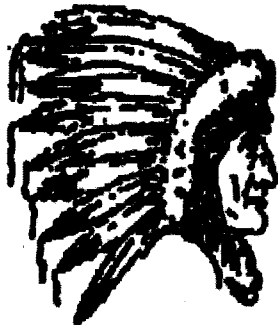


**JAMES SMITH CREE NATION**  
*Post Secondary Student Support Program*  
*Student Policy*



**Revised April 17-18, 2018**

---

## **Table of Contents**

<b>Introduction</b>	<b>2</b>
<b>Definitions</b>	<b>2 &amp; 3</b>
<b>Eligibility for PSSSP Support</b>	<b>3 &amp; 4</b>
<b>Priorities for Approval of Applications</b>	<b>5</b>
<b>Limits of Support</b>	<b>6 &amp; 7</b>
<b>Types of Support</b>	<b>8</b>
<b>Travel and Relocating</b>	<b>8 &amp; 9</b>
<b>Part-Time Students</b>	<b>8 &amp; 9</b>
<b>Living Allowance</b>	<b>9</b>
<b>Incentives</b>	<b>10</b>
<b>Accountability by Students</b>	<b>10 &amp; 11</b>
<b>Funding Appeal</b>	<b>12</b>
<b>Grievance Procedures</b>	<b>12</b>
<b>Obligations of Administrating Organization</b>	<b>12</b>
<b>Confidential Clause</b>	<b>12 &amp; 13</b>
<b>Student Registry</b>	<b>13</b>
<b>Policy Review</b>	<b>13</b>
<b>Application Process</b>	<b>13</b>
<b>Required Documents/Application</b>	<b>14</b>
<b>Waiver and Student Contract</b>	<b>15 &amp; 16</b>

## INTRODUCTION

- 1.0 **James Smith Cree Nation asserts that Post-Secondary Education is a Treaty Right Under Treaty 5 and Treaty 6 and is the trust responsibility of the Federal Government of Canada.**
- 1.2 The objectives of the Post-Secondary Program are to encourage and support **qualified eligible students** to acquire University, Technical, College, or professional qualifications so they can become self-sufficient and achieve their own potential.
- 1.3 James Smith Post-Secondary is the administering agency and organization for Post-Secondary Funding. James Smith Post-Secondary is a branch of the James Smith Education Unit #100. James Smith Post-Secondary became the administering organization in June of 1993.
- 1.4 The James Smith Chief and Council have delegated the post-secondary board to oversee the post-secondary program.

## DEFINITIONS

- 2.0 "Treaty/Status Indian" means a person whose name has been entered in the Membership Register in accordance with the Indian Act and/or a person who is recognized as a possessing Band Membership in accordance with the laws of the James Smith First Nation.
- 2.1 "Post-Secondary Education" means a program of studies, offered by a recognized Institution for which completion of secondary academic studies (Grade 12) adult 12, ABE 12 or its equivalent is required.
- 2.2 "The program of studies" includes all post-secondary programs totalling up to 8 months (32 weeks) to one academic year or more in duration, leading to a certificate, diploma, or degree.
- 2.3 This includes apprenticeship programs that total up to 8 months or longer in duration.
- 2.4 "Post-Secondary Institutions" are degree, diploma, and certificate granting Institutions which are recognized by provincial authorities and include educational institutions affiliated with, or delivering accredited programs by arrangement with a post-secondary institution. *JSCN will refer to recognized Canadian Post Secondary Institutions.*
- 2.5 "Public Institutions" is a post-secondary institution which receives the majority of funding from the Federal or Provincial Governments.
- 2.6 "Private Institutions" is a Canadian or foreign post-secondary institution which does not receive its funding from the Federal or Provincial Government.

- 2.7 "University Full time studies" requires 3 or more classes per semester.
- 2.8 College or Technical Institute full time students have the program duration set.
- 2.9 "Academic Year" is a define by the post-secondary institution, but **will not be less Less than eight months in total.**
- 2.10 "Semester" refers to a part of the academic year, as defined by the University post-secondary institution. *Semesters are usually periods from September-December; January-April; May-August*
- 2.11 "Dependent" means a child 18 and under, who is dependent upon the student as defined by Revenue Canada and does not receive income in excess of the level for a dependent by Revenue Canada.
  - Special dependent child circumstances dealt with a case by case.

