

Algonquins of Pikwàkanagàn

POST SECONDARY EDUCATION PROGRAM POLICY AND PROCEDURES

Post Secondary Education Assistance is provided to eligible Algonquins of Pikwàkanagàn post secondary students enrolled in eligible programs of study within the limits of funds available.

When necessary policy changes are made, a memorandum of such changes will be posted on the Algonquins of Pikwàkanagàn website at www.algonquinsofpikwàkanagàn.com or the Education Services office will mail notification of such changes to the students receiving assistance.

Ultimately, it is the student's responsibility to ask for current information Regarding education assistance.

MISSION STATEMENT

The intention of the Algonquins of Pikwàkanagàn Post Secondary Policy is to help its eligible Members gain access to Post Secondary Education in a fair and equitable manner, and graduate with the qualifications and skills necessary to pursue individual careers, and in respect respond to the needs of the First Nation community and its greater interest.

**ALGONQUINS OF PIKWÀKANAGÀN
POST SECONDARY EDUCATION PROGRAM
POLICY & PROCEDURES**

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GLOSSARY

1. *“Academic Probation”* means a student may be put on a contractual agreement as determined by the Manager, Education Services, based on individual needs, mid term marks and on a case-by-case basis when the student fails to meet the minimum standards requirements.
2. *“Academic Year”* is as defined by the Post Secondary Institution, but will not be less than eight months or 32 weeks.
3. *“Books & Supplies”* means textbooks and supplies or equipment (such as special clothing/footwear/accessories, or art materials, etc.) which have been certified as a requirement of the student’s Program of Study.
4. *“Council”* means the duly elected Chief and Council of the Algonquins of Pikwàkanagàn.
5. *“Dependent Child”* means a child who is under the age of 18 years, and is a registered member of the Algonquins of Pikwàkanagàn, and is financially reliant upon the student.
6. *“Dependent Spouse”* means a person who
 - i. is a *“Member”*, and is married to the student/or has lived as a common-law spouse with the student for a period of one year prior to his/her application for educational assistance, and is fully financially reliant upon the student.
7. *“Education Services”* means the Algonquins of Pikwàkanagàn Education Services.
8. *“Emergency Travel”* means travel due to a life threatening illness or a death in the immediate family.
9. *“Exceptional Student”* means a student that has been identified by the school identification, placement and review committee and is deemed an exceptional learner within their schools.
10. *“Fast Tracking”* means to complete course of study within a shorter timeframe that may include summer courses. This allows the student to complete diploma or degree requirements outside the regular academic year, which are fall and winter semesters only.
11. *“Field of Study”* means a general career area, in which there may be several specific Programs of Study, and different Levels of Education.

12. *"Full Time Student"* means a student who is registered in five courses or 30 credits for each year at Level II studies, and for Level I students, registered in all courses designated by the Post Secondary Institution.
13. *"Full Time Living Expenses"* means that part of the Sponsorship, which is paid monthly to Full Time students only.
14. *"Immediate Family"* (including common-law for at least one year) defined as wife, husband, father, mother, brother, sister, children, foster parents, adopted brother/sister, half brother/sister, grandparents, as well as any person residing in the employees household for a period of at least one (1) year.
15. *"Level of Education"* refers to different categories of college, university undergraduate, & university graduate studies, each having distinct entrance requirements.
16. *"Manager, Education Services"* means the person who makes all financial decisions regarding Sponsorship support to our Members.
17. *"Mature Student"* is as defined by the Post Secondary Institution they are applying to.
18. *"Medical Reasons"* must be documented by a licensed physician, if being used by a student to justify his/her absence from class, reduced course-load, or withdrawal from a Program of Study.
19. *"Member"* means a person whose name appears in the Membership Register of the Algonquins of Pikwàkanagàn.
20. *"Mid-Term Report"* is the statement of a student's current academic standing which is provided by his/her Post Secondary Institution at the mid-point of the academic Term. Usually, a Mid-Term Report is produced by college institutions in each Semester however; most university institutions produce only one Mid-Term Report for the whole Academic Year.
21. *"Minimum Standard Requirements"* refer to the lowest marks acceptable for a Sponsorship to continue. Level I students must maintain a Term or Semester average of 50% or better, or the letter Grade of 'D-' or a Grade Point Average (GPA) of at least 1.0 on a scale of 0 to 4.5. Level II and Level III students must maintain a Term or Semester average of 50% or better, or the letter Grade of 'D-' or a Grade Point Average (GPA) of at least 1.0 on a scale of 0 to 4.5.

