this appeal process will not be considered.

9.2 The matter, if unresolved after discussion with the Education Coordinator, can be appealed to the R E E C who must reply within 7 days.

9.3 If misuse of funding is suspected, the student will be notified in writing. If there is no response, funding will be terminated. The student may appeal within 14 days.

9.4 If the issue is still not resolved a third party Appeal can hear the student's appeal. The Board's decision is final.

9.5 The student has a right to attend the appeal hearing in person or by a designate, but no professional legal counsel will be permitted at appeal hearings.

9.6 The Appeal Board which will be appointed by the Chief and Council shall consist of: a member of the Chief and Council; Education Coordinator; an Elder; a member of Education Commission; and a student representative selected from a list of at least 3 students submitted by the appealing student. An effort will be made to select Appeal who are knowledgeable about the PSSSP. The Appeal Board will meet within 14 days of its appointment to hear and rule on the student's appeal.

9.7 Policies and Operating Guidelines should be strictly followed.

#### **Application:**

- i) The policies of the Education Commission indicate that there is no allowance for any funding appeal beyond the process outlined in the policy.

#### **Procedures:**

1. The Appeals Process will be publicized to students in the Policy Manual.
2. The appealing student must within 7 days of being notified that an Appeal Board being constituted submit the names of 3 possible student representatives to the Appeal Board. The Education Director will advise the appellant of their selection of the student member.

3. Students who file successful appeals will receive travel expenses at rates in accordance with PSSSP travel rates established annually and shown in Annex IV, to offset the cost of their appearance at the Appeal hearing.
4. Unsuccessful appellants may have their travel expenses offset under this guideline.
5. There is no avenue for a Funding Appeal to the Department of Indian Affairs or to any other organization.

## **SECTION 6.0 APPEALS**

### **Subsection 6.2 Grievances**

Policy: Paragraph 10.0 Grievance Procedures

If a student or a group of student have a grievance regarding post-secondary education that is not about funding, the grievance procedure shall be as follows:

10.1 The student(s) submit(s) by registered mail a written report and supporting documentation to the Education Commission. The student will send copies to whomever they feel requires knowledge of the situation expecting that appropriate confidentiality will be maintained.

10.2 The Education Commission has 14 days from the receipt of the report to make their decision regarding the grievance. It is understood that a decision can be rendered/recommended in less than 14 days.

10.3 If the grievance is not resolved to the satisfaction of the student, the Education Commission must submit the grievance to the Chief and Council. Their decision, which is final for all parties, must be made at their next scheduled meeting.

10.4 If at any of these steps the student's presence is requested, that student's travel expenses may be reimbursed or covered according to Operating Guidelines rates.

#### **Application:**

- i) This policy is intended to provide students with a formal avenue for making presentations on grievances, objections or areas in which they wish to influence decision-making. It is not intended to supersede the formal policy review process and will not be used for individual funding appeals.

Example of possible grievances may be:

- A counsellor is alleged to be dealing inequitably with different students.
- Certain groups of students are perceived to be receiving inadequate services.
- A post-secondary institution is not on the list of authorized institutions and students feel that it should be.
- An institution is perceived by students to be dealing unfairly with certain students and students wish to enlist the assistance of the administering organization in rectifying the situation.
- Students wish to make representation to the administering organization on a matter of relevance that is not covered under Funding Appeal or Policy Review.

ii) There is no Grievance Process other than the process outlined here.

**Procedures:**

1. **The Grievance Process will be publicized to students in the Policy Manual**

**SECTION 7.0 OBLIGATIONS AND RESPONSIBILITIES**  
**Subsection 7.1 Obligations of Students**

Policy: Paragraph 11.0 Obligations of Students

11.1 It is understood that the PSSSP is intended to provide support for students with a serious intent to succeed in post-secondary education. Expectations are that the student will attend classes regularly, submit assignments as required by their programs, and generally apply themselves to their studies. Students are expected to conduct themselves so as to bring credit to their peers and to themselves. Detailed obligations of students and the administering organization will be spelled out in Operating Guidelines and related documents.

