

Algonquins of Pikwakanagan First Nation



Post-Secondary Education Student Support Program

Policy & Procedures

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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 also 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 at www.algonquinsofpikwakanagan.com. 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

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

Tel: 1-613-625-2800

Toll Free: 1-866-841-8900

Fax: 1-613-625-2332

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

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

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

HIGH SCHOOL GRADUATE DEFERRAL

- A current year Secondary School (high school) graduate may request to defer their sponsorship up to a maximum of two years 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 an eligible Public Institution

Incomplete applications: students who submit application forms and/or documents after the Due Date will NOT be eligible for sponsorship.

SPONSORED

PROGRAMS

- Full-time and part-time programs that result in a certificate, diploma, or degree at an eligible Public Institution in Canada
- Program that are a minimum of 8 months or 32 weeks in an academic year
- Fall and Winter terms only (September-April)
- Fast-track – will be reviewed on a case-by-case basis by the Manager, Education Services
- Distance Education/Remote Learning programs at an eligible Public Institution in Canada and result in a certificate, diploma, or degree and follow the regular Fall and Winter terms (September-April)

LEVELS OF EDUCATION

- Students are eligible to be Sponsored at each Level of Education one time

Level	Category	Timeframe
UCEP	University/College Entrance Preparation/ Prerequisite Programs (i.e., Pre-Health etc.)	1 Academic Year
Level I	College Certificate or Diploma	1-3 Academic Years
Level II	Bachelor's degree	3-4 Academic Years

- A Continuing Student (Priority 1) is eligible to receive Sponsorship for the next Level (I or II) after successful completion of their program (UCEP or I) if in their CONTINUOUS approved Field/Program of Study, i.e., Level I- Social Service Worker, Level II- Bachelor of Social Work.

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. (Also 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 letter by the Due Date and were approved by the Manager, Education Services.
- (c) Current year secondary school graduates.

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.

COSTS SPONSORED

- Tuition and Fees paid directly to the Institution.
- Required Books purchased through campus store &/or receipts. Not to exceed the amount estimated for the program by the Institution.
- Special Equipment required by program, subject to reasonable limits approved by Manager, Education Services. Students may be required to apply to other funding sources.
- Bus Passes, U-Passes, Parking pass (subject to maximum amount of \$500 collectively)
- Living Allowance for full-time students. 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
- Residence Fees (not to exceed applicable Living Allowance amount)
- Tutoring Support
- Emergency Travel – must be approved by the Manager, Education Services

COSTS MAXIMUM AMOUNTS

Tuition and Fees	As required by documentation from the Institution and approved for Sponsorship
Required Textbooks and Supplies	\$ 1,400
Special Equipment Required by Program	As required by documentation from the Institution and subject to reasonable limits approved for Sponsorship
Bus Passes, U-Passes, Parking pass	\$500 collectively
Living Allowance Monthly	
- Student living with parent(s)/ guardian(s) [45% of Basic]	\$ 450
- Student living independently [Basic]	\$ 1,000

NOT SPONSORED

PROGRAMS

- Incomplete applications: application forms and/or documents submitted after the Due Date
- Private Institutions
- Spring/Summer Terms
- Online programs. See definition.
- Co-Ops. See exceptions.
- Internships. See exceptions.
- Program changes. See exceptions.
- Field of study changes. See exceptions.

STUDENTS

- In arrears (i.e., owe money) to the Algonquins of Pikwakanagan First Nation
- Students transferring to another institution. See exceptions.

COSTS NOT SPONSORED

- Application fees, transcript fees
- Bus Passes, U-Passes, Parking pass (subject to maximum amount of \$500 collectively)
- Meal Plans
- Health/Dental Plan Fees (students can opt-out of these fees at their Institution)
- Campus clothing, book bags
- Computer/laptop, computer software, printer, cell phone, filing cabinets, desk organizer, etc.
- Tenant Insurance, Security Deposit, Utility bills etc. that are over and above living allowance.
- Living allowance for Part-time Students
- Reimbursement for Student Loans
- Non-Approved purchases

EXCEPTIONS

Co-Ops and Internships

An exception can be made to provide sponsorship for a Co-Op Term that falls within the academic year sponsored, with the approval of the Manager, Education Services if documentation is provided demonstrating that the Co-Op/Internship is a requirement for graduating from your program.

Change of program or field of study

Approval will only be considered under exceptional circumstances.

The Manager, Education Services must be contacted immediately with detailed information, documentation and provided with all requested information in a timely manner.

If approved, the “time” already sponsored will be deducted from their eligibility for the new program or field of study.

Transfers to another Institution.