#### **ELIGIBILITY FOR PSSSP SUPPORT**

- 3.0 The Post-Secondary Student Support Program supports eligible Band members **who are pursuing post-secondary studies in recognized and authorized post-secondary institutions with a definite CAREER ACTION PLAN.**
- 3.1 The student applicant must be a member of the James Smith Cree Nation as defined by the membership registry.
- 3.2 The student must have met entrance requirements and been accepted for enrollment in a recognized post-secondary institution for a program of studies.
- 3.3 The student must be enrolled in a program of at least totalling up to 8 months (32 weeks) in duration that leads to a recognized certificate, diploma, or degree for which the completion of secondary school studies or equivalent as recognized by the post-secondary institution is required.
- 3.4 Support will be provided within the **limits of funds allocated by the department of Indigenous Services Canada for the James Smith Cree Nation** in accordance with JSCN-PSSSP funding arrangements. If the demand for funding exceeds availability, students will be encouraged to apply for the next term.
- 3.5 Applications for New and Returning Students will be received no later than the deadline dates of:
  - May 15th for Fall/Winter intake
  - February 28th for spring and summer sessions.
  - Students must be in good academic standing.
- 3.6 Only fully completed applications received prior to the deadline dates will be considered.

Completed applications must include the following Required Documentation:

1. Completed Post-Secondary application form
2. Signed release of authorization form
3. Signed First Nation student contract
4. Students must write a detailed education plan
5. Status card (photo copy of card)
6. Dependent Child Verification (Revenue Canada Letter or School Age Registration)
7. Institute acceptance letter
8. Program/ Course information  
(program has entrance requirement of Grade 12, ABE 12, Adult 12 or GED) and is totalling up to 8 months or longer)
9. Tracking sheet of classes  
(upon approved funding - with the assistance of and academic counsellor send a list of courses required to complete your Certificate / Diploma / Degree / Masters / P.hD)
10. Grade 12, ABE 12, Adult 12, GED 12 Marks and recent Univ/College Transcripts
11. Final Registration (official form from institution listing classes in which you will be enrolled)

***Students who apply for Post Secondary Funding must wait for the approval from the James Smith Post-Secondary Director before registering, due to the financial responsibility***

3.7 Continuation of student funding will be reviewed by the JSCN Post-Secondary Director/The Post-Secondary Board after the completion of each semester, Spring/Summer session.

## PRIORITIES FOR APPROVAL OF APPLICATIONS

These priority categories may be modified by the post-secondary board in accordance with the types of applications received for any specific intake or to accommodate any specific James Smith Cree Nation initiatives. Up to two seats may be selected for the initiatives.

4.1 Support will be provided within the limits of funds allocated by Indigenous Services Canada for the James Smith Cree Nation. Applications will be approved and prioritized according to group categories. The priorities for approval of applications for student living expenses shall be based on the following categories below with Group 1 being the first set of applications to be approved, Group 2 to be the second considered, Group 3 to be the third considered and so forth.

### **Group 1:**

Continuing full-time/part-time students with good **academic** standing:

- Students seeking a Master and Professional Studies (Level 3)  
PHD Level 4.
- Students must work in their field of studies for 2 years, upon confirmation of work they will maintain their continuing status when students resume and apply for funding.

### **Group 2:**

Grade 12, ABE 12, Adult 12

### **Group 3:**

- Full-time students who have fully funded themselves for 1 academic year and have completed in good standing.

### **Group 4:**

- General Equivalency Diploma (GED12)

### **Group 5:**

Returning students:

- Returning students to complete their original certificate/diploma/degree

### **Group 6:**

- Returning students to a different program other than their original certificate/diploma/degree, provided they have not exceeded their sponsorship months at that level.

## LIMITS OF SUPPORT

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

University Entrance Level Program – UEP (Maximum 2-year duration)

(UEP Limitation levels based on the National Policy Guidelines)

**Level I** -Technical Institute or Community College program: (Certificate/Diploma) depending on the institution's normal program duration.

- **Level II** -University Undergraduate programs (Certificate/Diploma/Degree) (i.e- BA, B.Ed., B. Science): Academic years based on the universities normal duration.
- **Level III** -i) Masters and University Professional Programs (i.e, M.D..LLB) duration of support will be in accordance with universities normal program duration.
- **Level IV** – PHD/Doctoral Programs.: Duration of support will be in accordance with universities normal program duration, however reasonable limits may be established on the basis of individual need. All applications will be dealt with on an individual basis.

