

Algonquins of Píkwakanagan First Nation



Post-Secondary Education Student Support Program

Policy and Procedures

TABLE OF CONTENTS

Page

Table of Contents	2
Mission Statement	3
Introduction	3
Contact Information	3
Deferring Sponsorship	4
Eligibility	4
Priority System	4
Levels of Education	5
Programs sponsored	5
Programs not sponsored	6
Costs Sponsored	6
Costs not Sponsored	7
Application Procedure	8
New Student Applications	8
Continuing Student Application	9
Following Approved Sponsorship	10
How to Maintain Sponsorship	10
Due Dates	11
Academic Probation	12
Withdrawal	12
Involuntary Withdrawal	12
Voluntary Withdrawal	13
Unforeseen Circumstances	13
Repayment of Sponsorship Funds	13
Confidentiality	14
Appeal Process	14
Other Funding Sources	15
Definitions	16
Application for Sponsorship Form	19
Application Checklist	20
Terms and Conditions of Sponsorship	21
Release of Information Form	22
Banking/Direct Deposit Information Form	23

MISSION STATEMENT

The intention of this Algonquins of Pikwakanagan First Nation Post-Secondary Education Student Support Program Policy is to help its eligible members gain access to Public Post-Secondary Education in a fair and equitable manner, and to graduate with qualifications and skills necessary to pursue individual careers.

INTRODUCTION

SPONSORSHIP IS SUBJECT TO THE AVAILABILITY OF FUNDS

Post-Secondary Education Student Sponsorship is limited and may be provided, to eligible students accepted for enrollment in a Program of Study at a Public Canadian Institution.

Sponsorship under this program is **NOT** meant to cover **EVERY** cost that students may require and therefore students need to be prepared to contribute to the expenses necessary and apply to other funding sources while pursuing post-secondary education.

Sponsorship can and will be terminated for non-compliance with this policy. Students are advised that in the event of termination, they may be responsible for repayment of costs incurred on their behalf.

When necessary, policy changes occur, a memorandum of such changes will be posted on the First Nation Website. Education Services will notify the students who are currently being sponsored.

Ultimately, it is the student's responsibility to ask for current information regarding sponsorship.

CONTACT INFORMATION

Algonquins of Pikwakanagan First Nation,
Attention: Education Services
1657A Mishomis Inamo
Pikwakanagan, ON
K0J 1X0

Tel: 1-613-625-2800 Fax: 1-613-625-2332

www.algonquinsofpikwakanagan.com

<https://www.algonquinsofpikwakanagan.com/education/post-secondary/>

Manager, Education Services: mgr.education@pikwakanagan.ca

Post-Secondary Student Counsellor: post.secondary@pikwakanagan.ca

Executive Assistant, Education Services - Finances: ea.education@pikwakanagan.ca

DEFERRING SPONSORSHIP

- A current year Secondary School (high school) graduate may request to defer their sponsorship up to a maximum of **one year** and maintain their Priority Level #2, by submitting a letter of request to the Manager, Education Services for approval on or before the Due Date: **May 15th**
- A student who does not submit a deferral request when they apply for sponsorship in the future will be considered a Mature Student on the Priority System

ELIGIBILITY

- Must be a registered member of the Algonquins of Pikwakanagan First Nation according to its Membership Code.
- Have been accepted by a Public Canadian Institution.
- Must be in financial good standing with the Algonquins of Pikwakanagan First Nation.

PRIORITY SYSTEM

The Priority System is designed to provide fair and equitable access to the limited Post-Secondary Education Student Sponsorship Funds.

PRIORITY 1	CONTINUING STUDENTS: a) Students sponsored in the previous academic year who were successful in maintaining sponsorship eligibility in that previous academic year. (see definition of Continuing Student) b) Students who were approved for medical withdrawal.
PRIORITY 2	SECONDARY STUDENTS: (a) Secondary students whose applications were deferred from the previous year due to lack of available funds. (b) Secondary School students who submitted a deferral request by the due date and were approved by the Manager, Education Services. (c) Current year secondary school graduate.
PRIORITY 3	MATURE STUDENTS: (a) Mature students whose applications were deferred from the previous year due to lack of available funds. (b) New mature student applications.
PRIORITY 4	PART-TIME STUDENTS
PRIORITY 5	RETURNING STUDENTS: (a) Students who successfully completed their previous Level of Education and took a break in their studies and now wish to return to Post-Secondary Education to the next Level of Education. (b) Students returning to Public Post-Secondary Education whose sponsorship was previously terminated i.e. non-compliance with Policy, involuntarily withdrawal due to academic failure or voluntarily withdrawal from their approved program. These students must demonstrate initiative to have furthered their studies on their own. Each case will be reviewed on an individual basis

LEVELS OF EDUCATION

- Students are eligible to be Sponsored at each Level of Education one time only.
- A Continuing Student is eligible to receive sponsorship for the next levels of education after successful completion of their program and if in their CONTINUOUS approved Field/Program of Study i.e. Level 2-Social Service Worker, Level 3-Bachelor of Social Work, Level 4-Master of Social Work OR i.e. Level 2-Plumbing Certificate, Level 3-Registered Journeyman Plumber.

