



Zagimē Anishinabēk

POST-SECONDARY SPONSORSHIP PROGRAM

TREATY RIGHT

**The Treaty Right to Education is lifelong learning
that encompasses post-secondary education.**

"Live well on Earth with all our Relations"

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1.0 PROGRAM INTENT

1.1 The Zagimē Anishinabēk Post-Secondary Sponsorship Program is intended to:

- 1.1.1 provide financial and counselling support to Members of Zagimē Anishinabēk to enable them to achieve personal success through lifelong learning; and
- 1.1.2 support Members of Zagimē Anishinabēk to obtain the post-secondary qualifications needed to accomplish individual careers and economic self-reliance.

2.0 AUTHORITY

2.1 This Policy is developed and approved under the authority of the Zagimē Anishinabēk Treasury Board.

3.0 CITATION

3.1 This Zagimē Anishinabēk Post-Secondary Sponsorship Program Policy may be cited as the Zagimē Anishinabēk PSSP Policy, hereafter referred to as "Policy".

4.0 POLICY OBJECTIVES AND STATEMENTS

4.1 The objective of this Policy is to provide eligible Members financial and counselling support at the post-secondary level.

4.2 This Policy will be administered in a transparent, fair and equitable manner

4.3 This Policy outlines:

- 4.3.1 the criteria to be met by Members to qualify for PSSP sponsorship;
- 4.3.2 the types, levels and duration of sponsorship available;
- 4.3.3 the incentives and scholarships available; and
- 4.3.4 the process to appeal decisions made under this Policy.

4.4 Support for this program will be provided within the limits of funds identified in the annual budget approved by the Zagimē Anishinabēk Chief and Council.

4.5 Where the number of eligible applications exceeds the approved budget, applications will be placed on a Deferred Applicant list according to this Policy.

- 4.6 The Zagimē Anishinabēk will not acknowledge any student loan debts incurred by an Applicant under this Policy.
- 4.7 The Zagimē Anishinabēk may implement interim measures in cases of Policy errors of omission.

5.0 DEFINITIONS

- 5.1 The definitions contained in Zagimē Anishinabēk Standard Interpretation of Definitions Policy apply to this Policy unless otherwise stated herein.

- 5.2 In this Policy:

- 5.2.1 **Academic Year** means the Academic Year as defined by the Institution.
- 5.2.2 **Applicant** means a Member who applies under this Policy.
- 5.2.3 **Canada Child Benefit** or **CCB** means that benefit from the Government of Canada received by a student on a monthly basis to assist in the cost of raising children under eighteen (18) years of age.
- 5.2.4 **CEGEP** means College d'enseignement general et professionnel which operate in the province of Quebec.
- 5.2.5 **Comparable Program** means a Program of Study offered at a Private Institution with the same entrance requirements leading to a Degree, diploma or certificate as that of a Public Institution.
- 5.2.6 **Comparable Rates** means the tuition and other Compulsory Student Fees charged by a Public Institution that offers the least expensive Comparable Program and is nearest to an Applicant's Permanent Place of Residence.
- 5.2.7 **Compulsory Student Fees** means those fees charged by an Institution which are levied against all students and is usually based on credit hour enrolment levels.
- 5.2.8 **Continuing Student** means a student who is currently receiving full-time sponsorship under this Policy, or has self-funded their full-time studies, with no break in support or self-funding. For greater certainty, where a student does not attend Spring/Summer Term, this is not considered a break in support.
- 5.2.9 **Department** means the Zagimē Anishinabēk Department responsible for managing the PSSP and this Policy.

- 5.2.10 **Degree** means the three levels of Degrees offered at an Institution that include:
- a. a Bachelor's Degree;
 - b. a Master's Degree or MA; and
 - c. a Doctorate or PhD.
- 5.2.11 **Deferred Application** means an application that has not been approved due to insufficient funds.
- 5.2.12 **Dependent** means a person who is dependent upon the student as defined by Revenue Canada and who does not receive income in excess of income allowed for a dependent spouse by the Canada Revenue Agency.
- 5.2.13 **Director**, means the Director of Lifelong Learning and Wellness.
- 5.2.14 **Distance Learning** means a Program of Study taken online, live-streamed, through a community education centre or through correspondence.
- 5.2.15 **Electronic Funds Transfer** or **EFT** means the electronic transfer of money from one bank account to another, either within a single financial institution or across multiple institutions, through computer-based systems and without the direct intervention of bank staff.
- 5.2.16 **Eligible Program** means a Program of Study offered by an Institution which is at least one Academic Year in duration.
- 5.2.17 **Full-Time Student** means a Full-Time Student as defined by the Institution.
- 5.2.18 **Institution** means a Degree, diploma, and/or certificate granting institution recognized by a province or territory, and include educational institutions affiliated with, or delivering accredited post-secondary programs by arrangement with an Institution, and is recognized by ISC.
- 5.2.19 **ISC** means Indigenous Services Canada, it's heirs and successors.
- 5.2.20 **Member** means a person who, pursuant to the *Zagimē Anishinabēk Membership Code*, is registered as a Member of Zagimē Anishinabēk.
- 5.2.21 **New Applicant** means an Applicant who has never received support under this Policy, or a previous version of this Policy.
- 5.2.22 **Overpayment** means an amount of financial sponsorship, assessed by the Program Administrator, and deemed as repayable due to one or a combination

of the situations outlined under Sections 16.0 STUDENT MONITORING and 18.0 REPAYMENT OF FINANCIAL SPONSORSHIP.