22. *"Part Time Student"* is as defined by the student's Post Secondary Institution.
23. *"Post Secondary Education"* means an accredited Program of Study offered by a Post Secondary Institution, which requires a Grade 12 Diploma, or its equivalent, as an entrance requirement.
24. *"Post Secondary Institution"* means a degree, diploma, and certificate granting institution, which is recognized by the province. This includes private institutions, which are affiliated with, or delivering accredited Post Secondary programs for, a public Post Secondary Institution.
25. *"Post Secondary Sponsorship Application"* is a set of forms, which is distributed by the Education Services department. When complete, it outlines the information required in order to be considered for Sponsorship. The application package includes a clear listing of the 'Terms & Conditions' that will apply if the Sponsorship is approved.
26. *"Post Secondary Counsellor"* means the person responsible for the academic support of Pikwàkanagàn Post Secondary students.
27. *"Program of Study"* includes only accredited Post Secondary Education courses which lead to a certificate, diploma, or degree, and which require the applicant to hold a Grade 12 Diploma, or its equivalent.
28. *"Resident"* means a 'Member' who, during the twelve consecutive months immediately prior to application for Sponsorship, has:
 - i. resided within Canada, or
 - ii. been a Full Time student at an Educational Institution outside of Canada, but whose principal residence remains in Canada.
29. *"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.
30. *"Sponsorship"* means an annual financial support from Education Services to an eligible Member to assist with the costs of his/her Post Secondary Education, which is based primarily on the academic performance of the applicant.
31. *"Standing Committee of Council for Education and Cultural Development"* is a committee consisting of Community Members, staff, and Council representatives, who develop and recommend to Council effective and fair programming within the Education Services.

32. *“Term”* means a semester when referring to College institutions and the ‘Academic Year’ when referring to University institutions.
33. *“Terms & Conditions”* refers to the contractual requirements of the student who accepts this Sponsorship.
34. *“Tuition”* includes academic fees charged to the student upon his/her acceptance into a Program of Study, with the exception as noted within this Policy (i.e. Bus Passes and Parking Passes).
35. *University/ College Entrance Preparation”* means a student applying for assistance in UCEP are required to obtain from the post secondary institution a statement which attests that the UCEP program will provide the necessary courses to attain the academic level for university or college entrance and the student will be eligible to be accepted as a student of a regular university or college credit program upon successful completion of the UCEP course of studies.

WHO IS ELIGIBLE FOR THIS ASSISTANCE?

If you are a registered member of the Algonquins of Pikwàkanagàn, and have met the entrance requirements for, and have been enrolled in or accepted for enrolment in an eligible post secondary program, then you can apply for Post Secondary Education assistance through the Algonquins of Pikwàkanagàn education program.

WHAT IS AN ELIGIBLE PROGRAM?

An eligible Post Secondary program of studies must be at least one academic year in length; be offered by a recognized Post Secondary Institution; and have a secondary school completion or equivalent as a prerequisite for admission to the program.

The program of studies must lead to a certificate, diploma or degree. Some post secondary diploma programs and/or certificate programs, of one academic year in length may be eligible if it can be proven to be advancement in their chosen field.

WHAT IS A POST SECONDARY INSTITUTION?

A Post Secondary Institution is a diploma, certificate or degree granting institution that is recognized by the Province. This includes private institutions, which are affiliated with, or deliver accredited post secondary programs.

Public Post Secondary institutions receive operating grants from provincial and federal governments, while private Post Secondary Institutions receive a majority of funding from other sources, therefore tuition costs are usually higher.

A student may choose to attend either a public or private institutions; however, tuition assistance is calculated at the **Public** Post Secondary rate for the same or similar program.

WHAT TYPE OF POST SECONDARY EDUCATION ASSISTANCE IS THERE?

There is Post Secondary Education assistance for eligible students for tuition, books, full time living expenses and if applicable, travel for full time students and tutoring assistance.