Level	Category	Timeframe
Level 1	University/ College Entrance Preparation /Prerequisite course UCEP (i.e. Pre-Health)	1 Academic Year
Level 2	Certificate or Diploma (includes Trades certificates)	1-3 Academic Years
Level 3	Bachelor's Degree OR Trades Apprenticeship and Licensing	3-4 Academic Years 8 Weeks to 3 Years
Level 4	Master's Degree/Professional Degree	1-3 Academic Years
Level 5	Doctorate Degree	1-5 Academic Years

PROGRAMS SPONSORED

College /University: Full-time and part-time programs that result in a certificate, diploma, or degree at a Public Canadian Institution.
Programs that are a minimum of 8 months or 32 weeks in an academic year.
Fast track programs will be considered.
Spring/Summer Terms (May–August) if it's a mandatory requirement of the program.
Co-op/Internship if it's a mandatory requirement of the program and falls within the academic year sponsored.
Exchange Programs require pre-approval.

Trades: Full-time and part-time programs that result in a certificate/license at a Public Canadian Institution.
Programs that are a minimum of 8 weeks.
Spring/Summer academic periods (May–August) if it's a mandatory component

PROGRAMS NOT SPONSORED

College /University: Online programs that take place electronically do not have a set class schedule and/or beginning and/or do not result in a certificate, diploma, or degree.
Distance Education/Remote learning programs/courses that take place electronically will be reviewed on a case-by-case basis.
Extension to timeframe for completion of degree: Only under exceptional circumstances will this be considered and require advanced approval. The student will be required to demonstrate the necessity and/or advantages to the change.
Changes to programs or field of study: Only under exceptional circumstances will this be considered and require advanced approval. The student will be required to demonstrate the necessity and/or advantages to the change. If approved, the “time” already sponsored will be deducted from their eligibility for the new program or field of study.
Transfers to another institution: Only under exceptional circumstances will this be considered and require advanced approval. The student will be required to demonstrate the necessity and/or advantages to the transfer. If approved, the “time” already sponsored will be deducted from their eligibility for the new Institution.

Trades: Paid Apprenticeship Hours. Only periods of actual full-time educational periods will be paid.
Private Trade Schools will be reviewed on a case-by-case basis.

COSTS SPONSORED

COSTS SPONSORED	MAXIMUM
Tuition and Fees: - Documentation is required from the Institution confirming costs. - Summer Tuition Fees where it is a mandatory requirement of the program. - Paid directly to the Institution.	\$20,000 per year
Required Textbooks, Materials and Supplies: - Required books purchased through campus/school store &/or receipts. - Not to exceed the amount estimated for the program by Institution.	\$ 1,400 per year
Special Equipment & Tools: - Must be identified in the Application - Must be a requirement of the program supported by documentation. - All costs are subject to funding availability and preapproval. - Students may be required to make applications to other funding sources.	\$ 1,000 per year

Transportation: - Bus Pass, U-Pass, Parking pass	\$500 per year, collectively
Residence Fees - For full-time students only, who are attending school full-time. - Documentation is required confirming occupancy. - Fees are not to exceed the applicable Living Allowance amount - Paid directly to the Institution's Residential Housing Authority.	\$1,000.00/month
OR	OR
Living Allowance Monthly - For full-time students only, who are attending school full-time. - Spring & Summer Terms (May-August) where it is a mandatory requirement of the program. - Released by direct deposit on the last business day of each month in advance of each month of study i.e. August 31 for September - Student living with parent(s)/ guardian(s) - Student living independently	\$ 500.00/month \$1,000.00/month
Tutoring Support - Prior to requesting tutoring, students must attempt to obtain support through the school's regular support services. - Requires Manager's approval.	Subject to reasonable limits
Emergency Travel - Requires Manager's approval.	Subject to reasonable limits

COSTS NOT SPONSORED

Application fees
Transcript fees
Meal Plans
Health/Dental Plan Fees – Students must opt out of these plans or make arrangement to pay for them on their own.
Campus clothing, book bags etc.
Computer/laptop, computer software, printer etc.,
Cell phone and cell phone plans
Filing cabinets, desk organizer, etc.
Tenant Insurance, Security Deposit, Utility bills etc.
Living allowance/residence fees for part-time students.
Living allowance/residence fees for students completing hours on a paid apprenticeship.
Living allowance/residence fees for students completing a paid co-op or paid internship.
Reimbursement for Student Loans
Non-Approved purchases