1. Financial assistance for tuition, compulsory student fees and required book and supplies may be provided to student enrolled in all levels.
2. Assistance may be provided to students to complete only (1) one program at each level.
3. Exceptionally, Level 2 may include assistance for an additional degree at the bachelor level which has as a prerequisite an undergraduate degree or undergraduate courses.
  - Post-Secondary Graduates applying for a specialized after degree requirement status (ex: Language Certificate, Special Education Certificate) upon confirmation that it is a requirement to their field of studies.
4. The duration of assistance will accord with the official length of the program as defined by the post-secondary institution in which the student is enrolled, as long as the student is in good standing at the institution as per the institution's definition of satisfactory "academic standing".
5. Student enrolled in all levels may be assisted for up to one additional academic year per level if such an extension is approved in writing by the Post-Secondary Board. Students will submit the extension approval letter to Post-Secondary Director and will be supported with a "pause of studies" for medical, personal, or bereavement purposes. Students will be required to sign a new continuing application form.
6. In order for a student to eligible for "pause of studies" the student must complete

the term /semester. The student must sign a continued application in order to receive continued funding.

7. Duration of assistance will be in accordance with the minimum full-time Requirements of the program as defined by the post-secondary institutions. **Students shall complete their course within the minimum required amount of time.** (Dropping of any classes is very detrimental to completion within allocated time).
8. **Students who want to transfer/ change programs require the written approval of the director prior to registering to the different program, also to the approval of additional funding**
9. Students who have completed level 2, 3, or 4, with assistance from the PSSSP are ineligible for program assistance for lower levels.
10. Students who become eligible for assistance and who have completed a portion of post-secondary studies without assistance from this program may receive assistance for their remaining balance of program of studies but will not be reimbursed for previous expenses. (If funds are available the student may be reimbursed based on documentation of tuition and books within the academic year April-March)
11. Students may be assisted in LEVEL 1 Tech-Institute/college after dropping out of level 2 Univeristy Studies if NOT PREVIOUSLY FUNDED IN LEVEL 1
12. Level 3 Masters and Professional Studies and level 4 PhD funding arrangements will be dealt with on an individual basis and arrangements will depend on the program institution.
13. Should a student change/transfer programs within one of the levels the academic time used for each program within this level will be counted for support purposes.
14. Maternity/Parental leave, students will be allowed a leave of absence/pause of studies for 1 year withdrawal during a semester may result in a recovery situation. Students must apply for this leave to The Post-Secondary Director and meet all funding application deadlines upon their return.

#### **TYPES OF SUPPORT: Eligible Expenditures**

##### **6.0 Tuition:**

- a. Includes student fees for tuition, tutorials, initial professional certificate and examination fees. **And reasonable costs of books and supplies which are listed as required by the post-secondary institution.**
- b. Tuition support may be provided to students attending private or foreign post-secondary institutions at the same tuition rate, including compulsory student fees, charges by the public or private Canadian institution nearest to the student's place of residence (i.e. residence at the time of application) which offers the least expensive comparable program; or
- c. Students enrolled in a foreign institution at the actual tuition rate, including other compulsory student fees charged by the foreign institution, when it is demonstrated that there is no comparable program available at an institution in Canada.



d. Students attending a private or foreign post-secondary institutions, should note that they will be eligible for tuition at the same tuition rate as the Canadian Institute.

e. Students that choose to attend private or foreign Institutions that have high cost tuition will be provided with a base amount and they must pay the remainder.

\$7500.00 Limit Base Rate

Books:

- The student may be provided with up to \$1000 for books and supplies, where not already included in the tuition invoice.
- If a student demonstrates need by submitting copies of the course outlines that extra books are required for the classes, (only if the students require extra books).
- Practicums and Internships shall be supported with funding when required by documentation by the institution.

TRAVEL:

6.1 Students will be eligible for travel for one round trip per semester.

6.2 New students and graduates may be eligible for the purpose of assisting the student to settle into accommodation at the place of study at the beginning of the academic year and to move out at the end of the academic year.  
Base rate: \$300.00

6.3 The student must apply for this assistance. The provision for this assistance support will be based on the availability of PSSSP funds.

