
**POST SECONDARY STUDENT
SUPPORT PROGRAM**

PUBLIC UNIVERSITY POLICY

This modified policy comes into effect August 17, 2009

*The English copy is the official version should there be any discrepancies
between the English and French translation of this policy.*



KITIGAN ZIBI EDUCATION SECTOR

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INTRODUCTION

The Kitigan Zibi Education Sector's Post Secondary Student Support Program is designed to assist registered Kitigan Zibi Anishinabeg members to acquire college and/or university and professional qualifications within the designated funding period. It is the hope of the Kitigan Zibi Anishinabeg that such individuals will become economically self sufficient and may realize their individual potentials for contribution to their Algonquin Nation, to other First Nations and to Society at large. The Post Secondary Student Support Program-University Policy provides for financial assistance (subject to funding availability) to individuals who have been accepted by a public accredited University program which normally requires completion of secondary school as a minimum academic requirement. This includes those persons who are accepted with lesser academic qualifications in recognition of the applicant's maturity and potential for success in their chosen field of study.

The Kitigan Zibi Education Sector Post Secondary Student Support Application form for financial assistance forms an integral part of this policy.

For the purpose of this document, any interpretation is that of the Kitigan Zibi Education Sector. All requests for clarification should be immediately directed to the Post Secondary Student Support Program Officer or to the Director of Education.

Any modifications to be made to the Post Secondary Student Support Program Policy will be implemented by no later than 60 days after being officially approved by the Kitigan Zibi Education Sector.

1.0 Eligibility Criteria

To be considered for assistance under the terms of the Kitigan Zibi Education Sector's Post Secondary Student Support Program: Public University sector, it is necessary that:

- 1.1 The applicant must be a registered Kitigan Zibi Anishinabeg member and the application must be made to the Kitigan Zibi Education Sector administration office;

AND

- 1.2 The applicant must have attained University entrance requirements through successful completion of secondary school studies and have been accepted for registration by a **public Canadian University**, into a program of studies which has secondary school graduation or college or its equivalent as a normal prerequisite to registration. **Under no circumstance will funding be provided to attend private post secondary university institutions;**

OR

- 1.3 The applicant who wishes to obtain funding to attend a **public post secondary university institution in the United States** may apply for financial support but such is subject to annual funding availability and approved applicants must reapply on an annual basis. All funding support which may be provided shall be made in Canadian dollars;

AND

- 1.4 The applicant who wishes to obtain funding for a Fast Track and/or a program of studies for which the tuition fees are 10% higher than regular program tuition fees/costs, will have their request reviewed on an individual basis for acceptance or refusal, subject to overall program costs and funding availability for the given fiscal year. The normal funding criteria for allowances may not apply in situations where the tuition and other fees are 10% higher than the regular tuition fees.

There are no retroactive reimbursements of any kind. Funding as per policy is made available from the period beginning with the official acceptance of the student's application and as per the time lines established in this policy.

2.0 Procedures for Application and Provision of Educational Assistance

2.1 Application Procedures

All persons who are interested in receiving educational assistance under the terms of this program are asked to contact the Post Secondary Student Support Program Officer at:

Kitigan Zibi Education Sector
Post Secondary Program Office
41 Kikinamage Mikan
Maniwaki, Quebec J9E 3B1

Tel: (819) 449-1275, ext. 242
Fax: (819) 449-1246
Toll Free: 1-888-440-1275, ext. 242
Email: debbie.whiteduck@kza.qc.ca

- I) **The Post Secondary Student Support Program Application form** must be completed and returned with the following required documentation:
 - A. Complete and sign the **Authorization Form** under **Appendix III** of the Post Secondary University Policy. This form certifies that the applicant gives permission to the Kitigan Zibi Education Sector to have and receive any document or information concerning their registration, academic and attendance status as a student;
 - B. Must provide proof that the applicant's registration has been approved, all applicants for initial, renewed or conditional acceptance shall include a **letter of acceptance** from the University which the applicant plans to attend or a document indicating promotion and/or approval to continue studies from the post secondary educational institution which the applicant has most recently attended. If an acceptance letter cannot be obtained, then a **Letter of Confirmation** under Appendix V of the Post Secondary University Policy must be completed and signed by the designated person from the office of the registrar/administration;
 - C. For continuing students, document/s indicating promotion and/or approval to continue studies from the post secondary educational institution which the applicant has most recently attended;
 - D. The applicant must provide an official copy of their **Course Schedule/Timetable** from the institution (no hand written timetables will be accepted) of the Fall semester or complete and sign **Appendix V** (a second schedule will be required in January for the Winter semester);
 - E. If the applicant is a continuing student, then the **Original Academic Transcripts** must be submitted from the previous semester in order to process the student application request;
 - F. If the applicant is declaring dependents under their charge, then a copy of the **child/rens Medical Card and/or Birth Certificate** is required on file. Please note that the parents names must appear on these supporting documents.
- II) **DELAYS:** Applications for educational reception require a reasonable delay between time of application and reception of the financial assistance. Delays may be due to the time required for the application to reach us, and the time required to process the application and have the cheque issued.

- III) Once the application has been approved by the Kitigan Zibi Education Sector, all students at University level will:
 - A. be required to complete a **Direct Deposit Form** available from the Post Secondary Student Support Program Officer and;
 - B. receive their allowances on a monthly basis at a date established by the Kitigan Zibi Education Sector administration office;
 - C. **Appendix XI** outlines the **Deposit Date schedule**.

Under no circumstances will allowances be given other than on the established deposit dates.

2.2 Responsibility of Students

- I) Students receiving Educational Assistance under the terms of this program shall be responsible for satisfying the academic requirements of the institution of higher learning in which they are enrolled and to produce documents at the prescribed time to the Post Secondary Student Support Program Officer.
- II) Parents of Post Secondary students under the age of 18 years old may ask the Post Secondary Student Support Program Officer for any information at any time concerning their child’s funding status with the Kitigan Zibi Education Sector. To do so, a parent must complete and sign **Appendix X** of the Post Secondary University Policy. However, it is not the responsibility of the Post Secondary Student Support Program Officer to keep the parents updated on the status of their child as a student, or to get any other information outside that required by the Policy. The parents have the responsibility to ensure that their child provides all necessary academic documentation to the Post Secondary Support Program Officer as required for funding purposes.