- 5.2.23 **Part-Time Student** means a Part-Time Student as defined by the Institution.
- 5.2.24 **Permanent Place of Residence** means the place of residence upon first application.
- 5.2.25 **Practicum or Internship** means a mandatory component of a student's Program of Study where the student is required to participate in a work placement experience.
- 5.2.26 **Private Institution** means a Canadian or foreign Institution, which receives a majority of its funding other than from governments and is recognized by ISC as an Institution.
- 5.2.27 **Program Administrator** means that employee who is responsible for the administration of the Zagimē Anishinabēk Post-Secondary Sponsorship Program and this Policy.
- 5.2.28 **Program of Study** means a post-secondary program offered by an Institution that is at least one (1) Academic Year in duration leading to a certificate, diploma or Degree.
- 5.2.29 **Public Institution** means an Institution which receives the majority of its funding from governments and is recognized by ISC as an Institution.
- 5.2.30 **Returning Student** means a student who has previously received support under this Policy, or a previous version of this Policy.
- 5.2.31 **Student Month** means a month in which a student receives full time sponsorship support.
- 5.2.32 **Study Period** means a Term, session, intersession or such other period of time used by an Institution during which a student attends classes at the Institution.
- 5.2.33 **Term** means the period of instruction into which the Academic Year is usually divided and is normally defined as follows:
- a. Winter Term begins in January and ends in April;
 - b. Spring/Summer Term includes short periods of instruction that begin in May and end in August; and
 - c. Fall Term begins in September and ends in December.
- 5.2.34 **Treasury Board** means the Zagimē Anishinabēk Treasury Board.

- 5.2.35 **Undergraduate** means a student who is working towards a bachelor's Degree, a diploma or a certificate.
- 5.2.36 **University and College Entrance Preparation Program** or **UCEPP** means an entry level program that may provide a student with the academic level required for entrance into a post-secondary program.
- 5.2.37 **Withdrawal** means the formal procedure required by an Institution for a student to voluntarily discontinue from a course or academic program but does not include non-attendance.

6.0 ELIGIBILITY REQUIREMENTS

- 6.1 To be eligible for sponsorship under the Zagimē Post-Secondary Sponsorship Program, an Applicant must:
- 6.1.1 be a Member;
 - 6.1.2 be enrolled or accepted for enrolment in an Eligible Program of Study at an Institution; and
 - 6.1.3 have submitted a letter of acceptance or class registration to support their application for sponsorship.
- 6.2 To maintain ongoing eligibility requirements under the PSSP and this Policy, a student must:
- 6.2.1 maintain the required academic standing within the Institution in which they are enrolled; and
 - 6.2.2 inform the Program Administrator immediately of any changes in family composition, enrolment status and academic status.

7.0 APPLICATION DEADLINE DATES

- 7.1 An application for new and returning students sponsorship **MUST BE RECEIVED** by the Program Administrator according to the following deadlines:
- 7.1.1 by 4:00 PM on October 31 for a Study Period from January to April;
 - 7.1.2 by 4:00 PM on February 28 for a Study Period from May to August; and

7.1.3 by 4:00 PM on June 30 for a Study Period from September to December.

7.2 Continuing student's annual application deadline is 4:00 PM on June 30th of each year.

8.0 ELIGIBILITY PROCEDURES

8.1 The sponsorship application form, attached as Appendix A, must be fully completed and include all information required under this Policy.

8.2 No application received after the deadline dates outlined in Section 7.0, APPLICATION DEADLINES, will be processed or accepted.

8.3 A letter of acceptance or course outline in the student's name from an Institution that is at least one (1) Academic Year in duration must accompany the application.

8.4 The Program of Study must be delivered by an Institution.

9.0 APPLICATION PROCESS

9.1 Complete applications that are received by the deadline dates will be processed according to one of the following three (3) application categories:

9.1.1 a New Applicant must apply on or before the application deadline date for the Term they are applying for funding as outlined under Section 7.0 APPLICATION DEADLINE DATES;

9.1.2 a Continuing Student must apply once per year, on or before the application deadline date for the Term in which their program is continuing, i.e. students on the Term system must submit an application prior to the deadline dates as outlined in this Policy for the Fall/Winter Term; and

9.1.3 A Returning Student must apply on or before the application deadline date for the Term they are applying for funding.

9.2 In addition to the requirement outlined in sub-section 9.1.1, an application under the category of New Applicant must submit a copy of their:

9.2.1 official transcript verifying completion of their academic grade 12 or equivalent as recognized by the Institution which the Applicant will be attending; and

9.2.2 letter of acceptance or conditional letter of acceptance from the Institution.

- 9.3 In addition to the requirement outlined in sub-section 9.1.2, an application under the category of Continuing Student must:
- 9.3.1 submit a copy of their class registration verifying their credit hours of enrolment;
 - 9.3.2 have submitted a copy of all transcripts by the deadline dates outlined in section 16.2; and
 - 9.3.3 submit their course outline for the upcoming Academic Year for programs where enrolment is predetermined by the Institution.
- 9.4 In addition to the requirement outlined in sub-section 9.1.3, an application under the category of Returning Student must:
- 9.4.1 submit a copy of their re-admission letter from the Institution; and
 - 9.4.2 ensure that all transcripts from previously attended classes are submitted as part of their application.
- 9.5 Applications for the Spring/Summer Term will be based on:
- 9.5.1 the availability and/or need to take classes during this period;
 - 9.5.2 whether a student is able to complete their program early;
 - 9.5.3 Practicum placements; and/or
 - 9.5.4 Internship placements.
- 9.6 A release and consent form, attached as Appendix I, RELEASE/CONSENT, must be completed and signed by each new Applicant, and attached to their application form giving authority to Zagimē Anishinabēk to obtain repayment of any amount owing that has been determined according to section 18.0, REPAYMENT OF FIINANCIAL SPONSORSHIP.
- 9.7 Each Applicant or student is required to report to the Program Administrator any changes in program enrolment, course changes and Institution-imposed monitoring procedures.
- 9.8 Each Applicant or student is required to provide the Program Administrator with their current email and other contact information. It is the Applicant's responsibility to maintain communication with the Program Administrator throughout the application process.