APPLICATION PROCEDURE

Application Forms by email and/or mail are available by contacting the Post-Secondary Student Counsellor or obtaining a copy on the website

<https://www.algonquinsofpikwakanagan.com/education/post-secondary/>

Complete and send application and all required documents by the applicable deadlines to:

By Mail:

Algonquins of Pikwakanagan First Nation
Attention: Education Services
1657A Mishomis Inamo, Pikwakanagan, ON K0J 1X0

OR:

By Email: post.secondary@pikwakanagan.ca

- Application must be received before office closure time (**4:30 p.m. Eastern Time**) on the applicable Due Dates (May 1st or May 15th).
- Applications received after the due date will not be eligible for sponsorship.
- Incomplete applications, i.e. missing information, forms and/or documents will not be considered.
- If your application is not accepted or approved, all documentation submitted will be destroyed.

1. NEW STUDENT APPLICATION

New Students must apply by **May 15th Due Date**. The application and all supporting documents must be received for application to be considered complete. Students are asked to please use this as a checklist and keep a copy for your records:

- Completed Application Form with signatures and dates
- Completed Terms and Conditions of Sponsorship with signatures and dates
- Release of Information Form
- Bank/Direct Deposit Information Form
- Letter describing your career goals and path to achieving your goals i.e. levels of education.
- A copy of your letter of acceptance from the Institution, showing program and start date
- Documentation showing the program description (usually a picture from the website)
- Documentation showing graduation requirements – what courses do you need to take to graduate from the program (usually a picture from the website)
- Documentation showing current cost of tuition (usually a picture from the School's website)

- Documentation showing current cost for textbooks (usually a picture from the website)
- Documentation showing current cost for or any required special equipment and tools that is mandatory for the Program of Study, if applicable i.e. lab coat, work boots (usually a picture from the website)
- A copy of both sides of your status card
- Official membership letter from AoPFN, Lands, Estates & Membership Department.
- Unofficial Transcripts from your Secondary School for students who are in their graduating year and official transcripts once available.
- Official Transcripts from your last year of study
- Documentation related to your Learning Exceptionality -if applicable (i.e Individual Education Plan or Letter of Accommodation)

2. CONTINUING STUDENT APPLICATION

Continuing Students must reapply each year by **May 1st Due Date**. The application and all supporting documents must be received for application to be considered complete. Students are asked to please use this as a checklist and keep a copy for your records:

- Completed Application form with signatures and dates.
- Completed Terms and Conditions of Sponsorship with signatures and dates
- Transcripts from your last year of study
 - Picture/screenshot of unofficial final grades included with your application
 - Official Transcript and/or certified marks by the Due Date
- Release of Information Form
- Bank/Direct Deposit Information Form
- Documentation related to your Learning Exceptionality -if applicable (i.e. Letter of Accommodation)

Change to programs, field of study, and/or transfers to another institution will only be approved under exceptional circumstances and requires the student to demonstrate the necessity and/or advantages to the change and/or transfer.

Students would apply for these changes/transfers by completing and submitting a NEW STUDENT APPLICATION FORM. See the section above.

FOLLOWING APPROVED SPONSORSHIP

- You will receive an Approval Letter that will outline what your Sponsorship will cover with a reminder to opt out of costs that are not sponsored i.e. Health & Dental Plans, Meal Plans etc.
- You will be asked to submit a Confirmation of Enrollment Form which is a verification that you are registered in your program of study as per expected due dates
- Education Services will send the Institution a Letter of Sponsorship on the student's behalf for all the Eligible Expenses which will be Sponsored. This letter will cover the tuition deposit. The student will receive a copy of this letter.

HOW TO MAINTAIN SPONSORSHIP

A student approved for Sponsorship under this policy must maintain their eligibility for continued Sponsorship by adhering to the following. If these items are not adhered to, your Sponsorship (funding) may be placed ON HOLD until the situation is rectified, and/or your Sponsorship may be TERMINATED entirely.

Exceptions may be made due to Medical Reasons and must be certified by a medical professional and approved by the Manager, Education Services.