It is the responsibility of the student to inform the Kitigan Zibi Post Secondary Student Support Program Officer of any changes that may occur. For example, changes to the course schedule, withdrawals, number of hours attending per week etc.

2.3 Dates of Application Deadlines

For September enrolment:	July 1 st
For January enrolment:	November 1 st
For inter session or summer school:	Minimum of 1 month prior to start of program (Subject to funding availability).

3.0 Funding

Funds will only be provided to the student when:

- the application is complete;
- all documentation is provided;
- the application is approved by the Kitigan Zibi Education Sector Administration; and
- once approved - *no sooner than 1 week prior to start date* of course will the initial living allowances be deposited. This includes programs which begin in January.

- 3.1 All students receiving financial assistance under the terms of this program who attend University are hereby obligated to provide the required supporting documents as stipulated under Section 2.1, Article 1: A to E inclusively;

AND

Any other pertinent documentation as per Sections 8.0 and 9.0.

Students failing to produce the documents mentioned under Article 2.1 at the prescribed time will have their student allowance withheld until the required information is received by the Kitigan Zibi Education Sector Administration office.

4.0 Types of Assistance - Full Time Students

To be considered as a full time student during the Fall and/or Winter Semester, the student must meet and provide the following:

- 4.1
- I) provide written proof that they are registered full time in a public post secondary university institution. Appendix V must be completed and signed by the designated person from the office of the registrar/ admissions or a copy of their schedule;
 - II) the student's course load must only be in one program area and must be attending only 1 post-secondary institution.
 - III) the student must be registered and attend regular classes on campus **for no less than 12 hours per week (and maintain this course load throughout the semester)**; on-line and distance education courses are not considered in the calculations of class hours;
 - IV) additionally, the student is required to provide a copy of the course registration indicating class and/or credit hours. Labs and tutorials do not count;
 - V) at any time during the semester, the Kitigan Zibi Education Sector may ask a student to provide ongoing, documented proof of attendance if it has come into question as to whether the student has been fulfilling his/her responsibility to attend all classes;

Under no circumstances will allowances be issued to the student unless all documentation is received and approved by the Post Secondary Student Support Program Officer.

4.2 Spring and Summer Sessions

Living allowances for summer school *will only be provided for* students who are registered in a Doctorate, Masters, continuing condensed program and additional teacher qualifications program. For all other programs, tuition and books for summer school will continue to be funded providing all documentation is received.

To be considered full time or part time during the **Spring and/or Summer semester**, the student must complete a new Kitigan Zibi Post Secondary Application for funding. Students who qualify for living allowances must and provide the following:

Note: assistance for inter-session summer school is subject to annual funding availability.

- I) **provide written proof** (where applicable) that they are registered **full time** in a post secondary university program offered in a public post secondary institution. **Appendix V** must be completed and signed by the designated person from the office of the registrar/ admissions or a letter from the office of the registrar/ admissions must be provided;
- II) the student's course load must only be in the student's regular program concentration area;
- III) For students who qualify for living allowances, the student must be registered and attend regular classes on campus **for no less than 9 hours per week (and maintain this course load throughout the semester)**. Additionally, the student is required to provide a copy of the course registration indicating class and/or credit hours;
- IV) the student is responsible for keeping the Kitigan Zibi Education Sector office informed of any changes in status. (Example: If student drops one course and therefore does not meet minimum requirements to be considered full time);
- V) students not meeting minimum criteria requirements regarding the number of hours per week will be considered to be part time and may only be entitled to funding support for tuition and books only.

Therefore, subject to sections 4.1 and 4.2, students who maintain a minimum course load and fail any courses must provide proof of attendance and participation for each failed course. (Appendix VIII)

4.3 Tuition Assistance

Includes student fees for registration, tuition, tutorials, transcript fees for application and enrolment purposes.

- I) For applicants attending a school in Canada tuition fee costs which are over and above the regular annually established Canadian Public University program(s) tuition cost, will be reviewed on an individual basis and are subject to annual funding availability;
- II) For applicants attending a school elsewhere other than Canada, reimbursement will be to a maximum of \$500.00 per term in Canadian dollars;

- III) Retroactive reimbursement payments will not be made for any applicant who has paid for all or part of their studies and who has not made a formal application for funding. Funding becomes available only from the period that the application has been approved for funding by the Kitigan Zibi Education Sector and on the official start and termination dates of the post secondary program.

Note: Transcript fees will only be reimbursed for students who require transcripts for application purposes, initial professional certification, examination fees and upon request from the KZES.

4.4 Tutorial Assistance

Colleges and Universities offer tutoring services at minimal or no costs to students. Therefore, the Kitigan Zibi Education Sector will no longer provide any funding for tutoring services.

4.5 Books, Special Equipment

- I) Financial support for books and special equipment will normally cover text books and limited special equipment which are considered as *mandatory* by the University for a student's program of studies. Students must complete **Appendix II** with required signatures in order to receive financial assistance. Furthermore, official receipts must be produced for all purchases;

Note: Reimbursements require a minimum 1 week for processing.

- II) Book money allocations for the winter sessions will be issued separately from the January living allowances. They will be issued to the student during the first week of January;
- III) Assistance may be provided to full time students for the purchase, rental or lease of a computer or typewriter. The maximum amount to be allocated is \$500.00. This maximum amount will only be **granted once to the student**. The following is required in order to receive the maximum allocation:
- Completion of application form **Appendix IX**
 - A copy of the purchase receipt, rental contract or lease contract duly signed by the student or parent if the student is under 18 years of age.

Please note that this section is subject to annual funding availability. Students are asked not to undertake any purchase, rental or lease which is dependent on this funding until written approval has been given.

4.6 Travel Assistance

- I) Full time students who reside in the Kitigan Zibi Anishinabeg community and who are required to live away from the community for the duration of their studies may be entitled to a travel grant for themselves and their legal (biological and/or legally adopted) dependants at the beginning of the academic semester, at the Christmas break and at the end of the academic year;
- II) A maximum of 4 travel grants may be provided per calendar year. This covers the beginning of the semester (1), Christmas return trip (one to go home - Kitigan Zibi Anishinabeg) and one to return (2) and end of academic year (1);

- III) Travel grants will be equal to the cost of transportation from the Kitigan Zibi Anishinabeg community to the post secondary institution which is nearest to where the program which the student wishes to take is offered. Travel grants will be offered at the level of the most economical means of transportation;
- IV) Travel grants cannot be made available to anyone other than to the full time student and his/her biological and/or legally adopted dependants who will be residing full time with him/her. Therefore no substitutions;
- V) Travel grants of any kind for any full time or part time funded students studying outside Canada is not provided under any circumstance;
- VI) All travel requests beyond \$2,500.00 require the recommendation from the Kitigan Zibi Education Sector and of the written approval of the Kitigan Zibi Anishinabeg Band Council;
- VII) All travel grant requests other than those outlined in points i) to iv) will not normally be accepted. Nevertheless, any student studying in Canada who wishes to have a “special situation travel grant” request reviewed, should address their request to the Kitigan Zibi Education Sector. The request should clearly indicate the reason(s) why the travel grant should be provided as well as the reason it does not fit into the stated travel guidelines.