Approval will only be considered under exceptional circumstances.

The student will be required to demonstrate the necessity and/or advantages of the transfer.

If approved, the “time” already sponsored will be deducted from their eligibility for the new Institution.

HOW TO APPLY

All students who are interested in applying for Post-Secondary Education Sponsorship under this Policy may contact Education Services to obtain an Application Form and a copy of the Algonquins of Pikwakanagan Post-Secondary Education Student Support Program Policy and Procedures. These can also be found on the website: <https://www.algonquinsofpikwakanagan.com/education/post-secondary/>

If you have questions regarding your Application, please contact the Post-Secondary Student Counsellor well in advance of the Application Package Due Date.

If your application is not approved, all documentation submitted will be destroyed.

NEW APPLICATION

All items must be received by the Due Date for your application to be considered complete.

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.
- Documentation showing current cost for tuition (usually a picture from the Institution's website)
- Documentation showing current cost for textbooks (usually a picture from the website)
- Documentation showing current cost for or any required special equipment that is mandatory for the Program of Study, if applicable i.e., lab coat, work boots (usually a picture from the website)
- 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)
- A copy of both sides of your status card
- Official Transcripts from your last year of study
- A copy of your letter of acceptance from the Institution, showing program and start date.
- Release of Information Form
- Bank/Direct Deposit Information Form
- Documentation related to your Learning Exceptionality -if applicable (i.e., Individual Education Plan or Letter of Accommodation)

CONTINUING STUDENT APPLICATION

* If you are applying for a new program and/or Institution you must submit all documents required for a New Application above

Continuing Students must reapply each year.

All items must be received by the Due Date for your application to be considered complete.

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 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)

Send complete Applications to:

Algonquins of Pikwakanagan First Nation
Education Services, Post-Secondary Student Counsellor
1657A Mishomis Inamo
Pikwakanagan, Ontario K0J 1X0
post.secondary@pikwakanagan.ca

*You may send your application with documents as an email attachment in advance, however we would prefer the hardcopy. Emails must be received before office closure time (4:30 p.m. Eastern Time) on the Due Date.

FOLLOWING APPROVED SPONSORSHIP

- You will receive an approval letter/email that will outline what your Sponsorship will cover.
- You will also receive the Confirmation of Enrollment Form that the Student is responsible for completing and submitting under DUE DATES.
- Education Services will send the Institution a Letter of Sponsorship on the student's behalf for all Eligible Expenses Sponsored, this letter will cover the tuition deposit. You will also receive a copy of this.
- It is the student's responsibility to make arrangements to pay any additional costs not sponsored by AoPFN such as Health Plan fees, Meal Plan, Parking fees not covered, etc.

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. Attend a mandatory virtual session with Education Services before the Fall Term starts regarding your 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. Maintain regular contact with the Post-Secondary Student Counsellor, by responding to e-mails, phone calls, letters, and providing updates on the student's studies.
5. Remain in financial good standing with AoPFN.
6. Ensure to complete the requirements for registration at your College or University.
7. Maintain approved sponsored status of Full Time OR Part Time student, as defined by the Institutions, for the full academic year (i.e., number of courses/hours).
8. Attend all scheduled classes/labs/tutorials/placements. Living allowance may be withheld due to non-compliance.
9. When experiencing 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 Institution 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.
10. Meet the Institution's passing requirements, (i.e., passing grade).

DUE DATES

- Education Services must receive the student documents by 4:30 p.m. Eastern Time on these dates.
- **Failure to comply with the Due Dates may result in a suspension of funds and/or termination of sponsorship.**
- If a Due Date cannot be met, documentation and explanation of the expected date must be provided.
- If transcripts are not available by specified dates, then a letter from the Faculty Department Head must be provided indicating that the transcript is 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).

May 1	Completed Continuing Student Application - Unofficial grades included.
May 15	Continuing Students Official Transcript
May 15	Completed New Application - This includes New Applicants, Approved Deferral requests from previous year and Returning Students
May 15	Secondary Students must submit Unofficial Transcript of all grades including Fall semester, Official Transcript must follow as soon as possible following graduation.
May 15	Secondary Students Deferral of Sponsorship request Letter
August 15	Fall Timetable/List of registered courses
15th of Each Month-	Check-In <u>New Sponsored students MUST</u> contact the Post-Secondary Student Counsellor. Providing a detailed update how their studies are going, what are they enjoying, are there any issues that they may need assistance with? Continuing Students must contact the Post-Secondary Student Counsellor as soon as possible when any issues arise that may impact their studies so that they can receive assistance in a timely manner. Unless the student is subject to Academic Probation requirements.
September 19	Confirmation of Enrollment Form
October 20	Picture/screenshot of Mid-Term/Fall Term marks
December 21	Winter Timetable/List of registered courses
January 5	Picture/screenshot of Final Grades for Fall Term
January 20	<u>Official</u> Transcripts with all final grades for the Fall Term
March 15	Picture/screenshot of Mid-Term/Winter Term marks
May 15	<u>Official</u> 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 student must meet with an Academic Advisor and/or Program Coordinator to make a plan for success and to make up for 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.