1. All newly sponsored students are to attend a mandatory virtual session with Education Services before the school term starts regarding their Sponsorship.
2. Ensure that all information submitted to Education Services is accurate, complete, and up to date.
3. Provide Education Services with completed documents by the Due Dates.
4. First-year students must provide monthly updates to the Post-Secondary Student Counsellor and submit the required documents as per the due dates.
5. Continuing students must provide updates to the Post-Secondary Student Counsellor once per semester and submit the required documents as per the due dates.
6. In addition to items #4 & 5, students must immediately notify the Post-Secondary Student Counsellor if there are any changes in their situation that may put their studies at jeopardy.
7. Remain in financial good standing with AoPFN.
8. Ensure to complete the requirements for registration at your College, University or Trades School.
9. Maintain approved sponsored status of Full Time OR Part Time student, as defined by the Institutions/Trades school for the school year (i.e. number of courses/hours).
10. Attend all scheduled classes/labs/tutorials/placements. Living allowance may be withheld due to noncompliance.

11. Meet the Institution /Trades school's passing requirements (i.e. passing grade)
12. When student have difficulty in their studies, the student is responsible for seeking assistance from the teacher and initiating tutoring services through Indigenous Services and/or Student Services at their school in a timely manner: before they are in jeopardy of failing, dropping out, or being put on academic probation.

If facing difficulty with finding tutoring, the student must contact the Post-Secondary Student Counsellor immediately for assistance

DUE DATES

- Education Services must receive the student documents by 4:30 p.m. Eastern Time on these dates.
- If a Due Date cannot be met, documentation & explanation of the expected date must be provided.
- If transcripts are not available by specified dates, then a letter from the Faculty Department Head or Trade School must be provided indicating that the transcript/certified grades are not available until a later date and MUST indicate whether the student has been successful.
- These due dates apply to ALL students, unless stated otherwise.
- It is highly encouraged to input dates with a reminder on a device (cell phone/computer calendar).

DUE DATE	ITEM
May 1	CONTINUING STUDENT APPLICATION Unofficial grades must be included in the application.
May 15	Continuing Student's Official Transcripts.
May 15	NEW STUDENT APPLICATION
May 15	High School/Secondary Students must submit Unofficial Transcript of all grades including Fall semester. Official Transcript must follow soon after graduation (July).
June 20	Picture/screenshot of Mid-Term/Summer Term marks (if applicable).
August 15	Fall Timetable/List of registered courses /Timetable may vary in a Trades program.
15 th of Every Month	New Student check in with Post-Secondary Student Counsellor.
Once per term	Continuing Student check-in with Post-Secondary Student Counsellor. *If the student is subject to Academic Probation requirements, there will be an expectation of ongoing contact until the issue is resolved.
Sept 19	Confirmation of Enrollment Form for fall term.
Sept 30	Official Transcripts with all final grades for Summer Term (if applicable).
Oct 20	Picture/screenshot of Mid-Term/Fall Term marks.
Dec 21	Winter Timetable/List of registered courses.

January 5	Picture/screenshot of Final Grades for Fall Term.
January 31	Official Transcripts with all final grades for the Fall Term.
March 15	Picture/screenshot of Mid-Term/Winter Term marks.
May 15	Official Transcripts with all final grades for the Winter Term.

ACADEMIC PROBATION

Failing courses, withdrawing from a course without prior approval and lack of attendance/submission of assignments can have an impact on your ability to meet the academic requirements of your program. This can lead to termination of your sponsorship.

- A student will be placed on Academic Probation for the next Term if they do not receive a passing grade and receive credit in at least 75% of their course load in a Term (75% of the Institution's definition of a 100% course load for their student status: full/part time)
- A student with supporting documentation will have a different outcome based on individual circumstances. i.e. circumstances beyond your control

Academic Probation Requirements:

- The student must receive a passing grade and receive credit for at least 75% of their courses in the Academic Probation Term
- The students must meet with an Academic Advisor/ Program Coordinator/Trade School representative to plan for success and to make up their failed courses
- The student must write a letter addressed to the Manager, Education Services outlining
 - Their plan for success
 - The resources that they will access and when (i.e. tutoring schedule, counselling services)
 - Reaffirming their commitment to their studies
- If the student does not successfully complete the Academic Probation Requirements, they will be ineligible for Sponsorship for the next Term and will drop in Priority to Returning Student for their next sponsorship application and the “time” already sponsored will be deducted from their eligibility.

WITHDRAWAL

Means a student who discontinues in their approved program of study.

1. Involuntary Withdrawal

Academic Failure

- A student who does not meet the Institution/Program's grade requirement and the Institution deems the student ineligible to continue in the approved program is considered an effective withdrawal.
- Sponsorship will be terminated immediately, and repayment of funds will be required
- If the student re-applies for Sponsorship, on the Priority List they will be a Returning Student, and the “time” already sponsored will be deducted from their eligibility.

Exception: Effect on student's Sponsorship eligibility, repayment and placement on the Priority System may be different if documentation is provided to the Manager, Education Services, showing that the student made every effort to receive passing grades (i.e., seeking assistance from instructors, tutors) and/or there were circumstances beyond the student's control.