4.7 Post Secondary Allowances

- I) Assistance for living allowances to help cover students living expenses will be provided at the rate indicated in **Appendix I**. Please refer to **Appendix XI** for the *allowance deposit dates*;

Note: For the purpose of this policy, a dependant is one which is less than 18 years of age and is a legal (biological and/or legally adopted) dependant of the applicant

- II) Students enrolled in **full time programs who meet the funding criteria must send the Post Secondary Student Support Program Officer their original transcripts at the end of each semester.** The following is the deadline to send in your original transcript without causing a delay in your living allowance deposit dates.

Deadline for University students to submit original transcripts without causing a delay in their living allowance deposit dates:

From the Fall semester:	February 12, 2010
From the Winter semester:	May 31, 2010
From the Summer semester:	September 11, 2009

NEW

Note: Failure by the funded student to provide the original academic transcripts within the stipulated designated times may result in the student having to repay all funds provided directly to the student and funds paid on their behalf for the stated semester.

Any documentation required according to sections 8.0 and 9.0 are to be submitted within two weeks of the transcript due date if the student wishes to receive their living allowance on the established deposit date. Under no circumstances will any allowances be issued if these documents are not received by the Post Secondary Student Support Program Officer.

- III) Allowances are issued to the students only for the duration of their full time studies. (Ex. If the program finishes on June 7th then the student will receive an allowance for the seven days that they are in school for June.) Courses terminating after the third or fourth week into the month will be paid as one full monthly living allowance.

5.0 Assistance - Part Time Students

5.1 Part time students may receive assistance for tuition and the cost of books and special equipment as detailed under Article 4.5 which are listed as **mandatory** by the post secondary university institution;

- I) Part time students will be supported, provided their program of studies is of at least one academic year in duration and leads to a diploma, certificate or degree. All courses taken must be in an accredited program from a public post secondary university institution; this includes credited on-line and distance education courses.
- II) Any part time courses in which the cost is above and beyond the cost of normal accredited part time courses at the post secondary level (ie. Fast track courses) will be reviewed individually based on annual funding availability;
- III) All part time students who receive financial assistance are required to submit a copy of their official transcripts indicating they have completed and have succeeded in their course of study. Official transcripts must be submitted within 45 days of the end of the course;
- IV) All part time students who are allocated funding to cover the cost of tuition and books for post secondary correspondence courses or on-campus courses from accredited public post secondary institution and **who were unsuccessful in their course(s)**, must reimburse the Kitigan Zibi Education Sector for all costs incurred on their behalf **unless** they provide proof (Confirmation of Attendance letter, Appendix VIII) that they were attending all classes and submitting all assignments on their given due dates;
- V) All part time students who are allocated funding to cover the cost of tuition and books for post secondary correspondence courses or on-campus courses from an accredited public post secondary institution and **who withdraw from their course(s)**, must reimburse the Kitigan Zibi Education Sector for all costs incurred on their behalf **unless** they provide proof (Confirmation of Attendance Letter, Appendix VIII) that they were attending all classes and submitting all assignments on their given due dates. If letters are received, they will be required to reimburse the Kitigan Zibi Sector any tuition beyond the withdrawal date which must be reimbursed at full cost.

- VI) Travel assistance is not available for part time students or for local travel.
- VII) All part time students must buy their books, complete Appendix II and return to the Kitigan Zibi Education Sector with their original receipts. Books for part time studies will be done via reimbursements only. There are no advances of funding for books for part time students.

6.0 Awards, Scholarships and other Financial Assistance Sources

- 6.1 Awards and scholarships won by a student for outstanding achievement in competition with other scholars are considered as incentive income and do not affect the computation of assistance benefits to the student.
- 6.2 All students funded under the Post Secondary Student Support Program *have the responsibility of informing* the Kitigan Zibi Education Sector administration office in writing *if they are receiving financial assistance from other sources*. **This may affect the level of funding they are entitled to receive.**
- 6.3 Students **must immediately inform** the Kitigan Zibi Education Sector administration office *if they terminate their studies or if for some reason they have received over or non-justified payment of financial assistance*. Failure to promptly inform the Kitigan Zibi Education Sector administration office of this situation will result in the student owing the Kitigan Zibi Education Sector all over or non-justified funds received. Furthermore, all funds owed will have to be fully repaid before future post secondary funding is provided, or a repayment plan must be established with the Post Secondary Student Support Program Officer before any funding shall be approved.

Please refer to the Post Secondary Incentive Policy (at the end of this booklet) for scholarships offered by the Kitigan Zibi Education Sector

7.0 Limits of Assistance-Public University

- 7.1 **Level II - Public University - Undergraduate Programs**
 - I) Students registered in a Level 2 program may receive up to a maximum of eight semesters of Post Secondary Student Support funding. Students who never used Level 1 funding may carry over to level 2 a maximum of 4 semesters.
 - II) Students registered in a Level 2 program may receive funding for two additional semesters to complete an Honours Degree;
 - III) Students wishing to complete a Bachelor of Education degree may receive up to two additional semesters to complete one such degree;
 - IV) Students registered in a Law (L.L.B) program which normally required a Level 2 degree as condition of acceptance may receive up to a maximum of 6 semesters to complete such program; (Not intended for Bachelor of Education Students who register in Addition Basic Qualification courses (ABQ courses)).
 - V) Students who successfully completed a Level 2 program and who have not used the maximum basic allocation of eight semesters may carry over to a Level 3 program a maximum of two semesters of unused allocated time.

7.2 Level III - Public Graduate and Post Graduate/Doctoral Programs

- I) Students registered in a Level 3 Masters Level Program may receive up to a maximum of four semesters of Post Secondary Student Support funding;
- II) Students registered in a Level 3 Doctoral Level Program, may receive up to ten semesters to complete such program.