- 9.9 All completed applications will be summarized by priority for sponsorship, and the date each application was received for processing.
- 9.9.1 The summary shall be presented to Treasury Board for final approval based on the recommendations of the Program Administrator and the availability of program funds.
- 9.10 Each Applicant will be notified of the results of their application for sponsorship following the review and approval by Treasury Board.
- 9.11 The PSSP and this Policy will be managed according to applicable Zagimē Anishinabēk laws, regulations, policies and other directives.
- 9.12 An Applicant whose application has been Deferred due to lack of funds must submit a new application prior to the application deadline for the Term for which they are applying.

10.0 APPLICATION PROCEDURES, APPROVAL PROCESS AND NOTIFICATION

- 10.1 Only complete applications will be processed by the Program Administrator.
- 10.2 It is the Applicant's responsibility to confirm with the Program Administrator that their application is complete and ready for processing.
- 10.3 An application may be submitted electronically, by facsimile, mail (post marked no later than the relevant deadline date) or hand delivered.
- 10.4 For verification purposes, an Applicant must submit a copy of identification with their application that includes but not limited to:
- 10.4.1 a copy of any government photo identification;
- 10.4.2 a copy of their Certificate of Indian Status card.
- 10.5 An Applicant who is claiming dependents must submit confirmation of care and custody that may include but not limited to:
- 10.5.1 child benefit receipt;
- 10.5.2 hospitalization cards;
- 10.5.3 status identification;

- 10.5.4 a letter of guardianship; and
- 10.5.5 confirmation of school enrolment.
- 10.6 Applicants will be advised of a receipt of application, but this will not constitute approval of sponsorship.
- 10.7 An Applicant who is a grade 12 graduate may not have official transcripts at the time of application, therefore a conditional acceptance letter from the Institution where the Applicant has applied will be accepted as supporting documentation for enrolment. Grade 12 transcripts must be submitted when received.
- 10.8 Every student must submit transcripts according to the dates as outlined in Section 16.0 STUDENT MONITORING.
- 10.9 All complete applications will be placed in the appropriate group category according to Section 11.0, "APPLICATION CATEGORIES, PRIORITIZATION AND DEFERRED APPLICATIONS", by the Program Administrator.
- 10.10 Within twenty-one (21) days of receipt of an application, the Program Administrator will notify all Applicants in writing of their acceptance, deferral or denial of application for sponsorship.
- 10.11 The Program Administrator will maintain data of Deferred Applications for internal program monitoring.

11.0 APPLICATION CATEGORIES, PRIORITIZATION AND DEFERRED APPLICATIONS

- 11.1 Complete applications for sponsorship will be categorized according to the following groups and prioritized as per order of numbering.
- 11.1.1 Group 1 – All categories in this group will be considered together:
- An Applicant who is a Continuing Student and who has maintained the minimum grade point average for completion of their program;
 - An Applicant who is an academic Grade 12 graduate whose transcripts confirm that they have met the Institution entrance requirements. Such applications must be received within four (4) years of receiving their academic Grade 12. Priority will be given to applicants who have immediately graduated from Grade 12.
 - An Applicant who completes a community college or CEGEP program, and continues on to an Undergraduate Degree program without a break in studies;

- d. An Applicant who completes an Undergraduate Degree and continues on to an advanced Degree Program of Study without a break, where the student has voluntarily taken break from their program for a period of not more than eight (8) consecutive months.
- 11.1.2 Group 2 - All categories for this group will be considered together and who has been accepted through an Institution's eligibility requirements:
- a. An Applicant who is defined as a Mature Student by the Institution, and who is not enrolled in a UCEPP;
 - b. An Applicant has been out of school for more than four (4) years of receiving their academic grade 12 and is not considered in Group 1.
- 11.1.3 Group 3 - All categories for this group will be considered together:
- a. A Mature Student, as defined by the Institution, and is accepted into a UCEPP or other Eligible Program;
 - b. A previously enrolled student who voluntarily withdrew for more than eight (8) months;
 - c. A previously sponsored student who has successfully completed a Level 1 program and is enrolling in a Level 2 or Level 3 program, or a previously sponsored student who has successfully completed a Level 3 program and is enrolled in a Level 4 program; and
 - d. A Part-Time Student who is taking one (1) or two (2) classes per Term towards completing a Degree. Sponsorship for a Part-Time Student will be limited to Tuition and Books only and no allowance will be provided.
- 11.1.4 Group 4
- a. Previous students returning after a leave of absence with the minimum grade average, and a leave of more than eight (8) months, requirements for program completion which includes:
 - i. a previously enrolled student who was required to discontinue by their Institution, assessed an Overpayment and who has repaid the Overpayment and not received sponsorship within the last two (2) years; and
 - ii. a student who has completed levels 1 or 2 who require up to one additional Academic Year for completion of either Degree requirements if such an extension is approved in writing by the Institution or a student who has completed levels 1 or 2 and is enrolled in a bachelor-after-Degree program;
 - b. A student who has changed their program, with prior, written approval of the Program Administrator, without the successful completion of a previous program;
 - c. A student who has been enrolled in a program or programs for several years without successfully completing;

- d. A previous student with un-recovered Overpayments who has not received sponsorship within the last two (2) years; and
- e. A student whose status at an Institution was designated according to section 16.5 and who has also met the Institution's re-admission requirements.

11.1.5 The Administrator will prepare a report of applications prior to the student uptake to be reviewed by the Director of Wellness and Lifelong Learning and the Executive Director.

12.0 LEVELS OF SPONSORSHIP

12.1 Sponsorship may be provided for the four (4) following levels:

- 12.1.1 Level 1 – technical or community college diploma or certificate programs;
- 12.1.2 Level 2 – Undergraduate University programs;
- 12.1.3 Level 3 – Advanced and professional Degree programs (law, medicine, dentistry, etc.), or Masters programs; and
- 12.1.4 Level 4 – Doctoral programs.

12.2 Sponsorship for tuition, books and supplies, travel and living allowances will be provided for a student to complete one program at each level.