Withdrawal For Medical Reasons

- The student shall immediately provide a medical professional certified statement to the Manager, Education Services stating that the student is physically/mentally unable to continue their studies.
- Upon return to their studies, a medical professional certified statement must be provided to the Manager of Education Services stating that the student is medically cleared to return to studies.
- Priority will be maintained.

2. Voluntary Withdrawal

A student who voluntarily chooses to discontinue in their approved program of study MUST:

- If **at the start** of your program you feel the program is not appropriate for you, please call and discuss it immediately with Education Services, as to avoid any potential costs to you and AoPFN
- The student **must** adhere to the Institution's Financial **Withdrawal Deadline** date.
- If the Institution's Financial Withdrawal Deadline date has passed, the **student becomes responsible** for repayment of Sponsorship funds.
- If the student re-applies for Sponsorship, on the Priority List they will be a Returning Student, and the "time" already sponsored will be deducted from their eligibility.

Exception: If the student's withdrawal from their approved program is due to an approval from the Manager, Education Services to change your Program/Field of Study/Institution/Trade School as outlined above, you will remain Priority 1 – Continuing Student.

3. Unforeseen Circumstances

If the student chooses to withdraw due to an unforeseen circumstance, the student must immediately explain the situation in writing, with supporting documentation, to the Manager, Education Services, who will decide how the circumstances will affect future eligibility for Sponsorship and possible repayment of funds.

REPAYMENT OF SPONSORSHIP FUNDS

Overpayment: When a student receives funds for an expenditure(s) and/or unapproved purchase(s) for which they were not eligible, they must immediately return the funds before any more expenditures on their behalf are issued.

Academic Failure: When a student withdraws from their approved program due to Academic Failure the student may be responsible for repayment of funds expended on their behalf for the failed Term of enrollment and any funds pre-paid on their behalf that the Institution does not return to AoPFN.

Medical Withdrawal: To avoid repayment of funds, the student must provide a medical professional certified statement that they are unable to continue their studies due to medical reasons.

Voluntary Withdrawal: When a student withdraws from their approved program and the Institution will not refund the pre-paid costs, the student may be responsible for repayment of the total amount of funds expended on their behalf **for the applicable semester.**

Unforeseen Circumstances: Documentation must be provided to the Manager, Education Services who will make a decision regarding repayment of Sponsorship funds.

First Time Student Exception: If a student in their first year of their first post-secondary Program, finds out that the Program and/or Field of Study and/or Institution is not the right Program for them, repayment of the funds for that first year may be forgiven if documentation is provided showing that the student made their best effort to receive a passing grade in their classes, sought tutoring assistance, sought guidance from an Academic Advisor and did research to determine a better suited program.

CONFIDENTIALITY

The Algonquins of Pikwakanagan First Nation, 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 student's consent in writing.

Any person acting on behalf of a student over 18 years of age must provide written consent from the student and will apply ONLY if the student is unable to contact us directly, i.e., illness, injury or incapacitation. Otherwise, all communication will be between the student and Education Services.

A student may wish to have a parent/guardian included in communication with Education Services, but the student must also be present and involved.

APPEAL PROCESS

There is no appeal against refusal of assistance due to unavailability of funds.

To ensure fairness and equitable treatment under the policy, the Algonquins of Pikwakanagan First Nation Education Services have established the following appeal process. When decisions made by the Manager, Education Services, are appealed, the following process is followed:

1. The student or applicant will present their case in writing to the Chairperson/Portfolio Holder of the Standing Committee of Council for Education within 60 days of the Manager's decision. The Chairperson will add the issue to the next regular meeting of the Standing Committee or decide if a special meeting is required.
2. The student or applicant will be notified by the Chairperson of the Standing Committee of Council for Education, in writing, via e-mail and/or regular postal mail of the date and time for the meeting when their case will be presented. The student or applicant must be present at the meeting and have the option of having a representative attend with them. Failure to attend the scheduled meeting will result in the appeal being denied. Attendance will be in-person unless the student ordinarily resides more than 100kms away then the possibility of attendance virtually will be explored.

3. All written documentation on the case will be provided to the Standing Committee of Council for Education.
4. The Standing Committee of Council for Education, after hearing evidence from all parties, may render its decision private, and provide that decision in written format to the Chairperson of the Committee. The Chairperson will notify the applicant of the Committee decision within 30 days.