7.3 Subject to Sections 7.1 and 7.2, the following applies:

- I) Tuition assistance as outlined in 4.3 will be provided to students enrolled in all three levels;
- II) Assistance for living allowance, travel, cost of books, and tutorial expenses as outlined in 4.3, 4.4, 4.5, 4.6 and 4.7 may be provided for each level. Level 2 will include additional assistance for an Honours degree and a professional degree program at the bachelor level which has as a prerequisite an undergraduate degree;
- III) Students may be assisted in Level 1 studies after dropping out of Level 2 studies. If a student resumes Level 2 studies, the previous time spent at Level 2 will be counted for assistance purposes;
- IV) The Education Sector *will not pay any additional fees acquired by a student for failed courses, fees for late registration or any other penalties fees* incurred by the student.

8.0 Termination of Educational Assistance

8.1 The Kitigan Zibi Education Sector Administration **may/will immediately** terminate part or all educational assistance to a student who:

- I) **becomes a part-time student** *during the course of the semester*. The student must inform the Kitigan Zibi Education Sector administration office of any change from full time to part time status. Part time students may be eligible for the cost reimbursement related to **tuition and books only**. All guideline requirements remain. (Please refer to Article 5.1);
- II) **is regularly absent** from one or more of the minimum number of courses required per semester to be considered full time by the institution. Students **under this category will be considered to be part time and not eligible for the student allowances**. This also applies if the student withdraws from a program. The midterm and term reports will be used to determine if this clause applies. (Additionally, refer to section 5.1 III.);
- III) receives an allowance cheque for a period where he/she had become part time, **must immediately return this allowance** to the Kitigan Zibi Education Sector administration office;
- IV) was on Probation 1, 2 or 3 and is successful in **fewer than 75% of the semester courses** for which the student had registered. Probation procedures will be enforced.
- V) No further post secondary funding support will be provided to any student who has not fully reimbursed all monies owed which were received as over payment and/or non-justified payments or has not fulfilled their obligation to meet their repayment plan previously established and agreed to by both parties, (the student and the Kitigan Zibi Education Sector).

Note: No further post secondary funding support will be provided to any student who has not fully reimbursed all monies owed which were received as over payment and/or non-justified payments

Note: Students who would normally have their assistance terminated under this clause (8.1 iv) may request to have their assistance termination reviewed. The student must provide all of the following:

- a letter addressed to the Kitigan Zibi Education Sector formally requesting review and stating reasons for such review;
- a letter from each course professor or Department Head stating that the student had been in attendance throughout all courses and has submitted assignments on due dates;
- a letter from the Program Director indicating the student's potential to succeed in the subsequent semester.

- 8.2 I) Full time students who registered at a post secondary University institution **but who do not attend** classes at the institution or who decide not to attend the institution, must reimburse to the Kitigan Zibi Education Sector administration office all Post Secondary allowances which were received and all tuition costs paid on their behalf. This includes tuition fees, book allowances, incentives and other allowances which may have been forwarded to the student or to the institution. No further funding will be made until a full reimbursement is made.
- II) Full time students who register at a post secondary University institution **who withdraw from the institution, must obtain Confirmation of Attendance Letters from all their professors or program co-ordinator and immediately forward all information to the Post Secondary Student Support Program Officer.** Once received, a withdrawal date has to be established and the student will owe the Kitigan Zibi Education Sector part or all of the living allowances received and 100% of the tuition fees paid beyond the established withdrawal date. If the Confirmation of Attendance letters from the professors or department head are **not** obtained, the student will owe **all** tuition costs and allowances paid on their behalf.
- III) Students **who are successful in fewer than 75%** of the courses in which they were officially registered in and **who are unable to provide the necessary official documentation to prove they had been in attendance throughout the course and had submitted assignments on due dates,** will have their student allowance discontinued for 1 full semester and may be required to reimburse all disbursements made to them or on their behalf.

The deadline to submit the transcripts for the Fall/Winter and Summer semesters are after the first living and book monthly allowance deposit date. If the student informs the Kitigan Zibi Education Sector that he/she is not returning or does not provide the mandatory documentation (original transcript and schedule), then the student will be obliged to repay the amount that was deposited at the beginning of a new semester.

- IV) A full time or part time funded student who **decides to leave their program of post secondary university studies prior to the completion** of their semester and who wishes to receive funding support for future semesters, **must provide written proof from the institution that they were in full time attendance during the period of the semester for which they were funded. Failure to provide such proof will result in the student being denied funding for 1 semester** as well as owing to the Kitigan Zibi Education Sector all funds received and/or paid on their behalf for the semester they did not complete;
- V) Students who provide the necessary written proof and who are funded for a subsequent semester and **again leave their program of studies prior to completion will be denied funding for one calendar year**. Furthermore, the student will be required to provide written proof from the post secondary institution that they were in regular attendance at the institution.

Note: **All funds received by a student who is unable to prove he/she was in full time attendance and presented course assignments on due dates, will have to be fully reimbursed before any future post secondary funding will be provided. Students should immediately secure all necessary documentation before leaving the institution. Do not put off getting required letters as this could result in monies being owed or funding being denied.**

- 8.3 All students who owed money to the Kitigan Zibi Education Sector due to **overpayment for non-justified payment prior to July 2000** and who wish to return to post secondary studies and furthermore who wish to receive financial support from the Kitigan Zibi Education Sector for post secondary studies, **must make written arrangements to pay back within a period not to exceed 4 months the amount owed to the Kitigan Zibi Education Sector before any future funding will be provided;**
- 8.4 The Post Secondary Student Support Program Officer will only review requests that provide all mandatory information. All requests will be based on their own merit. Subject to approval, the Post Secondary Student Support Program Officer reserves the right to ask any student to provide ongoing attendance reports if it has come to their attention that the student has not been fulfilling their responsibility to attend all classes.

9.0 Probation

9.1 Probation 1:

The Kitigan Zibi Education Sector will place a student on probation if such student is not successful in 75% of their course load. The student **must provide a letter or complete Appendix VIII** from their course professor(s), indicating **their regular attendance and participation for every course NOT succeeded under the minimum 12 credit hours**. Additionally, the student will be required to sign a Probation Contract Level 1 with the Education Sector indicating their commitment to attend school and meet all requirements for the following semester that the student will be attending. (See Appendix VII)

Students who pass 75% of their courses but who fail a course under the twelve credit hours will not be put on probation but will be required to submit a letter to explain the failure and to justify the attendance (See Appendix VIII). Failure to provide letters or the letters indicate that the student was not attending on a regular basis can result in an overpayment for the period the student did not attend 12 hours or more of classes per week. This clause applies to all levels of Probation.