EXCEPTIONAL STUDENTS

Exceptional Students may be granted a reduced work load in their Post Secondary studies at the discretion of the Manager, Education Services based on a recommendation from the Post Secondary Institution, and a documented plan of action approved by the Registrar's office and the Manager, Education Services of the Algonquins of Pikwàkanagàn. Students that are granted such exception will be given written terms of such plan, and adhere to all it contains.

TUITION ASSISTANCE

Tuition assistance for eligible full or part time students includes the tuition fee for a semester or academic year for an eligible Post Secondary program of studies for which education assistance has been approved.

NOTE: Documentation from the Post Secondary Institution is required to verify these fees. Optional student fees and late fees remain the responsibility of the student.

BOOK AND SUPPLIES

Assistance for textbooks and stationery supplies which are certified as a requirement of the students Program of Study by the institution in the form of a letter, is provided to the maximum of \$2,000 for full time students and \$1,000.00 for part time students.

Assistance is provided for equipment (such as special clothing/footwear /accessories, or art materials, etc) which are certified as a requirement of the students Program of Study by the institution. The Manager, Education Services must approve any mandatory equipment exceeding the maximum limit in writing. However, assistance will **not** be provided for the purchase of computers, cell phones, filing cabinets, typewriters, campus clothing, campus book bags or any items not specifically required by the Program of Study.

Education Services will request a "Purchase Order" for each student at the beginning of each semester of study in the amount equal to the estimate of the cost for such textbooks and supplies and have it sent in advance of the week of registration to the campus bookstore.

Any purchases made on the Purchase Order without prior approval from the Manager, Education Services that are **not** certified as a requirement of the students Program of Study by the institution, will be deducted in total from the student's next monthly living allowance expense. Part time students will be invoiced directly for reimbursement of unauthorized purchases.

TRAVEL

Students who are registered full time, and who are required to live more than 100 kilometers away from their usual, permanent place of residence at the time of their application, may receive the cost of one way travel between home and school in September and school to home in May of their current school year.

These travel costs will be calculated by the most economical means, with considerations given to reasonable comfort of the traveler.

EMERGENCY TRAVEL

The Manager, Education Services will document the request on the student's file. Upon confirmation of the facts and obtaining scheduling details from the student the Manager, Education Services will arrange for a pre-paid return ticket at a travel agency.

BUS PASSES/PARKING PASSES

The Algonquins of Pikwàkanagàn Education Services will not pay for bus passes or parking passes.

FULL TIME LIVING EXPENSES

A full time student who meets the Algonquins of Pikwàkanagàn definition of full time study for each semester is eligible to receive a monthly allowance based on the levels of allowance for living expenses available from the Education Services office. This living expense is provided only if the student continues to meet acceptable academic performance as specified in this policy.

Allowance for living expenses funds will be released on the last business day of the month in advance of each month of study, with the exception of March, because of the fiscal year end, this living allowance expense cannot be released until the first business day in April.

This living allowance expense will be provided at a rate, in Canadian dollars, and will not exceed the current established levels even if the student studies outside of Canada.

The number of months of living allowance expenses that a student is eligible for depends on the following:

- at the end of the academic year, if the student is registered as full time up until the 15th day of the last month, then the student is eligible for a full month's allowance, OR
- if the student is not, then the Manager, Education Services will pro-rate the number of days of allowance based on the days of attendance that the student needs to finish full time studies.

LIMITS OF ASSISTANCE

This policy supports continued Post Secondary Education in one field of study only. There are certain limits to assistance that the student must be aware of in addition to maintaining eligibility for education assistance.

Education assistance is available for three levels of education:

- Level I - Community College Diploma or Certificate **or** University/College Entrance Preparation (UCEP)

Level II - University Undergraduate Programs

Level III - Advanced/Professional University Degree Program
(e.g. Masters, Doctorate may be limited to 2 students every second year) Chief and Council may recommend approval based on Exceptional Considerations.

Education assistance will be provided to students to complete one program of study at Levels I, II & may be provided at Level III, within the time frame set by the Post Secondary Institution.

Level I, provides assistance to students to complete a Community College Diploma or a Certificate Program (the length of which is defined by the Institution) or assistance to complete UCEP Program (the maximum length will be one academic year, as defined by the institution offering the program).