13.0 TYPES OF SPONSORSHIP

13.1 A student approved for sponsorship will receive financial support according to the following:

- 13.1.1 Tuition Sponsorship for Full-Time and Part-Time Students
 - a. for a student attending a Public Institution, at the normal rate, including Compulsory Student Fees and tuition deposits charged by the Institution;
 - b. for a student attending a Private Institution or foreign Institution, Comparable Rates will be assessed based on the normal rate, including Compulsory Student Fees, charged by a Public Institution that is nearest to the student's Permanent Place of Residence which offers a Comparable Program of Study;
 - c. a student enrolled in a foreign Institution at the actual rate, including 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. a tuition deposit where an Institution requires such a deposit to hold an Applicant's seat. The tuition deposit may be recovered by the PSSP if the student does not attend the Institution.

- 13.1.2 Books and Supplies Sponsorship for Full-Time and Part-Time Students, including Spring/Summer Students, and as further defined by the Institution:
- a. On a Term basis, an amount as outlined under Appendix B, BOOKS AND SUPPLIES, to cover books and supplies listed as required by the classes/Program of Study in which the student is enrolled;
 - b. Where the required textbooks and supplies exceed the amount as outlined in Appendix B, the additional costs may be reimbursed to the student upon presentation of the class book lists and actual receipts, inclusive of taxes, for all books and supplies purchased during that Term;
 - c. Where books are provided by the Institution, this sponsorship component will be paid directly to the Institution on behalf of the student;
 - d. Books and supplies, will not exceed the amount as outlined in Appendix B during each Academic Year;
 - e. Books and supplies for a Part-Time Student will be prorated at the rate per class as outlined in Appendix B, subject to the same reimbursable provisions outlined in clause 13.1.2 (b) above; and
 - f. The amount provided for books and supplies for a student attending the Spring/Summer Term will be based on the books and supplies as prescribed by the class(es)/Program of Study and not the amount as outlined in Appendix B, BOOKS AND SUPPLIES.
- 13.1.3 Compulsory Student Fees for Full-Time and Part-Time Students
- a. As charged by the Institution and levied against all students based on enrolment status, include but not limited to:
 - i. student union fees;
 - ii. athletic fees;
 - iii. building fund fees;
 - iv. daily bus pass/university pass fees and
 - v. other fees as charged by the Institution.
 - b. Institution registration fees will be reimbursed to the student, upon presentation of receipt for payment, once the student is accepted for sponsorship under this Policy;
 - c. The following fees are not eligible for payment:
 - i. application fees;
 - ii. overdue/lost library book fees;
 - iii. class drop/change/Withdrawal fees;
 - iv. second attempt examination or examination rewrite fees;
 - v. transcript fees;
 - vi. student medical/dental insurance;
 - vii. non-compulsory student fees;
 - viii. tuition fees to upgrade a grade point average; and
 - ix. any other student specific fees which may be levied by the Institution.

13.1.4 Travel Sponsorship for Full-Time Students

- a. An application for travel sponsorship, attached as Appendix C, TRAVEL SPONSORSHIP, must be requested at the commencement of each Term;
- b. A Full-Time Student may be eligible for travel support to a maximum of twice per calendar year that will include travel support for the student and any dependents who reside with the student;
- c. Eligibility is determined by the student's Permanent Place of Residence as stated on the original application for sponsorship;
- d. Travel sponsorship is calculated from the Institution to a student's Permanent Place of Residence;
- e. Travel Sponsorship is calculated based on the most economical method available;
- f. No daily transportation sponsorship will apply to students in Practicum placement situations except as outlined under sub-clause 13.1.7 (b) ii.;
- g. Approval of requests are at the recommendation of the Program Administrator and authorized by the Zagimē Anishinabēk Director of Lifelong Learning and Wellness or designate;
- h. There is no travel support available for Part-Time Students and students in Distance Learning; and
- i. Travel sponsorship is subject to availability of program funding.

13.1.5 Tutorial Assistance Sponsorship for Full-Time and Part-Time Students

- a. A student seeking Tutorial Assistance is requested to submit a written request as early as is reasonably possible;
- b. Tutorial Assistance Sponsorship must have the prior written approval from the Program Administrator prior to the engagement of a tutor;
- c. Tutorial Assistance Sponsorship may be available when the class instructor confirms, in writing, that tutorial assistance is required for the student to successfully complete the class/program and when tutorial services are not available at no charge to the student;
- d. The tutor must be approved by and registered with the Institution in which the student is enrolled. Confirmation from the Institution must be provided to the Program Administrator;
- e. Tutorial assistance is limited to three (3) hours per week/per class; and
- f. Tutorial assistance sponsorship is subject to availability of program funding.

13.1.6 Living Allowance Sponsorship for Full-Time Students

- a. The Program Administrator reserves the right to request verification and supporting documentation to confirm eligibility for a living allowance.
- b. Levels and requirements for living allowance eligibility is attached as Appendix D, LIVING ALLOWANCE.

13.1.7 Practicum or Internship Subsidy for Full-Time and Part-Time Students

- a. Applications for a Practicum or Internship Subsidy is attached as Appendix E, PRACTICUM/INTERNSHIP;
- b. Where a student is required to participate in a Practicum or Internship as part of their program, the Program Administrator may consider exceptional costs, including but not limited to:
 - i. special clothing or equipment;
 - ii. transportation where the site of the Practicum is outside the community where the Institution is located; and
 - iii. Practicum fees;
- c. A student must submit written confirmation from the Institution that the Practicum or Internship is required for completion of their Program of Study;
- d. A student must apply in writing for the Practicum or Internship subsidy and provide written confirmation from the Institution that an exceptional cost item as outlined in sub-clause 13.1.7 (b) is required to complete the Practicum or Internship;
- e. Practicum subsidies are limited to the amount as outlined in Appendix E, PRACTICUM/INTERNSHIP, during each Academic Year and the level of support is dependent upon clothing and material required to complete the Practicum or Internship;
- f. Approval of Practicum or Internship subsidy requests are at the recommendation of the Program Administrator and authorized by the Director;
- g. Where a student is in a Practicum or Internship in which they are paid, no Practicum or Internship subsidy will be provided; and
- h. A Practicum or Internship subsidy is subject to availability of program funding.