9.2 Probation 2:

The Kitigan Zibi Education Sector will place a student on **Probation 2** if such student is not successful in 75% of their course load for the semester during Probation 1. The student **must provide a letter or complete Appendix VIII** from their course professor(s), indicating **their regular attendance and participation for every course NOT succeeded under the minimum 12 credit hours**. The Kitigan Zibi Education Sector will determine if the reasons given by the student are adequate **for authorization of continued funding**. Should the Education Sector determine that the student is to be given a second opportunity, after being put on Probation 1, a Probation Contract Level 2 between the student and the Kitigan Zibi Education Sector will be signed **following one semester of denied funding**, to ensure that the student takes advantage of tutors, faculty advisors and study skill lectures. **Should the student again not be successful in 75% of their courses while under Probation Level 2, the student will be required to present all necessary documentation and will be denied further funding for one calendar year.**

The student who wishes to reapply for post secondary funding after the one semester where funding was denied due to the student's failure to comply with the Probation Contract level 1, shall be required to sign the Probation Contract Level 2.

9.3 Probation 3:

If a student, **who was denied funding for one calendar year**, returns to class a subsequent or future semester and again does not succeed in 75% of the course load undertaken, *such student may be denied funding for up to three calendar years*, and is put on **Probation 3 following up to one calendar year of denied funding**. The student **must provide a letter or complete Appendix VIII** from their course professor(s), **indicating their regular attendance and participation for every course NOT succeeded under the minimum 12 credit hours**. Furthermore, the student is required to provide all necessary documentation indicating they were in full time attendance and completed assignments as required.

The student who wishes to reapply for post secondary funding after the one calendar year where funding was denied due to the student's failure to comply with the Probation Contract level 2, shall be required to sign the Probation Contract Level 3.

9.4 PROBATION PERIODS

A student will be placed on Probation after the following has been done:

PROBATION LEVEL 1	PROBATION LEVEL 2	PROBATION LEVEL 3
<p>Step 1: Student submits original transcripts and has not succeeded in more than 75% of the courses for the first time. It is required by the student to provide letters of attendance for each unsuccessful course. Failure to do so may result in funding being owed.</p>	<p>Step 1: The student applying for funding must sign a Probation Contract Level 2 after the student has been denied funding for one semester.</p>	<p>Step 1: The student applying for funding must sign a Probation Contract Level 3 after the student has been denied funding for up to one calendar year.</p>
<p>Step 2: Complete Probation Contract Level 1 with Post Secondary Student Support Program Officer.</p>	<p>Step 2: Student attends subsequent or another semester following one semester of denied funding, submits original transcripts and has not succeeded in more than 75% of the courses for the third time. It is required by the student to provide letters of attendance for each unsuccessful course. Failure to do so may result in funding being owed.</p>	<p>Step 2: Student attends subsequent or another semester following up to one calendar year of denied funding, submits original transcripts and has not succeeded in more than 75% of the courses for the fourth time. It is required by the student to provide letters of attendance for each unsuccessful course. Failure to do so may result in funding being owed.</p>
<p>Step 3: Student attends subsequent or another semester, submits original transcripts and has not succeeded in more than 75% of the courses for the second time. It is required by the student to provide letters of attendance for each unsuccessful course. Failure to do so may result in funding being owed.</p>	<p>Step 3: Student is denied funding for up to one calendar year.</p>	<p>Step 3: Student is denied funding by the Kitigan Zibi Education Sector for three calendar years and future applications will be reviewed for their individual merit for renewed funding.</p>
<p>Step 4: Student is denied funding for one semester.</p>		

Remember that a student must provide letters for each unsuccessful course to prove that he/she was attending at least 12 hours of courses per week. Failure to provide these documents will result in the student owing back the living allowances that were given to them and/or paid on their behalf during the semester. Only those students attending 12 hours or more of courses per week are entitled to monthly living allowances. An arrangement to repay any funding being owed, if applicable, must be made with the Post Secondary Student Support Program Officer before any additional funding is provided by the KZES. The Post Secondary Student Support Program Officer reserves the right to request monthly attendance letters in certain cases where a student is on either Probation 1, 2 or 3.

Students must succeed in 75% of the courses that they are registered in.

- 9.5 i) if a student who has been placed on Probation and has been subsequently successful in 75% of their courses over four semesters such student can have their Post Secondary file reviewed and considered to remove the Probation period. If the student has withdrawn completely from the education system for a duration of **three calendar years** such student can have their Post Secondary file reviewed and reconsidered for post secondary funding. Certain conditions will apply if approval is given.

10.0 Counselling Services

- 10.1 A student participating in the post secondary student support program can expect to have two sources of academic and general counselling. Firstly, the counselling services which are available to all students enrolled in institutions of higher learning. Secondly, career counselling services available at the Kitigan Zibi School. The KZES does not cover any costs related to any type of personal or educational counselling, as these services are available at the post secondary institution.

11.0 Student Appeals

- 11.1 Should any student be concerned that the preceding regulations and guidelines have not been fairly applied to his or her situation, the student may appeal to the Kitigan Zibi Anishinabeg Band Council for a review of the situation. **Appendix V** must be completed and returned to:

Kitigan Zibi Anishinabeg Band Council
P.O. Box 309
Maniwaki, Quebec
J9E 3C9

- 11.2 The Kitigan Zibi Anishinabeg Band Council shall provide a written response no later than 25 working days from the receipt of the appeal.
- 11.3 The decision of the Kitigan Zibi Anishinabeg Band Council shall be final and binding.