Student applying for assistance in UCEP are required to obtain from the post secondary institution a statement which attests that the UCEP program will provide the necessary courses to attain the academic level for university or college entrance and the student will be eligible to be accepted as a student of a regular university or college credit program upon successful completion of the UCEP course of studies.

Students may receive assistance for Level II studies for an additional degree program at the Bachelor Level, **BUT** only if the second program of study demands an undergraduate degree as a prerequisite, and funding is available.

Students who have completed a Level III program of study irrespective of whether or not Algonquins of Pikwàkanagàn funding was provided, are not eligible for Level I or Level II assistance.

Students who choose to change their program of study, the academic years used against that Level of education will be deducted from the total amount available, but only for that Level.

Students who withdraw from Level II studies to undertake Level I studies, drop in priority status, and may or may not receive assistance depending on the availability of funding.

Students may receive assistance to undertake Level II studies after having successfully completing Level I studies if they are a continuing student, and funding is available.

NOTE: Fast tracking (i.e. fast tracking will not be funded through this policy (summer semester programs) unless it is a mandatory requirement of the program.

WHAT IS A PRIORITY SYSTEM?

A Priority System is designed to provide fair and equitable access to limited Post Secondary assistance and at the same time contribute to the management of this funding over a number of years. The following is the Priority System:

- Priority 1** - Continuing students in Level I and Level II who have met our minimum standard requirement in the preceding academic year, and who were funded by the Algonquins of Pikwàkanagàn.
- Priority 2** - Secondary School Graduates
- Students who are registered in a secondary school institution, and have received a secondary diploma in four consecutive years and not more than a five-year program.
 - Students whose applications were deferred from the previous year due to lack of funds will be given priority over new graduates.
 - Secondary School students who graduated in the previous academic year, and who with the permission of the Manager, Education Services deferred their studies for one year.
 - Students who withdrew due to medical reasons. In this case, the student will be required to provide a letter from their physician that confirms this.
- Priority 3** - Mature students are applicants who have a high school graduation diploma or equivalent (GED Provincial Level). These applicants may apply for assistance as a mature student provided that they are at least 21 years of age and have been out of the secondary school for four years.
- Priority 4** - Part Time students depending on availability of funding.
- Priority 5** - Students returning to Post Secondary Education who withdrew because of academic failure or after having withdrawn voluntarily must demonstrate initiative to have furthered their studies on their own. The Manager, Education Services will consider the merit and circumstances of each case on an individual basis. Students must reapply for assistance and provide all documentation as a new applicant.

EXCEPTIONAL CONSIDERATIONS

Includes any student who has been accepted into a Post Secondary Education Program where it can be proven that their field of study will be of benefit, directly to the Algonquins of Pikwàkanagàn priorities. The student must sign a contractual agreement of commitment to the Algonquins of Pikwàkanagàn upon acceptance of their application. This decision will be made by Chief and Council of the Algonquins of Pikwàkanagàn, and is based upon availability of funding.

MAINTAINING ELIGIBILITY

A student who has been approved for Post Secondary assistance must maintain his/her eligibility for continued assistance. Here is a summary of how to do this:

The student must maintain their approved funded status of full time or part time student, as defined by this Post Secondary Policy for the full academic year.

The student must meet the minimum standard requirement in a course to continue as a full time student. If not, the student may be put on academic probation for the next semester or may be discontinued for educational assistance. Full time at Level I is considered a full course load as determined by the College. Full time at Level II and Level III is considered a full course load as determined by this Post Secondary Policy. The student must achieve our minimum standard requirement on his/her final report for grades of each academic term or semester.

The student must maintain contact with Education Services by providing information on his/her current address, respond to e-mails, phone calls, letters, faxes, and provide report of grades. Failure to do so could result in assistance being withheld.

The student must provide Education Services with a completed Confirmation of Enrollment form (Appendix 2), and a Release of Information form (Appendix 3) before any full time living expenses are released for the second month of study in the current academic year.

The student must attend all scheduled classes/labs/tutorials, prepare for class by doing homework, reading assignments and placements and be diligent in submitting all assignments on time, and completing all tests and exams.