OTHER FUNDING SOURCES

As the Sponsorship funding provided to the First Nation is usually not sufficient to Sponsor all Applications received and there are some costs that are not covered according to this Policy, it is HIGHLY recommended that ALL students apply to at least one of the many other sources of funding that students can apply to for their costs, such as:

Each Post-Secondary Institution provides many scholarships and bursaries

- Please contact your Institution's Financial Aid Office for more information

Kagita Mikam

- Programs that are 1 year or less, Online Programs, programs not eligible for Sponsorship according to this Policy
- <https://kagitamikam.com/>
- employment.officer@pikwakanagan.ca

OSAP- Ontario Student Assistance Program (Other Provinces also have similar programs)

- A financial aid program that can help students, who ordinarily reside in Ontario, pay for post-secondary education. There are Loans that have to be paid back and also Grants that do not have to be paid back. You have the option to decline the Loan portion if you do not wish to take the Loan.
- Indigenous Student Bursary provides financial assistance to students who have financial need.
- Students can apply to OSAP to cover additional costs that this Policy cannot cover (i.e., travel to school, parking passes, additional household costs, daycare, summer courses, etc.)
- <https://www.ontario.ca/page/osap-ontario-student-assistance-program>

Indspire

- National Indigenous registered charity that provides generous scholarships and bursaries for Indigenous students with financial need. Can help students financially for additional Levels of Education (i.e. Second Undergraduate Degree, Master's, PhD, Medical School etc.)
- Can help students with additional financial costs that this Policy cannot cover.
- <https://indspire.ca/programs/students/bursaries-scholarships/>

NIB Trust Fund

- Supports education programs aimed at healing, reconciliation, and knowledge building.
- Can help students with additional financial costs or programs that this Policy cannot cover.
- <https://www.nibtrust.ca/granting/how-to-apply>

Scholarships Canada

- Students make an account, and the website matches you with scholarships that you may be eligible to apply to
- <https://www.scholarshipscanada.com/Index.aspx>

DEFINITIONS

“Academic Failure” means failure to meet the Institution and/or program’s passing grade/GPA requirement.

“Academic Probation” is a warning status that the student needs to improve their academic performance and a set of requirements that the student must successfully complete in order to continue to be eligible for Sponsorship.

“Academic Year” as defined by the Public Post-Secondary Institution but will not be less than eight months or 32 weeks. The usual time frame is September-April.

“Continuing Student” means a student sponsored in the previous academic year who continues to maintain their eligibility for sponsorship and is continuing in their approved institution and program of study and student status (part-time/full-time).

“Co-Op” means co-operative education, a full-time work experience set up in collaboration with the Institution that allows for work experience related to your program.

“Council” means the duly elected Chief and Council of the Algonquins of Pikwakanagan First Nation.

“Distance Education/Remote Learning” takes place electronically at an eligible Public Institution in Canada and results in a certificate, diploma, or degree and follows the regular Fall and Winter terms (September-April).

“Education Services” means the Algonquins of Pikwakanagan First Nation Education Department.

“Emergency Travel” means travel due to a life-threatening illness or a death in the student’s immediate family. See definition of immediate family.

“Executive Assistant, Education Services” means the person responsible for the receipt, reconciliation and payment of invoices for all post-secondary sponsored students and their approved accounts.

“Fast-track” means a program that is designed for students to complete the program in a shorter timeframe than usual.

“Field of Study” means a general career area, in which there may be several specific Programs of Study, and different Levels of Education i.e. Field of Study is Health Sciences and Program of Study is Personal Support Worker

“First Nation” means the Algonquins of Pikwakanagan First Nation.

“Full Time Student” as defined by the student’s Post-Secondary Institution or Trade School.

“Institution” means a Public Canadian Post-Secondary Institution that offers credentials from certificates, diplomas and degrees.

“Immediate Family” is defined as the student’s parents, siblings, spouse, common-law spouse, children and grandparents, parents’ in-law, other persons at the discretion of the Manager, Education Services.

“Learning Exceptionality” means a student who has special needs that affect their learning and identified by the Ministry of Education and/or their Post-Secondary Institution. May result in the Post-Secondary Institution modifying the learning environment for the benefit of student learning i.e. reduced course load, extension of timelines, learning assistance.

“Levels of Education” refers to the five different levels of education that a student can be sponsored, one time only, under this Policy

“Living Allowance” means the monthly funds provided to the full-time registered student to assist them with their living expenses during Sponsored Terms.

“Manager, Education Services” is the person who approves applications for Post-Secondary Sponsorship and who manages the Algonquins of Pikwakanagan First Nation education funding.

“Mature student” means a student who has successfully obtained their Secondary School Diploma one or more years ago and/or is 19+ years old AND has not been Sponsored before. Unless you have an approved deferral.

“Medical Withdrawal” means that if a student is unable to continue their studies due to medical reasons, a medical professional certified statement must be provided to Education Services.

“Member” means a person whose name appears on the Membership Register of the Algonquins of Pikwakanagan First Nation Membership Code.

“Mid-Term Report” is a statement of the student’s current academic standing by their Public Post-Secondary Institution or Trade school at the midpoint of each Term.