11.2 Students will be dealt with fairly and equitably under the PSSSP and are expected to fairly and equitably apply themselves to their duties as students.

11.3 In the event that the student, through his/her department, indicates a lack of possibility of success in his/her studies and if this opinion is borne out through the institution being attended, it may be necessary to reallocate resources by terminating the student's support and applying the funds in areas showing greater promise of success.

11.4 Students have access to the appeal and grievance processes outlined in Sections 9 and 10 of this policy manual.

**Application:**

- i) This policy is intended to delineate for students and the Red Earth Education Commission, the obligations of students who receive PSSSP funding.
- ii) Receiving PSSSP funding support is a privilege that is accorded to a relatively small segment of the membership and consequently carries with it certain obligations to make the best possible use of the program.
- iii) Students will be expected to obtain full benefit from their program of studies by attending classes regularly in accordance with the expectations of the institution attended.
- iv) Students will be expected to submit all assignments and examinations in accordance with the expectations of their instructors and the institutions attended.
- v) Students will be expected to obtain full benefit from their programs of studies by applying themselves with necessary diligence to their studies.
- vi) Students have to be aware that they are serving as role models among their peers and to youth in their communities and consequently are expected to conduct themselves as may be expected of aspiring professional persons.
- vii) Students are encouraged to participate in extracurricular activities on-campus or in other organizations.
- viii) Students who show, through their department or a lack of application in their studies, that their chances of success in their programs of studies are in jeopardy, and if this is borne out by instructors or other officials of the institution being attended, will be counselled regarding their obligations under the PSSSP and may receive a warning to alter the course of events they are pursuing. The consequences will be spelled out by staff.
- ix) Failure to reasonably meet the conditions set out in viii) will result in a termination of PSSSP funding, however, there will need to be an indication from officials of the institution being attended that the student's opportunity for success are extremely limited.

**Procedures:**

1. Students will receive information about their obligations by being expected to attend the annual PSSSP orientation/information sessions that will be provided at each Activity Centre (Prince Albert, Nipawin, Saskatoon, Regina) during the first

two weeks of each semester in which there is an intake of first-time students.

2. Students will be expected to read the Policy Manual that will be attached with the application form.
3. Students receiving a warning under point viii) above will receive a letter outlining the main points of the counselling session during which the warning is given.
4. Students may be asked or may elect to enter into a contract clearly specifying their obligations and those of the administering organization under the PSSSP. This procedure may be adopted in addition to or in place of the written warning specified in 7.1 viii) and 7.1-3 above.
5. Students will be required, as a condition of their receipt of PSSSP funding to submit annually or each semester an education plan showing:
  - their marks, by course, for the previous reporting period (copy of transcript);
  - their planned program of studies for the current reporting period (year or semester);
  - their projected time line for completion of their overall program of studies (Certificate, diploma or degree);
  - any expected special needs such as support for practicum, special fees, etc.
6. Students who receive their allowance cheques by mail and who are in infrequent contact with staff of the administrators will be required to sign a declaration to the effect that they are full-time students when requested to do so by counselling staff.

A copy of the declaration is attached as Annex VIII to these Operating Guidelines.



**SECTION 7.0 OBLIGATIONS AND RESPONSIBILITIES**  
**Subsection 7.2 Obligations of the Red Earth Education Commission**

Policy: Paragraph 12.0 Obligations of the Red Earth Education Commission

12.1 The Education Commission will clearly set out obligations to and of students in Operating Guidelines and related documents such as a student handbook, student contracts or such other means as may be mutually advantageous to the students and the administering organization.

12.2 The Education Commission will provide PSSSP orientation seminars for first year students at each of the 4 activity centres during the first two weeks of each semester in which there is an intake of first year students.

**Application:**

- i) This policy is intended to delineate for students what the obligations of the administering organization are with respect to students receiving funding under the PSSSP.
- ii) Administering the PSSSP obliges the Red Earth Education Commission to provide financial support and services to students within the limits of funding available.
- iii) The PSSSP is delivered by the Red Earth Education Commission to all eligible students on behalf of the Red Earth Cree Nation. The Red Earth Cree Nation, as administering organization, has no obligation to provide services to students from First Nations/Bands who have not formally delegated this function to the Red Earth Cree Nation.