13.1.8 Sponsorship for the following special circumstances may be considered:

- a. Distance Learning program (online and at home) students may be eligible for the actual costs of tuition and books to complete an eligible Program of Study. Hardware and connectivity are the student's responsibility;
- b. If a student is required to travel to another location to complete their required exams, they may be eligible for travel support;
- c. For Distance Learning within a partnering institution and not at home, a student may be eligible for tuition and books to complete an eligible Program of Study from an Institution;
- d. Sponsorship for special circumstances is subject to availability of program funding.

13.1.9 Shelter/Rental Subsidy Sponsorship

- a. A shelter/rental subsidy sponsorship may be provided by the Zagimē Anishinabēk;
- b. A shelter/rental subsidy sponsorship is to assist students with shelter/rental costs when a student does not reside with their parents or guardians;

- c. In the case of a two-student family unit, both students may be eligible for a shelter subsidy sponsorship; and
- d. The Program Administrator reserves the right to request documentation to confirm eligibility for a shelter subsidy sponsorship that would include but not be limited to:
 - i. rental receipts;
 - ii. lease agreement; and/or
 - iii. utility bills.
- e. A shelter/rental subsidy sponsorship subsidy is subject to availability of funding.

13.1.10 Mental Health and Physical Supports

- a. Where a student has a mental health issue or physical disability and requires additional supports as prescribed by a health care professional to complete their Program of Study, the student may submit a written request to the Program Administrator for special consideration. Such requests will be dealt with on a case-by-case basis at the recommendation of the Program Administrator and authorized by the Director according to Zagimē Anishinabēk policy. Zagimē Anishinabēk reserves the right to request written medical documentation to verify a student's eligibility.
- b. A disability subsidy is subject to availability of program funding.

13.1.11 Partial Sponsorship

Partial sponsorship for a student who is registered in a full-time program and who is funded by a different agency may be considered on a case-by-case basis.

13.2 Exceptions may be made in Level 2 programs where a student is enrolled in a combined Degree program.

13.3 Zagimē Anishinabēk will not be responsible for any debts incurred by a student prior to sponsorship under this Policy.

13.4 Retroactive financial support will not be considered.

14.0 SCHOLARSHIPS

14.1 A student's program must be sponsored by the PSSP in order to be eligible for the following scholarships:

- 14.1.1 Strategic Studies Scholarship – A Student may apply for scholarships under Level I through Level IV, in Indigenous studies, physical and biological sciences, mathematics, engineering, computer science, health sciences, veterinary medicine, dentistry, commerce, public/business administration and law:
 - a. a student must be registered in a full-time Strategic Studies program;

- b. selection will be based upon students with the highest grade-point average with a minimum of 75% for the Academic Year;
- c. the application deadline is May 31 of the year in which the marks have been received and based on the Fall and Winter Term of the application year;
- d. official transcripts must be included with the application. Midterm and unofficial marks will not be accepted; and
- e. the scholarship application form and amount is as outlined in Appendix F, ZAGIMĒ SCHOLARSHIPS.

14.1.2 Academic Achievement Scholarship - any student registered full-time in Levels I through IV outside of the Strategic Studies may apply for an academic achievement scholarship:

- a. a selection will be based upon students with the highest grade-point average with a minimum of 75% for the Academic Year;
- b. the application deadline is May 31 of the year in which the marks have been received and based on the Fall and Winter Term of that application year;
- c. official transcripts must be included with the application. Midterm and unofficial marks will not be accepted; and
- d. the scholarship application form and amount is as outlined in Appendix F, ZAGIMĒ SCHOLARSHIPS.

14.2 Information on external scholarships shall be attached as Appendix K, EXTERNAL SCHOLARSHIPS, to assist students in accessing additional financial support.

15.0 GRADUATION/CONVOCATION INCENTIVES

15.1 Graduation/convocation incentives are available to students sponsored by the Zagimē Anishinabēk PSSP.

15.2 A student who is graduating/convocating must make application to the Zagimē Anishinabēk PSSP for the graduation/convocation incentive as attached under Appendix G, GRADUATION/CONVOCATION INCENTIVES.

15.3 A graduation/convocation incentive will be released upon receipt of official transcripts or letter from the graduating Institution confirming graduation/convocation.

15.4 A student will not be eligible for any other graduation assistance from Zagimē Anishinabēk.

15.5 The graduation/convocation incentive amount for all levels, as outlined under section 12.1, is as outlined under Appendix G, GRADUATION/CONVOCATION INCENTIVES.

15.6 All graduation/convocation incentives will only be available up to one (1) year following the date of successful completion of the program.

15.7 Graduation/convocation incentives will only be provided once for each level of sponsorship.

16.0 STUDENT MONITORING

16.1 A Continuing Student must submit to the Program Administrator the official transcripts of their marks from the previous Term in which they were in a Program of Study.

16.2 The submission of a student's official transcripts for the Term and date by which they are due is:

16.2.1 by 4:00 PM on January 15 for the Fall Term, September to December

16.2.2 by 4:00 PM on May 15 for the Winter Term, January to April; and

16.2.3 by 4:00 PM on September 15 for the Spring/Summer Term, May to August.

16.3 Failure to submit transcripts as outlined in section 16.2 will automatically result in a suspension of sponsorship.

16.4 A suspension of funding under section 16.3 may also lead to a termination of sponsorship.

16.5 A student is required to immediately advise the Program Administrator where they have been:

16.5.1 assigned a grade of Academic Misconduct (XF) by the dean of a faculty or college offering a course from which a student is removed for disciplinary reasons and for which the appeal process has been exhausted;

16.5.2 assigned a grade of Compulsory Withdrawal (CW) when a student has been required to withdraw from a course for which they were formally registered;

16.5.3 dismissed for an indefinite period, but not less than two (2) calendar years and the student must petition to the Institution's disciplinary committee for permission to apply for readmission - such situations are considered an Expulsion; and/or

16.5.4 dismissed from the Institution due to their Suspension for a fixed period of time and may apply for readmission according to the terms of the Institution.