“Minimum Standard Requirements” refer to the lowest marks acceptable for sponsorship to continue i.e. passing each course according to the Institution or trade school

“Official Transcript” means a document that is produced by the secondary or post-secondary institution/trade school containing the student’s final marks in their courses and the seal and signature of the institution. Post-secondary Official Transcripts or must be delivered directly to Education Services by the institution/Trade School.

“Online Program” refers to programs/courses that take place electronically, do not have a set class schedule and/or beginning and end dates to the courses/program and/or do not follow the regular Fall and Winter terms (September-April) and/or do not result in a certificate, diploma, or degree at a Public Canadian Institution. This contrasts with Distance Education/Remote Learning- see definition.

“Part Time Student” is defined by the student’s Post-Secondary Institution or Trade School.

“Post-Secondary Education” means an accredited education program offered by a Public Canadian Post-Secondary Institution.

“Program of Study” is the actual set curriculum and courses approved by the Ministry that leads to obtaining a certificate/diploma/ degree, i.e Field of Study is Health Sciences and Program of Study is Personal Support Worker

“Post-Secondary Student Counsellor” means the person responsible for the counselling support of the Algonquins of Pikwakanagan First Nation post-secondary sponsored students.

“Sponsorship” means financial support from the Algonquins of Pikwakanagan First Nation Post-Secondary Education Student Support Program. Sponsorship is approved for 1 year at a time.

“Standing Committee of Council for Education” 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 Department.

“Term” also means Semester and refers to a part of the Academic Year, as defined by the Public Post-Secondary Institution. In most instances it can cover the periods from September to December (Fall), January to April (Winter), May to August (Summer) for the Academic Year or a specified period of study within a Trades course.

“Terms & Conditions of Sponsorship” refers to the contractual agreement signed by the student.

“Trades School” also called vocational schools, are a type of post-secondary institution that offers hands-on, career-focused training in a trade related field.

“Tuition” includes academic fees charged to the student upon their acceptance into a Public Canadian Post-Secondary Institution or Trades School.

“University/ College Entrance Preparation” (UCEP) is a one-year program that provides the student with the academic requirements and career choices for entry into a Public Post-Secondary Program of Study at a college or university level. This would also include a one-year Prerequisite Program Requirement to access a regular full-time program, i.e. Pre-Health Program is required before the applicant is accepted into a certain Health program.

“Withdrawal” means to discontinue in your approved program of study whether involuntary or voluntary.



ALGONQUINS OF PIKWAKANAGAN FIRST NATION POST-SECONDARY EDUCATION APPLICATION FOR SPONSORSHIP

Member Contact Information

Name: _____ *Last* _____ *First* _____ *Middle* _____

Permanent Address _____
(i.e. parent's) _____ *Apt/Unit #* _____ *Street* _____ *City* _____ *Prov* _____ *Postal Code* _____

Email Address: _____ Student Email Address: _____

Main Phone # _____ Alternate Phone # _____ Gender _____

Emergency Contact Name _____ Relation _____ Phone # _____

Status #: _____ SIN: _____ Date of Birth (dd/mm/yyyy) _____

1. Have you requested and obtained an official letter confirming your AoPFN Membership? YES or NO

2. Where will you be living while attending school? (circle one): a. *parents/guardians* b. *in residence* c. *renting*

Address while attending school _____
Apt/Unit # _____ *Street* _____ *City* _____ *Prov* _____ *Postal Code* _____

3. Do you consider yourself to have a learning exceptionality? (see definition in the Policy)
If yes, please submit documentation with this application. YES or NO

4. Are you applying as a high school student who was deferred?
If yes, what year did you graduate from high school: _____
Year: _____ YES or NO

5. Have you been previously sponsored?
If yes, what year _____ What School and Program? _____
YES or NO

6. Are you being Sponsored by another program?
If yes provide details: _____
YES or NO

School and Program Information

New Application Continuing Application Full-time Part-time

Name of School _____ Campus Location _____

Program Name _____ Area/Field of Study _____

Length of Program _____ Entering Year (circle) 1st 2nd 3rd 4th or 5th

Academic Year Start Date _____ Academic Year End Date _____

Student Number (if applicable) _____

1. Have you completed and attached a letter explaining your career goals/educational path? YES or NO

You must keep Education Services updated with any changes to this information

Disclaimer and Signature

The information provided on this form is true to the best of my knowledge at this time.

Signature _____ Date _____ Witness _____ Date _____

Parent/Guardian Signature (if student under 18 years old) _____ Date _____

Providing false information and/or withholding pertinent information are acts of fraud. Fraud is a criminal offense.