**Procedures:**

1. Students advised in accordance with point 1. above may be advised individually, through the institutions they attend, through their high schools or through First Nation/Band school counselling staff.
2. The Red Earth Education Commission will require that PSSSP funded students provide an educational plan as outlined in 7.1-5.
3. The Red Earth Education Commission will, as required, provide orientation sessions on the PSSSP for all students, but attendance will be mandatory, at Red Earth Cree Nation Administration Office.
4. The Red Earth Education Commission will periodically provide opportunities for direct contact between students and counsellors at each of the 4 major Activity Centres.
5. The Red Earth Education Commission will develop channels of communication between their counselling and administrative staff and the student services staff of institutions attended by students.

## **SECTION 8.0            STUDENT REGISTRY AND CONFIDENTIALITY**

Policy: Paragraph 14.0 Student Registry

14.1 The Red Earth Education Commission will maintain documentation with respect to student support provided. Disclosure of this information requires the informed consent of the student.

14.2 The Red Earth Education Commission will maintain a student registry for statistical submission purposes to AANDC Education Branch in Ottawa as required by the post-secondary education data and information system.

### **Application:**

- i) The Red Earth Education Commission will be required to maintain student records in support of its counselling and administrative functions.
- ii) The Red Earth Education Commission will maintain student statistical data in accordance with the needs of the funding agencies (Education Branch and Social Development Branch of AANDC) and will submit reports as agreed upon in Terms and Conditions.

### **Procedures:**

1. The Red Earth Education Commission will maintain individual and collective student records including, but not limited to, the following:
  - 1 Historical student data;
  - 2 Record of duration of support;
  - 3 Transcripts of marks;
  - 4 Certificates, diplomas or degrees earned;
  - 5 Record of time remaining for which student is eligible;
  - 6 Financial records relating to all individual student allowances, travel, contingency, books and supplies, tuition fees, advances and other payments made to or on behalf of the student;
  - 7 All applications for assistance under PSSSP;
  - 8 Records of any appeals, warnings and student contracts;
  - 9 All student education plans submitted.
2. All individual student records are deemed to be confidential and private unless an exception is made by student waiver of confidentiality and privacy. Individual student records will, among PSSSP administering organization staff, be considered confidential on a "need to know" basis.
3. The Education Commission staff will not release any information contained in

individual student records to any individual not covered by the Student Waiver of Confidentiality under any circumstances without the express approval, in writing, of the student.

4. The Education Commission may elect to adopt a computerized system of maintaining student records and generating reports except that the rules of confidentiality and privacy will apply to these records as they do to manually maintained records.
5. All computerized records will be safeguarded through a system of restricted access that will be part of the system adopted.

## **SECTION 9.0 POLICY MANUAL OPERATING GUIDELINES**

Policy: Paragraph 13.0 Policy Manual Operating Guidelines

The RECN Post-Secondary Centre, in conjunction with the Red Earth Education Commission, will develop Policy Operating Guidelines for the administration of the RECN Post-Secondary Student Support Program. These guidelines will be publicly available.

### **Application:**

- i) The Education Commission will develop and maintain Policy Manual Operating Guidelines for the purposes of guiding the activities of PSSSP Counselling and Administration staff and to provide controls in the operations of the PSSSP.

### **Procedures:**

1. Copies of Policy Manual Operating Guidelines may be made available for perusal by interested students and other stakeholders, but will be returned to the administering organization after inspection. This is to ensure that only current copies of the Policy Manual Operating Guidelines Handbook are in circulation.

## **SECTION 10.0      POLICY REVIEW**

Policy: Paragraph 15.0 Policy Review

15.1 There shall be a policy review at the end of six months in the initial year of administration of the PSSSP and annually thereafter when funding levels are struck in April.

15.2 Normal policy review procedures shall apply except that student representation at the six month and annual review meetings will be sought.