6.4 Student with a practicum placement will be supported with a 20 cent per kilometer rate.

PART-TIME STUDENTS:

6.6 When a student attends as Part -Time at a College or Technical Institute, or University as defined by the post-secondary institution attended, the student may receive assistance for tuition, materials and supplies, and compulsory fees.

6.7 Student enrolled in correspondence or other distant education courses will be considered as part-time students and may only qualify for tuition/compulsory fees and assistance as required by the institution.

6.8 Students employed full time while registered full time at a Post-Secondary Institution will only be entitled to tuition, books, supplies and **not a living allowance**.

6.9 Part-Time Student are not eligible for the Incentives.

**Living Allowance:**

6.9 The living allowance rate structure and entitlement will be set annually.

**JSCN PSSSP Monthly Allowance Rates**

Single Student -	\$1,200.00
Single Student with 1 dependent child –	\$1,550.00
Single Student with 2 dependent children-	\$ 1,650.00
Single Student with 3 dependent children-	\$1.750.00

6.10 Allowances with special needs (i.e. physically handicapped persons) requiring additional assistance related to their post-secondary programs shall have their requests considered on an individual basis. (ex: Rental of specialized equipment designed by the post-secondary institution.

6.11 Students are allowed advances for damage deposits and utility hook-ups. The total advance amount will be deducted from a monthly allowance until repaid in full.

6.12 Practicum/Internship assistance

- are supported with a living allowance
- Clothing allowance of \$250.00
- All expenses as required (e.g.: travel, accommodations)

Student must submit confirmation of practicum/internship from the institution.

6.13 Students who reside in university or college dorms will not receive a living allowance as the

payment of the dorm fees and meal plan will be paid directly to the institute.

6.14 Students who reside in the university or college dorms will be supported with a meal plan.

6.15 Students who reside in the university or college dorms will receive a \$100 each month for person expenses.

### **INCENTIVES**

7.0 The incentives are as follows for each level:

- Certificate \$150
- Diploma \$250
- Degree \$500
- Masters \$500
- PHD/Doctoral \$500

Graduating students will be supported with one graduation ticket expense.

**Programs not totalling up to 8 months in duration are not eligible for the Incentives.  
Part-Time Students are not eligible for the Incentives.**

Student Fees – reimbursement of (1) one application fee for approved students only. Must be an eligible student and must be an eligible program.

- Initial professional certification and examination fees.

Transcript fees - are considered an eligible expense.

Materials and Supplies – as required by the program supported by documentation.

Guidance, Counselling and Social Work Services – Tutorial, guidance and counseling services.

### **ACCOUNTABILITY BY STUDENTS**

*JSCN PSSSP is not intended to be a convenient source of income, as there is an extensive wait list*

8.0 Every effort will be made by the James Smith Post-Secondary program to recover any over payment to students who misuse funding by not fulfilling their terms of their sponsorship or who may misrepresent their marital, dependent or program status on the applications.

8.1 When misuse of post-secondary funds is discovered or either of the agreements breached, the James Smith Post-Secondary Program will adopt the

following procedures:

- Write a letter to the student stating the findings.
- If a student is in fact, found to be misusing funding, the JSCN-PSSSP will suspend the student from further funding or take corrective action for the overpayment
- Arrangements satisfactory to the student and Post-Secondary Director for the repayment of the overpayment. The overpayment shall be deducted in equal payments from the monthly living allowance.

- 8.2 Every student, as a condition to receiving Post-Secondary funding, shall sign an Release of Waiver authorizing the Post-Secondary Education Institution to release information to the James Smith Post-Secondary. The Authorization to disclose information shall be in the form attached to this this student policy manual. *In order not to disrupt allowances the onus is on each student to ensure that this condition is arrange with the institution currently attending.*
- 8.3 As a condition to receive Post-Secondary funding, all the students must sign the student contract and waiver.
- 8.4 Any outstanding overpayments on any student requires repayment once the student is approved for funding and once again the repayment plan will be deducted in the monthly living allowance.
- 8.5 Any student who quits or withdraws from classes must obtain authorization from the Post-Secondary Director prior to formal cancellation of classes. Failure to receive this authorization will result in a one year waiting period prior to funding being approved.
- 8.6 Any student that is required to discontinue (RTD) or is expelled from their program of study by their University or Institution will be subject to a two year waiting period prior to funding being approved.
- 8.7 If any student receives an academic warning letter by the institute where they are required to attend workshops such as: study skills, time management, or academic workshops JSCN PSSSP shall support the academic warning letter by requiring the student to attend, failure to do so will result in the discontinuation of funding.
- 8.8 Students who are under academic probation will be required to sign a JSCN PSSSP academic probation contract as conditions for continued funding
- 8.9 Students must re-apply for support on an annual (every year) basis. This is the sole responsibility of the student.
- 8.10 Students who fail to meet the “good academic standing” for their programs will be put on the James Smith academic probation.