ALGONQUINS OF PIKWAKANAGAN FIRST NATION POST-SECONDARY EDUCATION

APPLICATION FOR SPONSORSHIP CHECKLIST

All documents must be included for the application to be complete

See further descriptions in the Policy

New Applications	Continuing Applications
Completed Application Form with Signatures	<input type="checkbox"/>
Terms & Conditions of Sponsorship with Signatures	<input type="checkbox"/>
Release of Information Form	<input type="checkbox"/>
Bank Information Form	<input type="checkbox"/>
Letter – Career Goals	<input type="checkbox"/>
Copy of Acceptance Letter	<input type="checkbox"/>
Program Description	<input type="checkbox"/>
Graduation/Certification Requirements	<input type="checkbox"/>
Current Costs for Tuition	<input type="checkbox"/>
Current Costs for Textbooks	<input type="checkbox"/>
Current Costs for Required Special Equipment/Tools	<input type="checkbox"/>
Copy of Status Card (both sides)	<input type="checkbox"/>
AoPFN Membership Letter	<input type="checkbox"/>
Unofficial Transcript (High School Students)	<input type="checkbox"/>
Official Transcript	<input type="checkbox"/>
Learning Exceptionality Documents (if applicable)	<input type="checkbox"/>
Due Date May 15	
Due Date May 1	



ALGONQUINS OF PIKWAKANAGAN FIRST NATION

POST-SECONDARY EDUCATION

TERMS AND CONDITIONS OF SPONSORSHIP

Post-Secondary Sponsorship is a valuable and limited award that is becoming more rare - Sponsorship should not be taken for granted. Students must be prepared to contribute to the costs associated with their post-secondary education.

By agreeing to these Terms and Conditions, you are agreeing to respect our faith in your ability to succeed and to be respectful to the Algonquins of Pikwakanagan First Nation as your Sponsor and to your Public Post-Secondary Institution.

In consideration for sponsorship for Post-Secondary School Education, I _____ hereby acknowledge and agree to the following terms and conditions:

I have read and fully understand the Algonquins of Pikwakanagan First Nation Post-Secondary Student Support Program Policy and Procedures (Post-Secondary Policy). I agree to comply with the Post-Secondary Policy and further agree that failure to do so may result in suspension or termination of my sponsorship.

I know and will complete the specific requirements for my Program in order to graduate with my certificate/ diploma/ degree in the timeframe set by the Institution and approved for Sponsorship.

I will keep Education Services informed of ANY changes in my contact information, or in my personal life that may influence my studies, and I will keep in regular contact with Education Services.

Applicant Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

(If applicant is under 18 years old)

Witness Signature _____ Date _____



ALGONQUINS OF PIKWAKANAGAN FIRST NATION POST-SECONDARY EDUCATION

RELEASE OF INFORMATION

I, _____ (print your name), and student number: _____ hereby give the Public Post-Secondary Institution I am attending, or will be attending _____ (school name) permission to release all information regarding my academic performance, attendance and finances at any given time within the academic school year 20____/20____ to the representatives of the Algonquins of Pikwakanagan First Nation:

Manager, Education Services
Post-Secondary Student Counsellor
Executive Assistant, Education Services – Finances Only

Relevant information will include:

- Attendance records
- “Confirmation of Enrolment” form
- Timetable/ list of course enrolments
- Transcript/Grade Report and/or Academic Standing
- Any changes made to my Program, i.e. Full-time to Part-time status, or change of Program, withdraw from a course **MUST BE PRIOR APPROVED** by the Manager, Education Services, or Sponsorship will be null and void.

Copies of this signed Release of Information Form will be provided to the following as required:

Registrar's Office
Campus Bookstore
Trade School Administrator

Program Coordinator and/or Chair
Indigenous Student Services

Student Signature: _____ Date: _____

Parent/Guardian Signature _____ Date _____

(If applicant is under 18 years old)

Witness Signature: _____ Date: _____

Print Witness Name _____

COMPLETE & RETURN THIS FORM WITH YOUR APPLICATION



**ALGONQUINS OF PIKWAKANAGAN FIRST NATION
POST-SECONDARY EDUCATION**

BANKING/DIRECT DEPOSIT INFORMATION

For the purposes of pre-authorized credit, so that your living allowance and any reimbursements can be deposited directly once approved.

Provide us with a copy of a VOID cheque, cheque specimen, or direct deposit slip as confirmation of your bank account information or ask your bank to provide you with the required information: “How to Set up Direct Deposits.”

Note: It is the students' responsibility to ensure that they provide the correct banking information for direct deposits. Any banking fees incurred due to incorrect banking information supplied will be the student's responsibility and the cost of these fees will be deducted as required.

Student Signature: _____

Date: _____

COMPLETE & RETURN THIS FORM WITH YOUR APPLICATION