The student who may be experiencing difficulty in his/her program of study must contact the Education Services Post Secondary Counsellor before they are in jeopardy of failing, dropping out, or being put on academic probation.

ATTENDANCE RECORDS

Education Services reserves the right to request attendance records from program instructors, and to adjust a truant student's living expenses accordingly (the amount per day is determined by dividing the living expense by the number of business/school days in the month, which is usually 20).

Exceptions will be made, due to medical reasons, a life threatening illness or a death in the immediate family. However, it is the student's responsibility for making up the class work.

TRANSCRIPTS

An official transcript of marks is required for each academic semester. The deadlines for receipt of these transcripts are:

- Third week of December for College (Level I) students for the Fall semester
- Third week of January for University (Level II and/or Level III) students for the Fall semester
- Third week of May for all (Levels I, II, & III) students for the Winter semester

If the transcript is not available by the specified date, then a letter from the faculty department head must be provided indicating that the transcript is not available until a later date and that the student has had successful academic performance to date. Failure to do so will result in the student's education assistance being withheld until the document is received.

INELIGIBILITY AND OVERPAYMENTS

Students may be ineligible for educational assistance for several reasons. Students may have withdrawn from their program of studies, may have experienced academic failure or may have received an overpayment for an expenditure for which they were not eligible.

The following are examples of such overpayments:

A student is not eligible to continue receiving a full time living expense once he/she

- fails to maintain full time status;
- fails to meet the Algonquins of Pikwàkanagàn's minimum standard requirement of the program of study.

A student receiving and accepting such funds after this, is considered an overpayment.

A student who fails to officially withdraw from any course before the Post Secondary Institutions deadline, and Education Services cannot be reimbursed for tuition or textbooks, is considered to have an overpayment. This may not apply if the student must withdraw for medical reasons.

A student becomes eligible to re-apply for assistance when all overpayments have been repaid and the student is cleared of all financial debt to the Algonquins of Pikwàkanagàn.

CONDITIONS OF WITHDRAWAL

Students who must withdraw from their studies for whatever reason must do so in writing to the Post Secondary Institution. Students must provide a copy of the letter to Education Services. The student must reapply for assistance and provide all the necessary documentation as a new applicant.

Students who withdrew due to medical reasons. In this case, the student will be required to provide a letter from their physician that confirms this. Students must provide a copy of the letter to Education Services. A student must have recovered sufficiently to continue his/her studies must provide a letter from their physician that confirms that they are well enough to return to their full time studies.

Students returning to Post Secondary Education who withdrew because of academic failure or after having withdrawn voluntarily must demonstrate initiative to have furthered their studies on their own. The Manager, Education Services will consider the merit and circumstances of each case on an individual basis. Students must reapply for assistance and provide all documentation as a new applicant.

CONFIDENTIALITY

The Algonquins of Pikwakanagan, Education Services are responsible for ensuring the confidentiality of information on file for all students. This information will not be released to anyone without the students consent in writing.

Any person acting on behalf of a student, the written consent form from the student must be provided to the Education Services.

GRADING SYSTEM/MINIMUM STANDARD REQUIREMENT FOR LEVEL I

The following is a composite system developed for use by Education Services to determine minimum standards required for Level I and determining academic awards.

Letter	Percent	Description	GPA
A+	90-100	Distinctive Excellence	4.5
A	80-89	Excellent Knowledge	4
B+	75-79	Good Knowledge/ Ability	3.5
B	70-74	Good Knowledge/ Ability	3.0
C+	65-69	Basic Knowledge/ Ability	2.5
C	60-64	Basic Knowledge/ Ability	2.0
D+	55-59	Limited Ability	1.5
D	53-54	Limited Ability	1.25
D-	50-52	Limited Ability	1.0

Students must maintain a term or semester average of 50% or better, or the letter Grade of 'D-' or a Grade Point Average (GPA) of at least 1.0 on a scale of 0 to 4.5.

GRADING SYSTEM/MINIMUM STANDARD REQUIREMENT FOR LEVEL II AND LEVEL III

The following is a composite system developed for use by the Education Services to determine minimum standards required for Level II and Level III and determining academic awards.