APPENDIX I (A)	Maximum Level of Assistance for Living Allowances
APPENDIX I (B)	Request for funding for common law spouse's child
APPENDIX II (A)	Mandatory Books and Supplies - Fall
APPENDIX II (B)	Mandatory Books and Supplies - Winter
APPENDIX II (C)	Mandatory Books and Supplies - Summer
APPENDIX III	Authorization Form
APPENDIX IV	Letter of Confirmation (Hours per week)
APPENDIX V	Notification of Appeal from Student
APPENDIX VI	Probation Contract
APPENDIX VII	Confirmation of Attendance form
APPENDIX VIII	Equipment Funding Request form
APPENDIX IX	Documentation Request form for under 18 years old
APPENDIX X	Allowance Deposit Dates for 2009-2010
APPENDIX XI	Request for Additional/Borrowed Semesters
APPENDIX XII	Post Secondary Incentive Guidelines

APPENDIX I (A)

MAXIMUM LEVELS OF ASSISTANCE FOR LIVING EXPENSES

August 17th, 2009 to August 13th, 2010

	Base Allowance INAC	Additional Band (Subject to funding availability)	Total Maximum Allowance
a) Single Student	\$ 675	\$ 222	\$ 897
b) Student with Dependents			
1 legal dependent	\$ 1045	\$ 309	\$ 1354
2 legal dependents (and more)	\$ 1305	\$ 372	\$ 1677

***** The allowance rates indicated which are over and above that allocated by INAC are subject to annual funding availability.**

SPECIAL NOTE

1. For the purpose of this policy, a dependent is a person *who is less than 18 years of age and is a legal (biological and/or is a member of the Kitigan Zibi Anishinabeg and has lived full time at least 1 year with the student, see Appendix I(A) and/or legally adopted) child of the applicant*. Appendix I(A) must be completed every semester for Post Secondary Funding.
2. In order for a student to receive funding for a dependant, *a medical card and/or birth certificate must be provided for each child*. Please note that the parents' names must appear on these supporting documents. If the custody of a child is in question, the Education Sector reserves the right to terminate support for the child until sufficient proof is provided such as a *legal court document* that states which parent has legal custody.
3. Under the terms of the Post Secondary Student Support Program University Policy, a dependent is an individual as per point 1, who is not receiving a post secondary allowance, an in-school allowance, a training allowance or welfare from the Kitigan Zibi Anishinabeg Band or any other agency. Additionally, the dependent must not be receiving Employment Insurance or be under the care of Social Services.

A P P E N D I X I (B)

Request for funding for common law spouse's child who is a registered member of the Kitigan Zibi Anishinabeg and has resided with the student for more than 1 year on a full time basis.

Appendix I(A) must be completed EVERY semester for Post Secondary Funding.

A.

I _____ do attest that I reside with
NAME OF STUDENT

_____ and her/his
NAME OF COMMON LAW SPOUSE

daughter/son _____ since _____.
NAME OF DAUGHTER/SON DATE

I also have been helping to raise _____.
NAME OF DAUGHTER/SON

I understand that it is my responsibility if there are any changes to that status to notify the Post Secondary Student Support Program Officer.

Failure to do so will result in me owing the Kitigan Zibi Education Sector an unjustified overpayment.

Signature of Student

B.

I, _____ am the common law spouse of
NAME OF COMMON LAW SPOUSE

NAME OF STUDENT

I do attest that _____ has been residing and helping to raise
NAME OF STUDENT

with me my daughter/son _____ since _____.
NAME OF SON/DAUGHTER DATE

I understand that it is my responsibility if there are any changes to that status to notify the Post Secondary Student Support Program Officer. Failure to do so will result in the above mentioned student owing the Kitigan Zibi Education Sector an unjustified overpayment.

Signature of common law spouse

N.B. It is the responsibility of the two said parties to notify the Program Officer of any changes in status of the above situation. Failure to do so will result in the student owing the Kitigan Zibi Education Sector unjustified overpayments.

Also, the Post Secondary Student Support Program Officer must receive the original Appendix I(A) BEFORE the request will be considered.

MANDATORY BOOKS

DATE: _____

To: The Kitigan Zibi Education Sector

From: _____

The following list of books and supplies are mandatory for _____
student's name

List of Books	Cost <i>(Include applicable taxes)</i>	Professor's Initials
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____

TOTAL COSTS: \$_____

All receipts obtained from the purchase of mandatory books must be returned by the student. Furthermore, students wishing to be reimbursed for mandatory books purchased over and above the initial \$550.00 allocated in September and \$450.00 allocated in January must forward all official receipts to the Kitigan Zibi Education Sector administrative office. No reimbursements will be made without receipts. *Please submit all reimbursements before the semester ends.*

Book money allocations for the winter session will only be issued during the first week of January.

MANDATORY BOOKS

DATE: _____

To: The Kitigan Zibi Education Sector

From: _____

The following list of books and supplies are mandatory for _____
student's name

List of Books	Cost <i>(Include applicable taxes)</i>	Professor's Initials
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____

TOTAL COSTS: \$_____

All receipts obtained from the purchase of mandatory books must be returned by the student. Furthermore, students wishing to be reimbursed for mandatory books purchased over and above the initial \$550.00 allocated in September and \$450.00 allocated in January must forward all official receipts to the Kitigan Zibi Education Sector administrative office. No reimbursements will be made without receipts. *Please submit all reimbursements before the semester ends.*

Book money allocations for the winter session will only be issued during the first week of January.

MANDATORY BOOKS

DATE: _____

To: The Kitigan Zibi Education Sector

From: _____

The following list of books and supplies are mandatory for _____
student's name

List of Books	Cost <i>(Include applicable taxes)</i>	Professor's Initials
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____

TOTAL COSTS: \$_____

All receipts obtained from the purchase of mandatory books must be returned by the student.
No reimbursements will be made without receipts.
Please submit all reimbursements before the semester ends.

APPENDIX III

AUTHORIZATION FORM

FOR REGISTRATION CONFIRMATION, MARKS AND ATTENDANCE

DATE: _____

University: _____

This is to certify that I _____ a student with the above Education Institution give permission to the Kitigan Zibi Education Sector Administration to have access to any document or information in regards to my registration, confirmation, marks and attendance.

Signature of Student

Signature of Parent (under the age of 18)

APPENDIX IV

LETTER OF CONFIRMATION

The following is to confirm that _____ is
Student's name and number

registered as a full time student at _____
Name of Institution

for the _____ .
semester(s)

This student is registered in _____ for a total of _____ hours
No. of Courses

per week which are all taken on campus and are not delivered through any type of electronic medium.