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, tutor) 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, Education Services stating that the student is medically cleared to return to studies.
- Priority will be maintained.

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 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 as outlined above, you will remain Priority 1 – Continuing Student.

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.

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 find the best other program for them.

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 students 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 and Cultural Development. 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 and Cultural Development, 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 and Cultural Development.
4. 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 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 must 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.

“**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 Institution and means a UCEP-University/College Entrance Preparation and/or Pre-requisite Program student who is registered in all courses required by the program; a Level I student who is registered in all courses designated by the Public Post-Secondary Institution, or a Level II student who registered in 5 or 30 credits for each academic year at a Public Post-Secondary Institution.

“**Institution**” means a Public Post-Secondary Institution that offers credentials from certificates, to diplomas, degrees the student is attending.

“**Immediate Family**” is defined as the student’s parents, siblings, spouse, common-law spouse, children and grandparents, parent’s 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.

“**Level of Education**” refers to different categories of College and University sponsored 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 at the midpoint of each academic Term.

“**Minimum Standard Requirements**” refers to the lowest marks acceptable for sponsorship to continue i.e., passing each course according to the Institution.

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

“**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 an eligible Public Institution in Canada. This contrasts with Distance Education/Remote Learning- see definition.

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

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

“Term” also means Semester and refers to a part of the Academic Year, as defined by the Public Post-Secondary Institution. Usually cover the periods from September to December (Fall), January to April (Winter) for the regular Academic Year

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

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

“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.



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

Member and Contact Information

[Please Print] *You must keep Education Services updated with any changes to this information*

New Application Continuing Application Fulltime Part-time

Status # _____ SIN # _____

Full Name _____
Last First Middle

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

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

Email _____ Your Student Email _____

Home Phone _____ Cell Phone _____ Gender _____ Birth Date _____

Emergency Contact Name _____ Relation _____ Phone _____

Will you be living with your parent(s)/ guardian(s) while attending school? YES or NO

Will you be living in the school's residence? YES or NO

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

Have you been Sponsored in the past? YES or NO School and Program? _____

School and Program Information

Name of School _____ Campus Location _____

Program Name _____ Area/Field of Study _____

Length of Program _____ Entering Year UCEP 1st 2nd 3rd 4th _____

Academic Year Start Date _____ Academic Year End _____

Student Number _____

Why did you choose to pursue this program? _____

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 _____

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

CONFIDENTIAL WHEN COMPLETE

Effective June 2023



**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 Education 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 _____

CONFIDENTIAL WHEN COMPLETE



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

Application 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"/>	Completed Application Form with Signatures <input type="checkbox"/>
Terms and Conditions of Sponsorship with Signatures <input type="checkbox"/>	Terms and Conditions of Sponsorship with Signatures <input type="checkbox"/>
Current Costs for Tuition <input type="checkbox"/>	Transcript <input type="checkbox"/>
Current Costs for Textbooks <input type="checkbox"/>	- Unofficial included
Current Costs for Required Special Equipment <input type="checkbox"/>	- Official forwarded by May 15
Program Description <input type="checkbox"/>	Release of Information Form <input type="checkbox"/>
Graduation Requirements <input type="checkbox"/>	Banking Information Form <input type="checkbox"/>
Copy of Status Card <input type="checkbox"/>	Learning Exceptionality Documents (if applicable) <input type="checkbox"/>
Official Transcript <input type="checkbox"/>	
Copy of Acceptance Letter <input type="checkbox"/>	
Release of Information Form <input type="checkbox"/>	
Banking Information Form <input type="checkbox"/>	
Learning Exceptionality Documents (if applicable) <input type="checkbox"/>	
Due Date May 15	Due Date May 1



Algonquins of Pikwakanagan First Nation

Release of Information

I, _____(print your name), student number: _____ hereby give the Public Post-Secondary Institution I am attending, or will be attending _____ (school name) permission to release any and all information regarding my academic performance and attendance 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

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

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

Banking/Direct Deposit Information

For the purposes of a pre-authorized credit, so that your living allowance and any reimbursements can be direct deposited 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 student’s 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