Letter	Percent	Description	GPA
A+	90-100	Distinctive Excellence	4.5
A	85-89	Consistence Excellence	4
A-	80-84	Excellent Knowledge	4
B+	77-79	Proficient Knowledge	3.5
B	73-76	Good Knowledge/ Ability	3.25
B-	70-72	Good Knowledge/ Ability	3.0
C+	67-69	Basic Knowledge/ Ability	2.5
C	63-66	Basic Knowledge/ Ability	2.25
C-	60-62	Acceptable Ability	2.0
D+	57-59	Limited Ability	1.5
D	53-56	Limited Ability	1.25
D-	50-52	Limited Ability	1.0

Students must maintain a term or semester average of 50% or better, or the letter Grade of 'D-' or a Grade Point Average (GPA) of at least 1.0 on a scale of 0 to 4.5.

HOW TO APPLY

Since this policy supports continued Post Secondary Education in one field of study only, it is very important that the student choose his/her path wisely.

EACH APPLICANT MUST:

- Submit a completed Application for Sponsorship for Post Secondary Education (Appendix 1). Contact Education Services to obtain a copy from the Post Secondary Counsellor. The deadline for completed applications for sponsorship is June 1st of the current academic year.
- Secondary School graduates may defer funding for only 1 year and then must submit a completed application before June 1st the following year. Deadline for letters of deferral is July 1st of their graduating year.
- Include an estimated costing for tuition, textbooks & supplies or any special equipment which may be mandatory to your program of study.
- Include the program description and diploma requirements.
- Include a letter addressed to the Manager, Education Services expressing the details of your choice of program of study and why, and if you are willing or able to contribute in some way financially to your program of study.
- Include a photocopy of both sides of your status card.
- Include a copy of transcripts from your last year of study.
- Students must provide his/her letter of acceptance from the Post Secondary Institution as soon as it is available.

APPROVED APPLICATION:

The student must make contact with the Education Services Post Secondary Counsellor to obtain and complete the following documents:

- Application of Sponsorship (Appendix 1)
- Confirmation of Enrolment Form (Appendix 2)
- Release of Information Form (Appendix 3)
- Personal Banking Information Form (Appendix 4)

Students must submit the following documents to the Education Services before the third week in September, the Confirmation of Enrolment Form (Appendix 2) and the Release of Information form (Appendix 3).

Students must re-submit their Personal Banking Information (Appendix 4), when their banking information changes.

It is a mandatory requirement for all continuing Post Secondary students to complete and provide information as required per attached (Appendix 5) on an annual basis.

Please keep Education Services informed of any changes in your contact information, and/or in your personal life that may influence your studies.

APPEAL PROCESS

To ensure fairness and equitable treatment under the policy, the Algonquins of Pikwàkanagàn Education Services have established the following appeal process.

When decisions made by the Manager, Education Services are appealed, the following appeal process is followed:

The student or applicant will present his/her case in writing to the Chairperson/ Portfolio Holder of the Standing Committee of Council for Education and Cultural Development. The Chairperson will add the issue to the next regular meeting of the Standing Committee or decide if a special meeting should be called. In either case, the Chairperson will inform the Manager, Education Services to have this appeal added to the agenda for the next meeting.

The student or applicant will be notified by the Chairperson of the Standing Committee of Council for Education and Cultural Development, in writing, via e-mail and regular postal mail of the date and time for the meeting when his/her case will be presented. The student or applicant has the option of being present or having a representative attend on his/her behalf.

All written documentation on the case will be provided to the Standing Committee of Council for Education and Cultural Development

The Standing Committee of Council for Education and Cultural Development, after hearing evidence from all parties, may render its decision in private, and provide that decision in written format only to the student or applicant, with copies to the Manager, Education Services, and the Executive Director.

If the student or applicant is not satisfied with the decision of the Standing Committee of Council for Education and Cultural Development, he/she can appeal to the Executive Director of the Algonquins of Pikwàkanagàn. When this is done, the decision of the Executive Director will be final.