Office of Registrar/Admissions

Date

A P P E N D I X V

NOTIFICATION OF APPEAL

IDENTIFICATION OF STUDENT:

Name _____

Band: Kitigan Zibi Anishinabeg

Address: _____

Band Number: _____

Telephone: (_____) _____ - _____

PROGRAM OF STUDIES FOLLOWED OR CONTEMPLATED:

Program of study _____ Level _____ of _____

Training Institution _____

Address _____

REASON FOR APPEALING:

RELEVANT SECTIONS OF THE POLICY OR GUIDELINES;

Signature of student

Date

APPENDIX VI

PROBATION CONTRACT

I, _____, accept that due to my failure to meet the
Name

academic requirements as indicated by the Post Secondary Guidelines for the

_____, I am being put on academic probation
Indicate Unsuccessful Term

by the Kitigan Zibi Education Sector under the following Probation level.

LEVEL 1

LEVEL 2

LEVEL 3

For the upcoming term, I realize that I must attend all classes and complete all assignments on or before their given due dates. Failure to meet my academic requirements may result in my having to immediately repay all the funds I have received or which have been paid on my behalf by the Kitigan Zibi Education Sector during the semester.

I promise to take full advantage of tutors, faculty advisors and study skill lectures in order to pass a minimum of 75% of my courses as required by the Kitigan Zibi Education Sector. I realize that if I do not meet the minimum requirements as indicated in the Post Secondary Guidelines again, I will be denied funding for:

- One semester
- Up to one calendar year
- Up to three calendar years

Student

Date

Post Secondary Student Support Program Officer

Date

APPENDIX VII

CONFIRMATION OF ATTENDANCE

To: Kitigan Zibi Education Sector
41 Kikinamage Mikan
Maniwaki, Quebec, J9E 3B1
Tel: 1(819)449-1798 Fax: 1(819)449-5570

Date: _____

This is to confirm that _____ has
Student's name and number

attended classes on a regular basis and has completed assignments on their given due dates,

- until he/she withdrew from his/her program
- for the month of _____.

Professor's Signature

Professor's Name &
Telephone Number: _____

Student Name: _____

Course: _____

Term: _____

APPENDIX VIII

EQUIPMENT FUNDING REQUEST

I, _____, do hereby wish to make a request for the special
Student's name

equipment funding as per section of the Post-Secondary Student Support Policy.

The following is attached:

Purchase Receipt

Rental Contract

Lease Contract

NOTE: *The original receipts will be required and must be provided before the final allocation is provided.*

I acknowledge that the maximum one time only allocation I can receive is \$500.00. Furthermore, I acknowledge that if I am unable to provide written proof of purchase, rental or lease I may receive an up-front amount of \$250.00 and the balance of \$250.00 once I have provided the required documentation.

Finally, if I fail to produce necessary documentation for any up-front funding provided, this allocation will be deducted from my monthly allowance.

Student's Name

Date

APPENDIX IX

DOCUMENTATION REQUEST FORM

(For parents of student's 18 years old and under)

Parents of students under the age of 18 years old may ask the Post Secondary Student Support Program Officer for any information concerning their child's funding status with the Kitigan Zibi Education Sector. It is not the responsibility of the Post Secondary Student Support Program Officer to keep the parents updated on the status of their child as a student outside the normal information required for funding purposes. The parents have the responsibility to ensure that their child(ren) provide all necessary academic documentation to the Post Secondary Student Support Program Officer.

Although, if parents would like us to give them a copy of documents, we can do so providing the student has submitted them to us.

Yes, I would like the Post Secondary Student Support Program Officer to provide me with the following documents: (Please place a check mark in the appropriate space(es))

Transcripts

Schedule

Signature of Parent

Date

Signature of Student
(under 18 years old)

Date

A P P E N D I X X

ALLOWANCE DEPOSIT DATES FOR 2009-2010

Deposit Date For Allowance

For all students beginning in August or September and whose file is complete.

1 week prior to the official start date (Sept. allowance)

October 2009 allowance:

September 30, 2009

November 2009 allowance:

October 28, 2009

December 2009 allowance:

November 25, 2009

January 2010 allowance:

December 16, 2009

February 2010 allowance:

January 27, 2010

March 2010 allowance:

February 24, 2010

March allowance will only be issued to students who have submitted Fall 2009 transcripts and Winter 2010 schedule, and who continue to be eligible for funding as per the Post Secondary Student Support Program University Policy

April 2010 allowance:

March 31, 2010

May 2010 allowance:

April 28, 2010

May allowances are allotted only to those students whose program continues full time into the month of May. The amounts will differ according to termination dates.

All students are requested to provide the Post Secondary Student Support Program Officer with a Bank account number.

Regardless of the reason put forth, monthly allowances will not be deposited other than on stipulated dates.

APPENDIX XI

REQUEST FOR ADDITIONAL / BORROWED SEMESTERS

NOTE: The number of semesters allocated at a University Level 2 is eight (8) semesters. The number of semesters allocated at a University Level 3 Masters program is four (4) semesters and a Level 3 Doctoral program is eight (10) semesters.

I, _____ would like to request _____
Student's name *# of semesters*

semesters for the Fall Winter or Spring/Summer - _____
year

session in the Level 2 Level 3 Masters program or Level 3 Doctoral program.

I understand that to be considered for this special request, one of the following criteria/ situations must be met by me:
(Please indicate with a ✓)

I) I am currently registered in a Level 2 University Program;

I have never used Level 1 Funding. I would like to request carrying over 4 semesters to Level 2.

I have successfully completed a Level 1 College program and have not used the maximum basic allowance of 6 semesters. I would like to carry over to a Level 2 University program 2 semesters of unused allocated time.

I understand that this is the maximum allocated time I could transfer from Level 1 to Level 2. I am aware that this is subject to annual funding availability. I understand the purpose of the above mentioned reason and believe I meet this criteria.

I also understand that I am transferring from Level 1 to Level 2 studies and this may impact my access to funding at Level 1 should I decide to return to a college program.