16.6 Where a student has been designated or dismissed according to section 16.5, their sponsorship will be immediately terminated.

- 16.7 A student who has been assigned an Academic Misconduct (XF) or a Compulsory Withdrawal (CW), or has been dismissed from an Institution due to their Expulsion or Suspension, must meet the readmission requirements of the Institution before they will be able to submit an application for sponsorship which will be placed under Group 4 as outlined in sub-section 11.1.4.
- 16.8 A student who is enrolled in full time studies has been assigned by the Institution, a Not Passed (NP) which is a failing grade or equivalent for one (1) class taken during a Term, will be penalized for a prorated portion of tuition costs, books, supplies and living allowance for that particular Term.
- 16.9 A student who is enrolled in full time studies has been assigned by the Institution, a Not Passed (NP) which is a failing grade or equivalent in each of their last two (2) consecutive Terms will have their application for sponsorship reviewed by the Director in consultation with the Program Administrator.
- 16.10A student who is enrolled in full time studies has been assigned by the Institution, a Not Passed (NP) which is a failing grade or equivalent for all of their classes taken during a Term will have their sponsorship suspended for a period of two (2) years. The Director, in consultation with the Program Administrator, will review each situation on a case-by-case basis and determine any Overpayments to be repaid by the student.
- 16.11A student who is enrolled in full time studies who withdraws from a class will have their sponsorship reviewed.
- 16.12A student's eligibility for continued and/or future sponsorship will be reviewed by the Program Administrator and Treasury Board according to the circumstances outlined in this section and Section 18.0, REPAYMENT OF FINANCIAL SPONSORSHIP.
- 16.13The Zagimē Anishinabēk PSSP reserves the right to accept or reject any re-application and/or enforce student monitoring procedures as determined at the time of reapplication, or as determined by the Institution's re-admission terms and conditions.
- 16.14A student that is re-admitted into an Institution must submit a copy of their official letter from the Institution outlining the terms and conditions of their re-acceptance.
- 16.15A student is required to inform the Program Administrator immediately of any changes in family composition, enrolment status and academic status. Failure to do so may result in the suspension of sponsorship and/or repayment of certain sponsorship amounts.

17.0 ADMINISTRATIVE PROCEDURES

- 17.1 All sponsorship support will be paid in Canadian funds. Any conversion to a foreign currency is at the student's expense.
- 17.2 All sponsorship provided under this Policy will be documented in the student file.
- 17.3 An Applicant who has been accepted for sponsorship is required to complete an Electronic Funds Transfer form attached as Appendix H, ELECTRONIC FUNDS TRANSFER.
- 17.4 Sponsorship benefits will be processed a minimum of three (3) days prior to the first banking day of the month.
- 17.5 Student sponsorship is subject to mandatory deductions that includes but is not limited to:
- 17.5.1 Federal or provincial garnishees;
 - 17.5.2 Student advances;
 - 17.5.3 Other monies owed to Zagimē Anishinabēk.
- 17.6 Where a deadline falls on a Saturday, Sunday or holiday that is observed by Zagimē Anishinabēk, the deadline date shall be the immediately following business day.

18.0 REPAYMENT OF FINANCIAL SPONSORSHIP

- 18.1 Where it has been determined by the Program Administrator and Director that a student has received sponsorship to which they were not eligible or did not properly utilize sponsorship provided under Section 13.0 TYPES OF SPONSORSHIP, they will be subject to immediate repayment.
- 18.2 A release and consent form attached as Appendix I, RELEASE/CONSENT, shall be completed by the Applicant/Student giving authority to Zagimē Anishinabēk to obtain repayment of the amount owing as determined under section 18.1.
- 18.3 Any amount of financial sponsorship owing will be considered as an account receivable to Zagimē Anishinabēk.
- 18.4 All repayment of financial sponsorship shall be according to the *Zagimē Anishinabēk Financial Administration Law*.

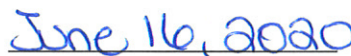
19.0 APPEAL PROCESS

- 19.1 Where a student believes that this Policy is not being fairly applied, the student may appeal the decision.
- 19.2 When a student's application for funding has been denied due to lack of funds, the appeal process will not be considered.
- 19.3 The decision of the Appeal Panel is final.
- 19.4 An Applicant or student cannot appeal the decision made by the Appeal Panel to ISC.
- 19.5 An appeal under this Policy will follow the appeal process as outlined in the Appeal Panel Procedures attached as Appendix J, APPEAL PROCESS.

20.0 REVIEW AND AMENDMENT

- 20.1 Recommendations for amendments to this Policy may be provided by a Member which shall be forwarded to the Director.
- 20.2 The Program Administrator shall bring the recommended amendment received under section 20.1 to the Treasury Board which shall:
- 20.2.1 accept the recommended amendment for inclusion in this Policy;
 - 20.2.2 revise the recommended amendment for inclusion in this Policy; or
 - 20.2.3 reject the recommended amendment.
- 20.3 This Policy will be reviewed on an annual basis, or as required, by the Treasury Board and the Director immediately following the annual budget allocations.
- 20.4 An amendment to this Policy as provided for in sections 20.1 to 20.3 will be in force on the date of ratification by a motion at a duly convened meeting of Treasury Board.
- 20.5 A copy of the amended Policy resulting from amendments shall be posted publicly and made available upon request.