IMPORTANT DATES

- Third week of December-** Marks/Grades Transcripts are due for all continuing College (Level I) students for the FALL Semester
- Third week of January-** Marks/Grades Transcripts are due for all continuing University (Level II or Level III) students for the FALL Semester
- Third week of May-** Marks/Grades Transcripts are due for all continuing College (Level I) & University (Level II & III) students for the WINTER Semester
- June 1-** Deadline date for Post Secondary Applications.
- July 1-** Deadline date for submitting a Letter of Deferral (for one year)
- Third week of September-** Confirmation of Enrolment Form and Release of Information Form

REMEMBER:

Keep in touch with your Post Secondary Counsellor at least twice per semester/term.

Algonquins of Pikwàkanagàn Education Services

1657A Mishomis Inamo

Pikwàkanagàn

Golden Lake, Ontario K0J 1X0

Tel: 1-613-625-2800 **Fax:** 1-613-625-2449

Toll Free: 1-866-841-8900

Website: www.algonquinsofpikwakanagan.com

Manager, Education Services (ext.239)

mgr.education@pikwakanagan.ca

Post Secondary Counsellor (ext.238)

post.secondary@pikwakanagan.ca

Administrative Assistant (ext.240)

education@pikwakanagan.ca

WE WISH YOU THE BEST OF LUCK IN YOUR POST SECONDARY STUDIES!

STUDENT APPLICATION CHECKLIST

(Keep this copy for your records)

The following documents are due by June 1st of the current academic year:

	One complete Application Form (provide signatures and dates on both sides)
	Letter of Intent Re: course of study/future plans
	Photocopy of both sides of Status Card
	Transcripts from last year of study
	Current Prices for Tuition, Textbooks and Supplies
	Full Program Description and Diploma Requirements (can be found online at the post secondary institution's website)
	Letter of Acceptance from campus of choice (as soon as it is received)
	Proof of Dependants (photocopy of Child Benefit Statement, if you are claiming dependant(s))

Please mail your completed application package to the following:

Algonquins of Pikwakanagan
Education Services, Post Secondary Counsellor
1657A Mishomis Inamo
Pikwàkanagàn
Golden Lake, Ontario K0J 1X0

The following document is due by July 1st of the year of Graduation from Secondary School.

DEFERRAL FUNDING LETTER

	A Student Seeking a Deferral of Funding (a letter asking permission of the Manager Education Services for deferral of funding for one year)
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Appendix 1

TERMS AND CONDITIONS OF SPONSORSHIP

This Sponsorship will continue only for those students who achieve our Minimum Standard Requirement. Level I students must maintain a term or semester average of 50% or better or the letter Grade of 'D-' or a Grade Point Average (GPA) of at least 1.0 on a scale of 0 to 4.5, whichever is applicable. Level II and Level III students must maintain a term or semester average of 50% or better or the letter Grade of 'D-' or a Grade Point Average (GPA) of at least 1.0 on a scale of 0 to 4.5, whichever is applicable.

This Sponsorship allows for:

- Canadian rates, based on Ministry approved Post Secondary Education, for actual Tuition costs, including Student fees, paid directly to the Institution.
- Funding for Books & Supplies in the form of a Purchase Order to the campus Bookstore, not to exceed the amount estimated for the program, as provided in information from the Post Secondary Institution upon application.
- Return Travel costs to campuses more than 100 Kilometers away from the student's usual place of residence, twice per year, by most economical means.
- An Allowance for Living Expenses, for Full Time Students only, is released on the last business day of each month* in advance of each month of study in the Academic Year by Direct Deposit.

* The exception is April when allowances cannot be released before the first business day of that month, because of our fiscal year end.

Note: Release of this Allowance may be withheld by the Manager, Education Services, at any time, without prior notice, for failure to comply with the conditions of this Sponsorship.

This Sponsorship does not allow for:

- Reimbursement for initial application fee to a Post Secondary Institution or the cost of obtaining transcripts
- Reimbursement for photocopying, fines for overdue library books, or field trips
- Funds for the purchase of computers, cell phones, filing cabinets, typewriters, campus clothing and/or book bags, or any items not specifically required by the Program of Study
- This sponsorship does not allow for payment of bus passes & parking passes.
- Blanket coverage of any or all debt you may incur during your course of study, which includes a lease for accommodations.