## **FUNDING APPEAL PROCESS**

- 9.0 Every student has the right to appeal the decision in regards to their funding, however when a student's application is refused because all available PSSSP funds are fully committed, the process will not be considered.
- 9.1 The matter, if unresolved after discussion with the Post-Secondary Director can be appealed to the Post-Secondary Board at the next scheduled meeting, who must reply within 7 business days.
- 9.3 If the issue continues to be unresolved, the decision of the Post-Secondary Board is final.
- 9.4 The student may attend the appeal hearing in person or by conference call.
- 9.5 Policies and Operating Guidelines will be strictly adhered to.

## **GRIEVANCE PROCEDURES**

- 10.0 If a student or a group of students have a grievance regarding post-secondary education that is not about funding, the grievance procedures shall be as follows:
- 10.1 The student(s) submits by a written report and supporting documentation to the JSCN Post-Secondary Board. The students will send copies to whomever they feel requires knowledge of the situation expecting that appropriate confidentiality will be maintained.
- 10.2 The JSCN Post-Secondary Board will make their decision at the next scheduled meeting, who must reply within 7 business days.
- 10.3 The Post-Secondary board decision is final.

## **OBLIGATIONS OF ADMINISTRATING ORGANIZATION**

- 11.0 The Post-Secondary Program sets out obligations to students in the Student policy. These guidelines are the means for the Post-Secondary Director and the student to understand what is to be expected of the student in achieving academic success.
- 11.1 The Post-Secondary Program provides the opportunity to as many qualified Band Members to pursue quality Post-Secondary education.

## **CONFIDENTIAL CLAUSE**

- 13.0 The JSCN post-secondary program will maintain documentation with respect to the student identifying information, academic record and support provided. Disclosure of academic info requires the informed consent of the student. Personal

information is subject to the terms of privacy provisions. JSCN PSSSP Student profiles will be kept in JSCN Post-Secondary Office.

### **STUDENT REGISTRY**

13.1 The JSCN Post-Secondary Director will maintain a student registry for statistical submission purposes to Department of Indigenous Services Canada in Ottawa as required by the post-secondary education data info systems.

### **POLICY REVIEW**

14.0 All Post-Secondary Students are invited to provide recommendations regarding policy review, Before March each year, at which time they will be included in the Policy Manual Review.

### **APPLICATION PROCESS**

15.0 Applying to the Post-Secondary Institution.

- Applying for enrollment to the post-secondary institution and PSSSP program is the STUDENTS RESPONSIBILITY and the rules are set by the institutions. The students can get help from their school counseling staff or by contracting the JSCN post-secondary Director. Students are responsible for their own registration fees and will be reimbursed upon approval of funding.

15.1 Applying for PSSSP Funding.

- Fully Completed Application forms and relate documentation must be received at the JSCN Post-Secondary Directors Office by the following dates:
- For Fall Semester (September) commencement -May 15th

15.2 For Inter Spring /Summer School February 28.

15.3 **The Following Required Documentation and accompany the application forms or submitted to the office on or before the deadline date.**

*Failure to submit required documentation by the deadline dates will result in delays and or disqualification from funding.*

1. Completed Post-Secondary application form
2. Signed release of authorization form
3. Signed First Nation student contract
4. Students must write a detailed education plan
5. Status card (photo copy of card)
6. Dependent Child Verification (Revenue Canada Letter or School Age Registration)
7. Institute acceptance letter
8. Program/ Course information  
(program has entrance requirement of Grade 12, ABE 12, Adult 12 or GED) and is totalling up to 8 months or longer)
9. Tracking sheet of classes  
(upon approved funding - with the assistance of and academic counsellor send a list of courses required to complete your Certificate / Diploma / Degree / Masters / P.hD)
10. Grade 12, ABE 12, Adult 12, GED 12 Marks and recent Univ/College Transcripts
11. Final Registration (official form from institution listing classes in which you will be enrolled)

