

Moosomin First Nation Education Council Inc.



Post-Secondary Education Assistance Program Policy

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POST-SECONDARY EDUCATION PHILOSOPHY

Moosomin First Nation Education Council Inc. believes each of our students are worthy of dignity & greatness in the eyes of the Creator. We believe that higher education is a road to a better life for our students, their families, and our community. Moosomin First Nation citizens are signatories of Treaty 6 and Post-Secondary education is a Treaty Right.

TREATY RIGHT TO EDUCATION

In 1876 the Citizens of Moosomin First Nation signed Treaty 6 with the Crown. Her Majesty agreed to maintain schools for instruction in such reserves hereby made as to her Government of the Dominion of Canada may seem advisable, whenever the Indians of the reserve shall desire it. – Treaty 6, 1876

Oral tradition of Treaty signing includes Post-Secondary Education.

POST-SECONDARY PROGRAM ADMINISTRATION

Post-Secondary is administered by Moosomin First Nation Education Council on behalf of the Citizens of Moosomin First Nation (MFN). We are responsible to encourage and assist MFN Treaty Citizens to:

- Maintain our Treaty Right to Post-Secondary Education.
- Successfully graduate with qualifications and skills needed to pursue individual careers and interests.
- Be fully aware of the MFNEC Post-Secondary Education Assistance Program Policy.
- Conduct on going community needs assessment, program monitoring and evaluation through the reports from the Post-Secondary Coordinator.

POST-SECONDARY VISION, MISSION & GOALS

VISION

MFNEC strives to offer citizens of Moosomin First Nation the opportunity to strengthen our families, and themselves in holistic ways through success in post- secondary education.

MISSION

To provide an equitable, successful program for the citizens of Moosomin First Nation that includes representation in all fields of post-secondary education.

GOALS

MFNEC will support students from the start to becoming valuable members of our community. We hope to eliminate barriers to post-secondary success and see the citizens of Moosomin First Nation be representative of our Nation through economic self-sufficiency.

DEFINITIONS

Academic Year is the period of year within a one-year period, as defined by the post-secondary institution for a program that a student is enrolled in.

Applicant means a person who is a Registered Status Indian with the Moosomin First Nation applying for Post-Secondary Student Support.

Dependant is defined as a minor child(ren) under the age of 18 years of age and living with the student verified by a current Canada Child Benefit (CCB) Notice.

Fiscal Year means a 12-month period from April 1st of a calendar year and ending March 31st of the following calendar year.

Full Time Student is a student determined full-time by the Institution they are attending.

Good Academic Standing are acceptable, passing, and final grades and/or average of a student for class(es) in the program they are being funded.

MFNEC is the Moosomin First Nation Education Council who is authorized to manage the Post Secondary Education Assistance Program

Post-Secondary Institution (PSI) means a certificate, diploma, degree, granting institution that is recognized by province or territory and include educational institutions affiliated with or delivering accredited post-secondary programs by arrangement with a post- secondary institution

Program of Studies includes all post-secondary programs (greater than one academic year in duration) leading to a certificate, diploma, or degree

Part Time Student is a student determined part-time by the institution they are attending

Student means an applicant that meets all admission requirements of a post-secondary institution , and the funding application requirements of this policy

MOOSOMIN FIRST NATION EDUCATION COUNCIL INC.

Moosomin First Nation Education Council Inc. (MFNEC) is the board responsible for the Post-Secondary Education Assistance Program. The role of MFNEC is to:

- Review, prioritize and approve student applications for financial assistance in accordance with this policy,
- Participate in and contribute to discussions about post-secondary education,
- Identify areas that require attention in the short and long term,
- Advocate for post-secondary initiatives and services that are necessary,
- Seek community input to identify and prioritize post-secondary issues; and
- Develop unified responses to First Nations, provincial, and federal post-secondary issues.