15.3 One Student representative will be chosen by their fellow students of the four major Student Activity Centres.

15.4 Student Activity Centres will include:

- Prince Albert programs
- Saskatoon programs
- Nipawin programs
- Regina programs

15.5 Costs of participation in policy review activities by students will be borne by the PSSSP Program. This will include funding of related student organizational activities to a maximum level for each activity centre to be annually set in Operating Guidelines.

15.6 The Education Coordinator and the Portfolio Councillor will be responsible for interim policy adjustments, where the policy changes cannot be deferred to the next formal policy review, in the period between formal policy reviews

### **Application:**

- i) as per policy.
- ii) Student representative will not be a voting member of the Policy Review.
- iii) Interim policy adjustments made in accordance with this policy will be presented to the formal Policy Review meeting and will require ratification at that time.

### **Procedures:**

1. The major purpose of the organization, from the perspective of the Education Commission, will be to elect a representative to serve on the Policy Review the RECN to represent the interests of the students from the Activity Centre in the Policy Review process.
2. Student representative on the Policy Review will have their expenses paid by the

Education Commission for travel, accommodation and sustenance while participating in the PSSSP Policy Review process.

3. The Policy Review process will be initiated by the Education Director.

**Monthly Allowance**

Supplement in High Rental Area

i)	Single student living with employed parent(s)	\$800.00
ii)	Single student	\$1225.00
iii)	Married student with employed spouse	\$1125.00
	with 1 dependent	\$1275.00
	with 2 dependents	\$1400.00
	with 3 dependents	\$1500.00
	\$50 per month for each additional dependent	
iv)	Married student with dependent spouse	\$1325.00
	with 1 additional dependent	\$1475.00
	with 2 additional dependents	\$1600.00
	with 3 additional dependents	\$1700.00
	more than 3 children <u>\$50 per month for each additional dependent</u>	
v)	Single student/parent:	\$1225.00
	with 1 dependent	\$1375.00
	with 2 dependent	\$1500.00
	with 3 dependents	\$1600.00
	more than 3 children \$50 per month additional dependent.	

\*Revised June 2015\*

## **RECN POST SECONDARY STUDENT SUPPORT PROGRAM APPLICATION FOR FUNDING**

**Mail:** Red Earth Cree Nation – PSSSP  
Box 112  
Red Earth, Sask.  
S0E 1K0

Phone: (306) 768 -3401  
Fax: (306) 768-3480  
Web site: [www.redearthcreenation.com](http://www.redearthcreenation.com)

Walk In: Red Earth Cree Nation Admin Office  
Box 112  
Red Earth, Sask.  
S0E 1k0

### **Case Load – Full Time**

- Must be enrolled in 4/3 classes or 12 credit hours

### **Case Load – Part Time**

- 2 classes
- Pro rated is required to take less than 4/3 classes by institute
- Institute must be approved by RECN Sponsored

### **Marks/Transcripts**

- Unofficial transcripts – required in January for fall semester
- Official transcripts – required before September for both semesters
- If student fails or NP's 3 or more classes –will have fund terminated
- If students fail 2 classes they will have to pass all 4 in the following term in order to continue in the fall

### **Duration of Funding**

Level UEP	8/10 months
Level I	16 months – Certificate/Diploma (2/3 Years)
Level II	40 months – Bachelor's Degree (4/5 Years)
Level III	32 months – Masters
	24 months – Ph.D. or Doctorate

There is an appeal process in place for students who have used up their student months.

\*\*\*Students must inform the Education Commission of changes in circumstances BEFORE and not AFTER the fact. Proactive versus reactive.

**PART C: PREVIOUS EDUCATION AND TRAINING**

HIGH SCHOOL

Name: \_\_\_\_\_ Location: \_\_\_\_\_

Highest Grade Completed: \_\_\_\_\_ Year \_\_\_\_\_ Grade 12 Diploma: Y \_\_\_ N  
\_\_\_\_\_

UEP

Institute \_\_\_\_\_ Location \_\_\_\_\_

Dates from \_\_\_\_\_ to \_\_\_\_\_

Level I (community college/technical/private)