II) **Level 2:** I am currently registered in a Level 2 University program and I would like to request up to 2 additional semesters from the Level 2 University funding to complete an Honours degree. I am aware that this is subject to annual funding availability;

III) **Level 2:** I am currently registered in a Level 2 University program and I would like to request up to 2 additional semesters from the Level 2 University funding to complete a Professional degree - Bachelor of Education. I am aware that this is subject to annual funding availability;

OR

IV) **Level 2:** I am currently registered in a Level 2 University (Law L.L.B.) program which normally requires a Level 2 degree as condition of acceptance and I would like to request up to 6 additional semesters from the Level 2 University funding to complete such program. I am aware that this is subject to annual funding availability;

V) **Level 2:** I have successfully completed a Level 2 program and I have not used the maximum basic allocation of 8 semesters, I would like to carry over to a Level 3 program a maximum of 2 semesters of unused allocated time. I am aware that this is subject to annual funding availability;

Annexed is proof of Level 2 University program completion
I am aware that this is subject to annual funding availability;

Student's signature

Date

STUDENT INCENTIVE GUIDELINE

The following post-secondary student incentive guidelines form an integral part of the Kitigan Zibi Education Sector's Post Secondary Student Support Program Guidelines

Introduction:

The purpose of the Post-Secondary Student Support Incentives Program (University Level) is two-fold:

- I) to recognize and provide scholarships for academic achievement to students at Levels II and III as defined in the Post-Secondary Student Support Program Policy;
- II) To recognize and provide scholarships to students in the areas of: Medicine, Dentistry, Pharmacy, Optometry, Psychology-level 3 only, Engineering, Law -LLB (Lawyer), Public/Business Administration, Speech Language Pathology, Veterinary Science, Computer Science, Nursing (BSN level), Geology, Forestry, Mathematics-Science, Physics-Science, Physiology and Physiotherapy (Level 2-3 students only);

Note: Level 2: University Undergraduate Level
 Level 3: Graduate - Doctorate Level

Section 1

In recognition of academic achievement, the Kitigan Zibi Education Sector may award scholarships to *full time post secondary students in Level II and III*, who are enrolled as full time students, *have completed two consecutive semesters of study* and who have *achieved an average of 80% or higher in their program of studies* for the Fall and Winter semesters. Students who apply and receive an academic scholarship will have their name, course and educational institution printed in the Kitigan Zibi Education Sector's quarterly newsletter "News from the Drum". The scholarships will be awarded as follows and as per the following guidelines [subject to funding availability];

- i) Full time students currently receiving assistance under the Post-Secondary Student Support Program are eligible to apply for a scholarship in recognition of academic achievement. Only one scholarship per academic year may be granted
- ii) The scholarship to be awarded is in the amount of \$200.00
- iii) The student *must make the request in writing and provide an official academic transcript for both fall and winter semesters*, for the scholarship application to be considered.

Section 2

- I) To recognize and provide scholarships to students in the areas of: Sciences (Bachelor or Masters), Bachelor or Masters in Commerce, Bachelor or Masters in Public/Business Administration, Medicine, Dentistry, Pharmacy, Optometry, Law-LLB (Lawyer), Speech Language Pathology, Veterinary Science, Computer Science, Engineering, Geology, Mathematics, Forestry, Nursing (BSN level 3-4 year program), Physiotherapy and Physiology (level 3). Also to recognize and provide scholarships to students who are registered at the Doctorate level (Ph.D.)
- II) To recognize and provide to students who are registered in the final year of the Bachelor of Education program.

The Kitigan Zibi Education Sector may award scholarships as follows:

- A. Full time students currently receiving assistance under the Post Secondary Student Support Program are eligible to apply for this scholarship. This incentive is limited to Level 2 and 3 students only and specifically in the previously identified areas. (Subject to funding availability);

- B. Post Secondary students who have successfully completed one full year of successful study in the designated fields may apply for a monthly scholarship of \$100.00 beginning from their second year of program study. This scholarship allocation will be awarded to students who continue to remain full time, succeed in 75% of their courses and remain in their program concentration. This scholarship shall not exceed \$800.00 per calendar year, \$100.00 per month Fall-Winter semesters only. Students who have applied and are in the process of receiving monthly scholarship but who do not meet the basic criteria will have their scholarship discontinued. Applications for this scholarship must be made on an annual basis.
- C. Bachelor of Education Students who are registered in their final year of study in their B.Ed. program shall receive, for practicum purposes, \$250.00 at the start of the Fall semester and \$250.00 at the start of their winter semester.
- D. Post Secondary students who have successfully completed a degree in the designated areas as per Section 2 (I) may apply for a graduation scholarship of \$500.00. Students who apply and receive a graduation scholarship will have their name, course and educational institution printed in the Kitigan Zibi Education Sector's newsletter "News from the Drum". This scholarship will only be granted once at Level 2 or 3.

Section 3

In recognition of post secondary students who have completed their requirements for University graduation, the Kitigan Zibi Education Sector may award graduation scholarships [subject to funding availability] to full time post secondary students at the University level. The graduation scholarships to be awarded shall be in the amount of \$150.00. Students who apply and receive a graduation scholarship will have their name, course and educational institution printed in the Kitigan Zibi Education Sector's newsletter "News from the Drum". The scholarships will be awarded as follows;

- i) Full time students currently receiving assistance under the Post Secondary Student Support University Program are eligible to apply for a scholarship in recognition of their graduation from their program of studies.
- ii) The graduation scholarship to be awarded is in the amount of \$150.00.
- iii) Bachelor of Education students who are registered in their final year of the B.Ed program are eligible to apply for a graduation scholarship of \$500.00.
- iv) Post Secondary Students who are eligible or have received a graduation scholarship for the completion of a designated program (section 2) of \$500.00 are not entitled to this scholarship.
- v) The student must make the request in writing and provide an official academic transcript for the graduation scholarship to be considered.

Conclusion:

The future of our community lies in a new generation that has a solid education and one which understands and is proud of its Aboriginal roots. The formal recognition of our post-secondary students is one way for the community to acknowledge their dedication and to demonstrate that we will actively support them in achieving their goals. Post-Secondary studies are challenging but they can be made achievable by a community that recognizes the many hurdles that our community members must go through to succeed at the Post Secondary level.

Scholarship applications will only be accepted for review between May 30 and August 15 of each year. Applicants will receive a reply within 15 days of the receipt of the application at our Education office. There shall be no retro-active review of scholarship applications.

All scholarships are subject to funding availability.

KITIGAN ZIBI EDUCATION SECTOR SCHOLARSHIP APPLICATION FORM

NAME _____ BAND # _____

INSTITUTION _____ ACADEMIC YEAR _____

PROGRAM _____

I wish to apply for:

- Academic Scholarship
- Monthly Scholarship for Designated programs
- Graduation Scholarship for Designated programs
- Graduation Scholarship for B.Ed program

I have enclosed all relevant certified documentation: Yes No

Signature

Date

The Post-Secondary Student Incentives Program came into effect on September 1, 1994. This program is **NOT** retroactive and is subject to the established application dates as well as to annual funding availability.

KITIGAN ZIBI EDUCATION SECTOR