APPLICANT ELIGIBILITY CRITERIA

- The applicant must be a Registered Status Indian and Citizen of Moosomin First Nation.
- The applicant must fill out and submit an MFNEC Post-Secondary Education Application form for funding
- The applicant must provide a Letter of Acceptance from a recognized post-secondary institution they wish to attend. If a letter of Acceptance cannot be provided by the deadline date, a Conditional letter of Acceptance, or a note on the application of “Acceptance Letter Pending” will be Acceptable. In the event of approval for sponsorship by MFNEC, final letter approval will be contingent upon submission of an official Letter of Acceptance.
- The applicant must have met the entrance requirements and be accepted for enrollment in a recognized post-secondary institute for their program of study.
- The applicant must be enrolled in a recognized certificate, diploma, or degree and meet the institution’s completion requirement.
- Post-Secondary funding will be provided within the limits of funds available to Moosomin First Nation Education Council Inc. from Indigenous Services Canada.

APPLICATION FOR FUNDING

APPLICATION DEADLINE DATES

- To start a program during the Spring and Summer period (May, June, July, or August), the application along with required documentation is due March 31 every year (Spring and Summer courses will only be funded for continuing students if required by the institution or if a degree program can be completed by Spring & Summer).
- To start a program during the Fall (September, October, November, or December), the application along with required documentation is due June 15 of every year.
- To start a program during the Winter (January, February, March, or April), the application along with the required documentation is due October 1 every year.

POST-SECONDARY COORDINATOR PROCESS

The post-secondary coordinator will send a letter of acknowledgement of application received. If the student does not receive a letter of acknowledgement, the student shall contact the Post-Secondary Coordinator or Director of Education to re-submit the application and ensure they receive the letter of acknowledgement.

POST SECONDARY STUDENT APPLICATION SELECTION PROCESS

MFNEC shall meet within thirty (30) days of the application deadline date to approve student selections. Only students who have provided all the required documents will be considered. The post-secondary coordinator will immediately contact all students who have applied for funding and provide a decision notice.

If a student is waitlisted, the student shall be advised of where they sit on the waitlist. If the program is not eligible for a late start or unable to fund initial costs on their own, the student shall be removed from the waitlist. If funding is not approved for any reason, a letter stating why shall be sent by the Director of Education on behalf of the MNFEC to the student with an option to appeal the decision.

LIMITS OF SUPPORT ASSISTANCE

ELIGIBLE LEVELS OF EDUCATION

Assistance can be provided at four levels of post-secondary education, and they are as follows:

1. Entrance Level: University Entrance and College preparation program – typically 1 academic year
2. Undergraduate University Programs (certificate, diploma, degree) shall be eligible for funding up to the normal duration of the program-typically 4 years.
3. Advanced or Professional Graduate Programs, or Masters' Degree shall be eligible for funding up to the normal duration of the program-typically 2-5 years.
4. Doctoral Program and Post-Doctoral Program shall be eligible for funding up to the normal duration of the program-typically 2-5 years.

DURATION OF ASSISTANCE

The duration of assistance will be defined by the official length or normal duration of the program by the post-secondary institution for students who remain in good academic standing from start to completion.

FINANCIAL ASSISTANCE

Financial Assistance shall only include eligible expenditure supports.

- Assistance may be provided to students to complete only one program at each level.
- Exceptionally, when a Certificate or Diploma is required for a degree in the same educational field of study.
- Exceptionally, when an additional degree at the bachelor level which has a prerequisite of an undergraduate degree or undergraduate courses.
- Students may be assisted in at a community college/technical institute studies after dropping out of undergraduate university program studies if not previously funded for education from a community college/technical institute.
- Duration of time spent in an undergraduate university program will be documented and considered should the student want to go back into an undergraduate university program in the future.
- Once a student has completed one of the 5 levels of post-secondary education with assistance from MFNEC, they will be deemed ineligible for MFNEC funding assistance for lower levels.
- Student support will not exceed the limits set out in the paragraphs above. Where students change programs within one of the levels, the academic years or semesters used for each program within each level will be counted for assistance purposes.
- Students who become eligible for assistance and who have previously completed a portion of post-secondary studies without assistance from this program may receive assistance for the balance of their program of studies but will not be reimbursed for previous expenses.
- **If the demand from eligible students exceeds the funding available, priority selection criteria will apply.**
- Students will be funded for the normal duration of the program.