Program name:  
\_\_\_\_\_

Institute \_\_\_\_\_ Location \_\_\_\_\_

Dates from \_\_\_\_\_ to \_\_\_\_\_

Level III     i) University Professional Programs (i.e. M.D., LLB) (Masters)  
                  ii) Post Graduate Programs (i.e. M.ED., M.A., Ph.D.)

i)     Program  
Name \_\_\_\_\_

Institute \_\_\_\_\_ Location \_\_\_\_\_

Dates from \_\_\_\_\_ to \_\_\_\_\_

ii)     Program  
Name \_\_\_\_\_

Institute \_\_\_\_\_ Location \_\_\_\_\_

Dates from \_\_\_\_\_ to \_\_\_\_\_

Summary –As of Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

UEP \_\_\_\_\_ Months

Level I \_\_\_\_\_ Months

Level II \_\_\_\_\_ Months

Level III \_\_\_\_\_ Months

**PART E: STUDENT APPROVAL RELEASE OF INFORMATION CONSENT**

\*\*\*\*\*

**PRIVACY ACT STATEMENT**

The information you provide on this document is for the purpose of Post-Secondary Student financial assistance. Personal information that you provide is protected under the provisions of the Privacy Act.

I hereby authorize that the above information concerning my academics may be released upon request to the Red Earth Cree Nation Post-Secondary Student Support Program. I will submit a Program Overview report signed by an academic/student counsellor at my institution of study until my completion date. I accept responsibility to complete and satisfy the academic requirements at my institution of study. I will manage the education assistance to the best of my ability. I will provide a transcript of marks to the Education Commission after each semester of study. I will abide by the policy and Guidelines of the Red Earth Cree Nation Post-Secondary Student Support Program.

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Important Deadline Dates to Remembers!!!**

- 1. **Funding Application Deadline dates (No applications will be accepted after)**
  - 1. June 15<sup>th</sup> for September intake (fall enrolment)
  - 2. November 30<sup>th</sup> for January intake (winter enrolment)
  - 3. March 30<sup>th</sup> for Intercession/Summer Session



## II. **Official Registration Deadline Dates**

Official registration for fall required at the end of August before September cheques will be released.

Official registration for Winter required at the end of December before January cheques will be released.

Official registration for intercession/summer session required before May cheque will be released.

## **APPLICATION PROCEDURE**

1. Apply to PSSSP for funding with all documentation.
  1. High School Transcripts
  2. All other transcripts
  3. Treaty Card (self)
  4. Hospitalization Card (self/dependants)
  5. Acceptance Letter
  6. Registration of Classes
2. Apply to institutions intending to attend
3. Get acceptance letter from institute and forward to Education Commission
4. Pick classes and forward registration to the Education Commission.
5. Selections of the students done by Education Commission during first week of July.
6. Letter and or email informing students of decisions.
7. All documentation required before first cheque is released.

## **Dropping Classes**

- must do so within institution deadline dates
- drop fees are responsibility of student if Education Director not notified
- must have approval of Education Director
- if classes are dropped without approval then student may pay to retake classes and will be penalized

**RED EARTH CREE NATION  
POST SECONDARY STUDENT SUPPORT PROGRAM**

**STUDENT CONTRACT**

I understand the following conditions apply to my sponsorship by the Red Earth Cree Nation for the 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 of my course of studies.
2. I agree to attend classes regularly.
3. I agree to consult with the counsellor of my program if any problems arises academically, emotionally, physically and financially.
4. I agree to provide my marks and reports on a semester basis to the Post-Secondary Student Support Program Office.
5. I agree to report any changes to my student and/or program status promptly. I understand that it is a serious matter to provide false information and/or fail to report any changes in the information provided.
6. I authorize the Education Commission/Director through their PSSSP staff to obtain information from person, agencies or organizations to determine and/or verify my eligibility for benefits or services under the Post-Secondary Student Support Program.
7. I declare that all information provided is true and complete and I make this solemn declaration believing it to be true and knowing that it is of the same force and effect as if make under oath.
8. I understand that I have the right to appeal and decision made with respect to my application for sponsorship in accordance with Post-Secondary Student Support Program Policies.

I hereby agree to the terms/conditions for financial assistance that I have read above.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date