Treasury Board Chairperson


Date

D. EDUCATION HISTORY:

	Institution Name:	Location:	Program Completed		Year Completed	Diploma Certificate And/or Degrees
			Yes	No		
Secondary						
Technical						
University						
Other (specify)						

E. EDUCATION PLAN:**CATEGORY:** ☐ TECHNICAL☐ UNIVERSITY☐ OTHER**STATUS:** ☐ PART TIME☐ FULL TIME**TYPE:** ☐ CERTIFICATE☐ DIPLOMA☐ BACHELOR☐ POST-GRADUATE DIPLOMA☐ MASTERS☐ PHD

PROGRAM/COURSE: _____ INSTITUTION: _____

ADDRESS: _____ POSTAL CODE: _____

PHONE #: _____ FAX #: _____

FIELD OF STUDY: _____ LENGTH OF PROGRAM: _____

YEAR OF STUDY: _____ DATE OF GRADUATION: _____

EFFECTIVE PERIOD: _____ FROM: ____/____/____ TO ____/____/____
Please specify Fall, Winter, Spring or Summer YEAR MONTH DAY YEAR MONTH DAY_____
Applicant's signature_____
Date

If you require assistance completing the form please call the Post-Secondary Office at: 1-888-697-2315 or 1-306-697-2315 Ext. 229. Remember your signature and the date of application are required.

Completed applications can be:

1. faxed to (306) 697-2316, or
2. e-mailed to aaronc.sinclair@zagime.ca , or
3. mailed to: Sakimay First Nations, Advanced Education, P.O. Box 339, Grenfell, Saskatchewan, S0G 2B0, or
4. Hand delivered to the Administration office at Zagime Anishinabek

Please attach Institutions' letter of acceptance, class list for the application term and transcripts/marks from previous course or term.

ANNUAL DEADLINE DATES TO REMEMBER:

FALL SEMESTER DEADLINE - JUNE 30TH

WINTER SEMESTER DEADLINE - OCTOBER 31ST

SPRING AND SUMMER DEADLINE - FEBRUARY 28TH

Students must reapply prior to deadline dates every semester.

APPENDIX B

BOOKS AND SUPPLIES ALLOWANCE

i. **Full Time Student**

- a. A student registered as full time status is eligible for a Books and Supplies Allowance on a per semester of Three Hundred and Fifty Dollars (\$350.00).
- b. On a case-by-case basis, special consideration may be provided for an amount in addition to the per-semester allocation for books and supplies.
- c. Such additional amount may be recommended by the Program Administrator for approval by the Director.
- d. Reimbursement of the additional amount is contingent on the student providing actual receipts and a course outline which includes the required books and supplies that are over and above the per semester sponsorship amount.
- e. Approval of such additional amount is subject to availability of program funding.

ii. **Part Time Student**

A student registered as part-time status is eligible for a Books and Supplies Sponsorship based on the course outline and will be reimbursed based on the submission of actual receipts.

iii. **Spring/Summer Session Student**

A Student attending during the Spring/Summer Session is eligible for a Books and Supplies Sponsorship based on the course outline and will be reimbursed based on the submission of actual receipts.

iv. In special program cases:

- a. Additional amounts may be recommended for approval.
- b. Reimbursement is contingent on a Student providing actual receipts and a course outline over and above the specified amount.
- c. The department will not issue any book monies for repeat courses.

v. All allowances are subject to the availability of funding.

APPENDIX C
TRAVEL SPONSORSHIP

Subject to availability of program funding, travel support may be made available to a student who is required to relocate from their permanent place of residence for educational purposes.

- i. Travel support-students may qualify for travel support, twice per calendar year for themselves and any dependents who reside with them.
- ii. Applications for travel sponsorship must be requested at the commencement of each semester, subject to limitations set out by the Director.
- iii. No daily transportation will be considered for those students in practicum placement situations and internship placement.

APPENDIX D
LIVING ALLOWANCE

i. SPONSORSHIP AMOUNTS

Single student: \$1000.00

Student with employed spouse (see ii. below) \$ 900.00

1 dependent \$1050.00

2 dependents \$1230.00

3 dependents \$1405.00

For each additional dependent \$50.00/month

Single Student with Dependents:

1 dependent \$1245.00

2 dependents \$1405.00

3 dependents \$1555.00

For each additional dependent \$50.00/month

ii. Spouses will be considered dependent if their income is not in excess of income allowed for a dependent spouse by the Canada Revenue Agency.

iii. The department reserves the right to request additional documentation if required.

APPENDIX E
PRACTICUM / UNPAID-INTERNSHIP COSTS

- i. Practicum / Internship costs such as special clothing or other living expenses required by the program may be granted upon review by the Director and Program Administrator.
- ii. An allowance of \$170.00/week may be available to students to a maximum of \$500.00 total per academic year.
- iii. In the event that there are a number of practicums per academic year that the student must serve, the student must choose for which practicum he/she wishes to receive this support.
- iv. Sponsorship is subject to the availability of program funding.

APPENDIX F

SCHOLARSHIPS

- i. A Student's program must meet the criteria as outlined in section 6.0 of the PSSP or be sponsored by an alternative sponsorship program.
- ii. Marks received between September 1st to August 31st are eligible for submissions for the scholarships and incentives.
 - a. Students are responsible to make a formal application and submit original transcripts, per Appendix L;
 - b. Deadline dates for all scholarships and incentives will be July 15th of the current year.
- iii. Strategic Studies Scholarship – Level I, II, III & IV
 - a. Students must be registered in a full-time Strategic Studies program
 - b. The application deadline is July 15th of the year in which marks are received and based upon the Fall-Winter term of the application;
 - c. The Scholarship amount commences at \$500.00;
 - d. A Student with the highest Grade-Point-Average in Strategic Studies will receive \$1,000.00;
 - e. Available upon successful completion of the academic year with a **minimum grade point average of 75%**.
- iv. Academic Achievement Scholarship – Level I, II, III & IV
 - a. Students must be registered in a full-time program, outside of strategic studies;
 - b. The application deadline is July 15th of the year in which marks are received and based upon the Fall-Winter term of the application;
 - c. The Scholarship amount commences at \$500.00;
 - d. A Student with the highest Grade-Point-Average will receive \$1,000.00;
 - e. Available upon successful completion of the academic year with a **minimum grade point average of 75%**.