Withdrawal:

If extreme absenteeism and/or fraudulent actions cause you to withdraw from your studies, you will be held financially liable for the costs expended for your Post Secondary Education by Education Services. As a result, you will be required to:

- Repay the total amount paid for Tuition for your program for your last Term of enrollment
- Repay any/all of Allowance for Living Expense amounts issued for the months affected

These conditions may not apply if you must withdraw for Medical Reasons. However, in this case, you will be required to provide a letter from your doctor that confirms this claim.

Expectations:

This Sponsorship is a valuable and an increasingly rare award - it should not be taken for granted. By agreeing to these Terms and Conditions, you are agreeing to respect our faith in your ability to succeed and to be respectful to your Post Secondary Institution by attending your classes regularly, being punctual, being prepared for your classes, by doing your assigned homework, handing in your assignments on time, being present for all your tests & exams, as required, and to complete the Program of Study within that Post Secondary Institution's scheduled time frame.

You must also agree to keep Education Services informed as to ANY changes in your contact information, or in your personal life that may influence your studies, and to keep in regular contact with us so that we may assist you in getting any help that you may need. You are also expected to contribute to your own Post Secondary Education by providing your own funds for the costs of moving to campus, such as rent deposit, utility hook-up, grocery staples, computer & accessories, etc.

Remember this application form must be completed on an annual basis.

**I HAVE READ THESE TERMS AND CONDITIONS
AND AGREE TO COMPLY WITH THEM IN ORDER TO BE ELIGIBLE FOR THIS SPONSORSHIP.**

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF WITNESS

DATE

This form shall be completed in duplicate; one copy is for the applicant, the other for *Education Services*.

Note: The actual application form will be printed on legal size paper in a larger/different font.

Appendix 2

[Printed on Algonquins of Pikwàkanagàn Letterhead and provided to sponsored student]

dd/mm/yyyy

CONFIRMATION OF ENROLMENT FORM

To: <<First Name>> <<Last Name>>, Manager, Education Services.

This is to certify that <<Student First Name>> <<Student Last Name>>, <<Student Number #>> is currently registered in the <<Program of Study>> Program with <<Campus>>, and as such, is considered to be a FULL-TIME student during the:

Fall Term, which starts on _____ and ends on _____.
dd/mm/yy dd/mm/yy

Winter Term, which starts on _____ and ends on _____.
dd/mm/yy dd/mm/yy

Dated

(signed/sealed by) Registrar's Admissions Office Staff

Registrar: Please retain a copy for your records and return original.

Appendix 3

[Printed on Algonquins of Pikwàkanagàn Letterhead and provided to sponsored student]

dd/mm/yyyy

RELEASE OF INFORMATION FORM

I, <<Student First Name>> <<Student Last Name>>, hereby give the Post Secondary Institution I am attending, or will be attending, namely<<Campus>>, permission to release any and all information regarding my academic performance and attendance at any given time within the fiscal school year 20(XX)/20(XX+1) to either:

<<First Name>> <<Last Name>>, *Manager, Education Services, or*

<<First Name>> <<Last Name>>, *Post Secondary Counsellor*

Both of whom are the representatives of the Algonquins of Pikwàkanagàn, are my financial sponsors.

Relevant information will include:

- copy of my Grade Report and/or Record of Academic Standing,
- copy of my “Confirmation of Enrolment” form, which I will submit to the Registrar’s office at registration,
- any relevant information to any changes in my Program of Study, such as a change from Full-Time to Part-Time status, and
- copy of my timetable.

Copies of the (Release of Information Form) will be submitted to the Campus Registrar’s Office and to the Coordinator of my *Program of Study* by Annette Sarazin, Post Secondary Counsellor in Education Services, Algonquins of Pikwàkanagàn.

Student Signature: _____

Witnessed by: _____

Dated: _____

Appendix 4

[Printed on Algonquins of Pikwàkanagàn Letterhead and provided to sponsored student]

dd/mm/yyyy

BANKING INFORMATION FORM

For direct deposit of a full-time living expense, please complete this bank information form and/or attach a "VOID" cheque and return this document upon request to the Education Services.

All information provided will be kept confidential.

Please provide the following information:

Bank Account Holder's Name: _____

Name of Bank: _____

Bank Branch Number: _____

Bank Transit Number: _____

Bank Account Number: _____

Signed

Dated