- Students who transfer programs or institutions more than once require approval from MFNEC before funding is granted.
- Students will be permitted to take a leave of absence from school for one academic year or portion thereof and will still retain their funding position. Students must formally withdraw from the institution. Students must submit a written request for leave of absence as well as appropriate documentation to support their request in a timely manner. MFNEC must approve the leave of absence request for funding position to be maintained.

ELIGIBLE EXPENDITURES SUPPORTS

Eligible expenses include expenses associated with pursuing a post-secondary education executing Moosomin First Nation's Treaty Right to Education. Retroactive funding is not permitted for studies in a previous fiscal or academic year. These eligible expenses include the following:

TUITION AND OTHER STUDENT FEES

MFNEC tuition support (tuition support includes compulsory student fees charged by the institution) may be provided to eligible Moosomin First Nation Citizens under the following conditions:

- An MFN citizen who is attending an eligible post-secondary institution
- An MFN citizen who is attending a Canadian public institutions at the actual tuition rate, including compulsory students' fees charged by the institution for a Canadian student; or MFN Citizens attending private or foreign post-secondary institutions at the same tuition rate, or the tuition rate that is the least amount, including compulsory student fees, charged by the public or private Canadian institution nearest to the Moosomin First Nation which offer the least expensive comparable program; or 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, MFN agrees to pay the closest Canadian comparable rate.
- Students who are eligible for assistance under the MFN and who permanently reside outside of Canada, may apply for support to attend a post-secondary institution located within their country of residence, subject to the following conditions:
 - payment of tuition fees will be paid in Canadian funds
 - all other eligible expenses will be paid in Canadian funds
- Cost Sharing with Other Funding Agencies-Students funded by another funding agency requiring partial/additional assistance related to their Post-secondary Program shall have their requests considered on an individual basis.
 - Individuals who apply for and receive student loans from any public or private sectors (i.e.: Government, Banks or Personal) to pay for their education, which includes these following costs (tuition, books, registration costs, tutorials, and living expenses) are required to pay these loans back themselves. Moosomin First Nation Post-Secondary Education Assistance Program will not pay these loans for any individual that received in the past or is receiving student loans to pay for their education.
- Institution Student Health and Dental benefits plans will be supported. For further clarification Students may contact Institution Student Services or the post-secondary coordinator.

APPLICATION FEES AND OTHER APPLICATION TYPE FEES

MFNEC will reimburse an application fee for an approved student from the post-secondary institution they are attending on a one-time basis. Official Transcripts when a student is required to provide official transcripts to another organization, the fees will be reimbursed upon proof of purchase and requirement verification.

INITIAL PROFESSIONAL CERTIFICATION OR EXAMINATION FEES

MFNEC will pay certification or examination fees that are required by the post-secondary institution to complete the program

BOOKS AND SUPPLIES

Books and supplies are provided with documentation, as a requirement of the program based on the following conditions:

- Book allowance of \$500.00 will be added per semester for allowance to cover the cost of textbooks.
- Required books that exceed \$500.00 per semester shall be reimbursed provided such expenses are supported with documentation (receipts, required book list)
- A student will not receive book allowance if books are included with the student's tuition.
- A student will not receive book allowance when a student account is set up at the institution and included within the student tuition fees.
- A student who has been approved for funding will receive a laptop allowance provided by MFNEC on a one-time basis. Repairs, computer applications, accessories, etc. will be at the expense of the student.
- A student who is required to attend culture camp will be supported with a \$500.00 allowance to purchase supplies needed with class registration confirmation

PRACTICUM ASSISTANCE

A grant of two hundred and fifty dollars (\$250.00) to defray costs of practicum per semester will be provided upon confirmation of practicum placement. The practicum must be a required part of the student's program of studies.

LIVING EXPENSES

Living Expenses are provided to a Full-Time student as deemed by their post-secondary institution based on dependants, for a student to receive a living allowance for dependant(s), the following must be provided along with the application otherwise application will be considered single:

- A current Canada Child Benefit (CCB) Notice.
- In the event a CCB Notice cannot be provided documentation from the child's school, family services agency, or likewise can be accepted.