***Students who apply for Post Secondary Funding must wait for the approval from the James Smith Post-Secondary Director before registering, due to the financial responsibility***

15.4 Accessing PSSSP Funding Application Forms:

- Available at Band Office
- [www.iamessmithcreenation.com](http://www.iamessmithcreenation.com) (under the PSSSP downloads navigation tab)

15.5 Notification:

- Applicants will be advised by the Post-Secondary Director as soon as the final selection is made available

**JSCN PSSSPWAIVER:**

I hereby authorize JSCN PSSSP Director to have access to my Academic progress including registration program, transcripts etc.,

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
PRINT NAME

Signature: \_\_\_\_\_

Institute: \_\_\_\_\_ TERM: \_\_\_\_\_  
Fall, Winter, Spring, Summer

Student #: \_\_\_\_\_

Program/Course: \_\_\_\_\_

*Students are required to access the University/College/Technical Institutions waiver forms they have available for students at the student request and send these signed waiver form to the Post-Secondary Director as a condition of funding.*



**JSCN PSSSPWAIVER:**

I hereby authorize JSCN PSSSP Director to have access to my Academic progress including registration program, transcripts etc.,

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
PRINT NAME

Signature: \_\_\_\_\_

Institute: \_\_\_\_\_ TERM: \_\_\_\_\_  
Fall, Winter, Spring, Summer

Student #: \_\_\_\_\_

Program/Course: \_\_\_\_\_

*Students are required to access the University/College/Technical Institutions waiver forms they have available for students at the student request and send these signed waiver form to the Post-Secondary Director as a condition of funding.*

## Student Contract

I understand the following conditions to adhere to the school regulations by the James Smith Cree Nation Post-Secondary:

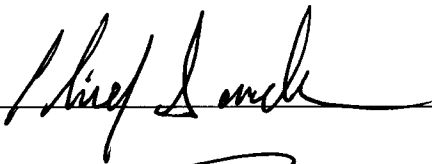
1. I will accept the responsibility to adhere to the institute regulations and meet the standards required by the institute as a condition of James Smith Cree Nation Post-Secondary Student Support Program sponsorship.
2. I agree to attend class regularly.
3. I agree to consult with the Post-Secondary Director of my program if any problems arise academically, emotionally, physically, and financially.
4. I agree to provide my marks and reports on a semester by semester basis to the Post-Secondary Director either digitally emailed or faxed.
5. I agree to report any changes to my student and/or program status promptly. I understand that it is a serious matter to provide false information and/or fail to report any changes in the information provided.
6. I authorize the Post-Secondary Student Support Program Director to obtain information from persons, agencies or organizations to determine and/or verify my eligibility for benefits or services under the Post-Secondary Student Support Program.
7. I declare that all information provided is true and complete.
8. I understand I have a right to appeal any decision made with respect to my application for sponsorship in accordance with Post-Secondary Student Support Program policies.

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


\_\_\_\_\_  
Student Name (print clearly)

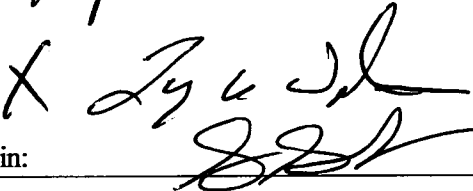
Student signature \_\_\_\_\_ Date \_\_\_\_\_

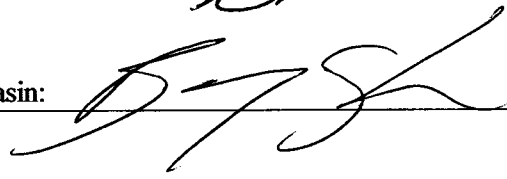
Leadership's signatures for approving Post-Secondary Policy May 10, 2018:

Chief: Calvin Sanderson: 

Chief: Robert Head: 


Chief: Wally Burns: 

Councillors: Chakastaypasin:  SKye Sanderson

Councillors: Chakastaypasin:  Barry Sanderson

Councillors: Peter Chapman: Kevin Head Kevin Head

Councillors: Peter Chapman: Phyllis Head Phyllis Head-

Councillors: James Smith: Deborah Mclean 

Councillors: James Smith: Tanya Moostoos 