APPENDIX G
GRADUATION / CONVOCATION ALLOWANCE / GIFTS

- i. Marks received between September 1st to August 31st are eligible for submissions for the Allowance.
- ii. Students are responsible to make a formal application and submit original transcripts, per Appendix L.
- iii. Students graduating in Levels I - IV must apply for a graduation / convocation allowance in the amount of \$500.00 utilizing the application for graduation allowance as per Appendix L.
- iv. This graduation allowance will only be granted once throughout each of Levels I, II, III & IV.
- v. All graduation / convocation allowances will only be applicable one year following the successful completion of the program.
- vi. Upon graduation from a Masters or Doctoral program a Graduate will receive a \$500.00 gift and a star-blanket.

APPENDIX H
DIRECT DEPOSIT AGREEMENT FORM

Authorization Agreement

I hereby authorize the Education Department of Zagime Anishinabek to initiate automatic deposits to my account at the financial institution named below.

This agreement will remain in effect until the Education Department receives a written notice of cancellation from me, or until I submit a new direct deposit form.

Student Information

Student Name: _____

Account Information

Name of Financial Institution/Bank: _____

Address: _____

Telephone Number: _____

Branch Number: _____ Transit Number: _____

Account Number: _____

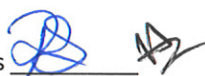
Applicant's Signature

Date

Or attach a voided cheque or a Completed Direct Deposit Form from the applicant's financial institution and return this form to the Post-Secondary Administrator, Education Department, Zagime Anishinabek.

All information will be kept confidential.

TB Chair Initials



APPENDIX I
AUTHORIZATION FOR
THE RELEASE OF INFORMATION

To Whom It May Concern:

I, _____ student identification number _____ authorize the Education Department of the Zagimē Anishinabēk to have access to information regarding my academic records, attendance records and any other information they may require to justify continued financial support. This authorization includes the access of information using my student password to access my account at the Institution's website.

Institution Name: _____

Address: _____

Institution Website: _____

Student Name: _____
(please print)

Signature: _____

Witness: _____

Date: _____

All information will be kept confidential by Zagime Anishinabek and the Department

TB Chair Initials

APPENDIX J

APPEAL PROCESS

Where an applicant/student wishes to appeal a decision made under this policy, the applicant/ student may follow the process as outlined below:

1. The applicant/student should first immediately discuss and review the decision with the Administrator to attempt to resolve any dispute concerning the PSSP Policy.
2. If the discussion and review with the Administrator is not dealt with to the satisfaction of the applicant/student, within seven (7) calendar days of their discussion with the Administrator, the applicant/student must submit their appeal in writing to the Director, providing a full explanation of the reason for their appeal, and a copy of any relevant documents they wish to provide.
3. Upon receiving the written appeal from the applicant/student, the Director, the Zagimē Anishinabēk Executive Director and a member of Treasury Board shall convene as the Appeal Panel.
4. The Appeal Panel shall review the written appeal from the applicant/student, along with a report provided by the Administrator that shall include information from the applicant's/student's file such as copies of transcripts, attendance records and correspondence, where applicable.
5. The Appeal Panel shall ensure the PSSP Policy guides the appeal process.
6. A decision of the Appeal Panel must be communicated to the applicant/student within two (2) weeks of receiving the written appeal.

APPENDIX K

EXTERNAL SCHOLARSHIPS

Indspire Bursaries and Scholarships are available for Aboriginal students across Canada. There are awards for all areas of study, from trades to health careers.

New Relationship Trust Scholarships and Bursaries provide awards for BC First Nations Students from the diploma to the doctoral level of studies.

Irving K. Barber Aboriginal Awards are open to all Aboriginal students. Award amounts range from \$1000 to \$5000.

The First Citizens Fund provides financial assistance to Aboriginal students enrolled in post-secondary education programs. Students may qualify for one of the two funding streams: \$2,000 (based on financial need) or \$700 (if receiving a living allowance from your Nation).

The Urban Spirit Foundation provides secondary and post-secondary scholarships based on need and ability, to persons of Aboriginal descent who are pursuing post-secondary studies in fields that will help meet the specific needs of First Nations, Inuit, or Métis peoples and communities. Aboriginal Affairs and Northern Development Canada has an Aboriginal Bursaries Search Tool. You can search for bursaries by keyword, location, program of study, or Aboriginal group.

Canadian Nurses Foundation- Scholarships and Bursaries

The Canadian Nurses Foundation grants more than \$275,000 annually to nurses and nursing students in all areas of nursing practice.

Hilary M. Weston Scholarship

Two scholarships each year to graduate students in social work with an interest in mental health.

Humber College Aboriginal Health Careers Bursary and Scholarship Awards

Awarded to First Nations (status or non-status), Inuit or Métis students in health science programs of at least two years duration who have demonstrated financial need while excelling academically (GPA > 80%) and are involved in their community.

RBC Aboriginal Student Awards Program

The RBC Aboriginal Student Awards Program was launched in 1992 to assist Aboriginal students to complete post-secondary education, and provide an opportunity for RBC to strengthen its relationship with the Aboriginal community.

Rose Nolan Scholarship

For First Nations women who are pursuing post-secondary studies in any field and completed at least one year of full time studies at any accredited post-secondary educational or training institution.

Scholarships for Aboriginal Nursing Students

TD Bank Financial Group and the Canadian Nurses Foundation (CNF) are partnering once again to offer scholarships for Aboriginal nursing students studying at the Bachelor, Master, Nurse Practitioner and PhD levels.

APPENDIX L **BUDGET SHEETS**

Budget Template

Monthly income for the month of: _____

Item	Amount
Income	
Spouse's salary/income	
Other income	
Total	

Monthly expenses for the month of: _____

Item	Amount
Bills	
Groceries	
Mortgage/Rent	
Credit cards	
Gas	
Laundry	
Car loan	
Utilities	
Clothing	
Daycare	
Household repairs	
Savings	
Property taxes	
Other	
Total	

Income vs. Expenses

Item	Amount
Monthly income	
Monthly expenses	
Difference	

TB Chair Initials