Monthly Living Allowance Rates:

Single Student (no dependents)	\$1,200.00
Student with Dependents (1 dependent)	\$1,250.00
Student with Dependents (2 dependents)	\$1,400.00
Student with Dependents (3 dependents)	\$1,475.00
Each additional dependent.	\$50.00

CHILDCARE SUPPORT

A full-time student will receive a flat rate for childcare of \$50.00 per month per dependent age (0-5) for childcare services.

TRAVEL EXPENSES

A student can be provided with assistance for travel for the following cases:

- Travel support in the amount of \$100.00 will be provided one time per academic year for a student who is required to move to their Post-Secondary Institution at the beginning of their program.
- When travel is required due to practicum or field placement
- Bereavement travel is not eligible.
- Travel support does not include moving expenses.

- Travel expenses related to travel home during the holidays in December at a flat rate when the student is not a permanent resident of where they live.

SUPPLEMENT TUTORIAL GUIDANCE, AND COUNSELLING SERVICES

Supplement tutorial guidance shall be supported with proper supported documentation from the instructor or professor. A student must submit a tutor request in writing to the post-secondary coordinator. Tutorial payments will be made directly to the tutor and be paid at fair market value.

Guidance and Counselling Services are provided by most post-secondary institutions. The Post-Secondary Coordinator may provide additional information upon request or for advocacy purposes if required.

SCHOLARSHIP & INCENTIVE PAYMENTS

Graduation Awards will be provided on a one-time basis for each category. Proof of completion must be provided from the academic institution program prior to receiving funds.

Graduation Award Rates:

University Entrance Programs	\$0.00
Certificate (full academic year)	\$250.00
Diploma	\$500.00
Bachelor's Degree	\$1,000.00
Doctorate Degree	\$2,000.00

ADMINISTRATION COSTS

MFNEC shall charge a 15% administrative cost to administer the Post-Secondary Education Assistance Program Policy.

PRIORITY SELECTION CRITERIA

When the total financial costs of post-secondary student application requests exceed available funding the priority selection criteria will be used to determine approvals. MFNEC will prioritize MFN citizens based on the following with the first being priority:

1. Continuing Student: a student who is already being funded through the MFNEC
2. High School, Adult 12, Mature Student: a student who has not been funded previously who meets the post-secondary institutions admission requirements.
3. Deferred Student: eligible but waitlisted due to limited funding
4. Recent Post-Secondary Graduate: a student who wishes to further their studies including but not limited to a graduate, degree, master's degree & PhD.
5. New Student: A student who is already studying at a post-secondary institution.
6. Returning Student: A student who is returning to complete their program.
7. RTD'd Student: A student who was required to discontinue must wait for a period of one (1) year before application for funding will be considered.

ACCOUNTABILITY

CASE MANAGEMENT

Case Management is the relationship between a student and the Post-Secondary Coordinator, this relationship varies on a case-by-case basis. Students who are found to be struggling academically or

personally shall participate in a more **intense** case management. Areas included but are not limited to failing grades, repeating classes, not meeting grade point average, and mental health issues that affect Post-Secondary studies.

OVERPAYMENT(S)

Every effort will be made by MFNEC to recover overpayments created by inaccurate or false information or administrative error. When abuse of post-secondary funds is discovered by either false or misleading information, the Post-Secondary Coordinator will:

- write a letter to the individual stating the findings; and
- if the student is, in fact, found to be an abuser, the student will be suspended from funding for a period of 2 years from the date of discovery.
- After the 2 year wait period is over, the student must meet with MFNEC.

REQUIRED TO DISCONTINUE BY A POST-SECONDARY INSTITUTION

If a student Required to Discontinue by the institution, he/she will be discontinued from funding immediately. If a student successfully appeals to the post-secondary institution for their failure to perform or meet the academic requirements, the student must provide a copy of that decision, and the student funding will be reinstated as of the date of reinstatement.

MFNEC must approve any disqualification or granting of funding to a student. If a student is granted funding or disqualified from the program, without MFNEC's approval, the decision to fund or disqualify is considered void by MFNEC.

POST-SECONDARY EDUCATION ASSISTANCE POLICY

Students are expected to be familiar with the MFNEC Post-Secondary Education Assistance Program Policy and all other policies and regulations of the University or Institution in which they attend with respect to attendance, withdrawals, class changes, performance, and student accounts.

ACCESS AND EQUITY SERVICES

MFNEC fully supports access and equity services and requests for reasonable accommodation for students who experience barriers of education shall have their requests considered on an individual basis.

APPEAL PROCESS AND GRIEVANCE PROCEDURES

APPEALS AND GRIEVANCES ON MATTERS OTHER THAN FUNDING

Every student has the right to make an appeal or grievance regarding procedures (matters other than funding) the grievance procedure is:

- First Level: Report the grievance to the Director of Education in writing
- If the grievance is not resolved to the satisfaction of the student, at the request of the student, the Director of Education shall present the grievance to MFNEC for review.

APPEALS AND GRIEVANCES REGARDING FUNDING

Every applicant has the right to make an appeal or grievance regarding MFNEC's decision regarding funding regarding procedures:

- The applicant must do so in writing (by registered mail, facsimile, or email) to MFNEC and attach any supporting documents supporting his/her claim for the Appeal or Grievance.
- MFNEC has seven (7) business days to respond to the Appeal or Grievance.
- The decision shall be made in writing outlining the reasons for the decision.

ULTIMATE APPEALS AND GRIEVANCES REGARDING MFNEC's DECISION

When either of the above is/are not resolved to the satisfaction of the applicant an ultimate appeal or grievance shall be heard by an appeals committee. The appeals committee shall be comprised of the one member appointed by MFNEC, one member appointed by the student, and a neutral third party, appointed by mutual agreement. The decision of the Appeal Committee shall be by consensus. The decision of the Appeal Committee shall be final. The applicant has a right to participate in the Appeal or Grievance hearing.

When an application for funding has been refused because there are no funds available, the Appeal or Grievance process is not an option. No financial assistance will be provided to attend the Appeal or Grievance hearing.

POLICY REVIEW

This policy shall be reviewed from time to time and any recommendations for revisions shall be formally communicated in writing to MFNEC.

CONFIDENTIALITY

The Moosomin Post-Secondary Education Assistance Program shall have access to student files and information. No confidential information regarding a student will be released unless the situation is warranted. Information will be released to other parties if students involve them in the situation. The student will be advised of information released.

The name, address, phone number or email address will be released to other departments of Moosomin First Nation only, for the purpose of communicating information to the Moosomin First Nation.

SOCIAL MEDIA

Students who post negative social media regarding Moosomin First Nation Post-Secondary Education Assistance Program, MFN administration or MFNEC will be reported to MFNEC for review. Examples of social media include but it not limited to Facebook, Instagram, Twitter. Upon review, a warning letter will be issued to the student by the Post-Secondary Coordinator. If negative social media is not corrected, the student(s) funding will be terminated. The Appeal Process and Grievance Procedure may be utilized to dispute the decision.

APPLICATION DOCUMENTS REQUIRED

The following documents are mandatory prior to being presented to MFNEC for decision-making:

- A completed application form for MFNEC Post-Secondary Education Assistance Program Policy
- A Copy of Indian Status Card/Letter of Band Verification from registry administrator
- Acceptance Letter from the Post-secondary Institution.
- Most recent transcripts: Secondary and/or Post-secondary.
- Program Information: Name of Institute, Address, Phone, Fax, Type of academic program length, Estimated/Actual.
- Tuition and required books and supplies
- Dependent Children Verification

Once a student has been approved the following documents will be required:

- Final Registration
- Advising form or tracking sheet of classes

- Direct deposit banking information from your financial institution
- Signed waiver for allowing the Post-Secondary Administrator access to information from institution.
- Contract between student and Moosomin Post-Secondary
- Official transcript of marks after each term/semester