

Missanabie Cree First Nation



POST-SECONDARY STUDENT SUPPORT PROGRAM (PSSSP)

POLICY, GUIDELINES AND PROCEDURES

Approved by Chief and Council

Date: December 07, 2021

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DATES OF ACCEPTANCE WITH AMENDMENT

This policy has been duly accepted with amendments by a quorum of the Missanabie Cree First Nation Council, this, 07th Day, of December 2021, by Motion #21.12.07.01.

ADMINISTRATION POLICY

The purpose of the Administration Policy is to provide guidelines and procedures to be used by Missanabie Cree First Nation in the administration of the Band's Post-Secondary Student Support Program (PSSSP). The definitions provided in the policy circular apply also to this handbook.

The use of the policy is as follows:

It provides a statement of Missanabie Cree First Nation and Indigenous Services Canada on the Post-Secondary Student Support Program.

It establishes three distinct components of policy implementation for each section and subsection of the policy.

Policy - Reference to the specific paragraph in the policy circular and statement of the policy element.

Application - How each policy element is to be interpreted and applied by offices of Missanabie Cree First Nation who administers the program on behalf of Indigenous Services Canada (ISC).

Procedures - The procedures are to be adopted by Missanabie Cree First Nation in the processing of applications and determining funding levels.

It provides a list of eligible Canadian post-secondary institutions available at the Administration office.

It provides the terms and conditions of Missanabie Cree First Nation and Indigenous Services Canada.

Revisions to the handbook will be made in consultation with the Governance Coordinating Committee and approved by the Missanabie Cree First Nation Chief and Council.

MCFN POST-SECONDARY STUDENT SUPPORT PROGRAM (PSSSP)

INTRODUCTION

- a) The objective of the Missanabie Cree First Nation Post-Secondary Student Support Program (PSSSP) is to support members to gain access to post-secondary education and to graduate with the qualifications and skills needed to pursue individual careers and to contribute to the achievement of Indian self-government and economic self-reliance.
- b) The PSSSP financial support to eligible members towards the costs of their post-secondary education.
- c) This document outlines:
 - i) the criteria to be met by students in order to qualify for financial support;
 - ii) the types and levels of post-secondary studies, the allowances and incentives available through the PSSSP;
 - iii) the maximum duration of financial assistance that may be provided with respect to various levels of post-secondary education.

Guidelines pursuant to this policy will be issued by Missanabie Cree First Nation Post-Secondary Student Support Program (PSSSP).

GLOSSARY OF TERMS/DEFINITIONS

Academic Year - normally refers to eight months of study, from September to April or is as defined by the post-secondary institution but will not be less than eight months duration.

Canadian Public Institution - is a post-secondary institution which receives much of its funding from federal and provincial governments.

Contingency Funding - means financial support provided to students for costs related to emergency situations. Emergency situations eligible for contingency funding include individual or family illness, accident or bereavement.

Dependent - means a person(s) who is dependent upon the student as defined by Revenue Canada and who does not receive income in excess of allowed for a dependent spouse by Revenue Canada.

Dependent Spouse - means a person who is married/common law to the student or a person who has lived with the student as a spouse for a period of at least one year prior to application for financial support. This person is dependent upon the student and does not receive income in excess of the level of income allowed for a dependent spouse by the Canada Revenue Agency.

Full-Time Students and Part-Time Students - are as defined by the post-secondary institution that they are attending.

Member - means a person whose name has been entered in the Missanabie Cree First Nation Registrations maintained by the Registration Administrator of Missanabie Cree First Nation.

Program of Study - includes all post-secondary programs, at least one academic year in duration, leading to a certificate, diploma or degree. Programs, e.g. pre-law, less than one academic year which are prerequisites to post-secondary program of at least one academic year in duration are included.

Post-Secondary Education - means a program of study, offered by a post-secondary institution, for which completion of secondary school diploma or its equivalent is a prerequisite.

Post-Secondary Institutions - are degree, diploma, and certificate granting institutions which are recognized by a province and include educational institutions affiliated with or delivering an accredited post-secondary program by arrangement with a post-secondary institution. (The Department of Indian Affairs and Northern Development will maintain a national list of recognized Canadian post-secondary institutions).

Private Post-Secondary Institution - is a Canadian or foreign post-secondary institution which receives much of its funding from sources other than governments.

Resident - means an eligible member who has resided in Canada for twelve consecutive months prior to application. This also includes students who have been living outside Canada as a result of their studies.

Semester - refers to a part of the academic year, as defined by the post-secondary institution. A semester usually covers the periods from September to December, January to April, and May to August.

1.0 ELIGIBILITY

1.1 To be eligible to apply for support under the Post-Secondary Student Support Program (PSSSP), an applicant:

- a) Must be a Missanabie Cree First Nation member;
- b) Must have met university or college entrance requirements and have been enrolled or accepted for enrollment in a post-secondary institution for a program of studies.

1.2 Support will be provided within the limits of funds voted by Parliament. If support for the number of eligible applicants exceeds the budget, applications will be deferred according to the rules set out in Missanabie Cree First Nation Post-Secondary Student Support Program operating guidelines.

2.0 ELIGIBLE EXPENSES

Full-Time Students

2.1 LEVELS OF SUPPORT

- a) Support will be provided for four levels of post-secondary education:

Level 1	College
Level 2	University
Level 3	Graduate Studies, Professional Programs, e.g. education, law, masters
Level 4	Doctoral Studies

- b) Tuition will be provided to students enrolled in all four levels without limits.
- c) Support for travel and for living expenses as outlined in 4(b) and 4c) will be provided

to students:

i. to complete one program at *Level 1*.

ii. Students in *Level 2* will include support for an additional degree program at the

iii. bachelor level which has as a prerequisite an undergraduate degree, e.g. education

iv. or law.

v. Students in *Level 3* will include support for professional programs, e.g. medicine.

vi. Students in *Level 4* will include support for completing a doctoral program.

- d) The duration of support in each level will accord with the official length of the program as defined by the post-secondary institution in which the student is enrolled.
- e) Students enrolled in *Levels 1& 2* will be supported for up to one additional academic year per level if such an extension is approved in writing by the institution's dean or the head of department.
- f) Students may be supported for up to one additional academic year in *Level 2* for medical or personal reasons.
- g) Students may be supported in *Level 1* studies after dropping out of *Level 2* studies. If a student resumes *Level 2* studies, the previous time spent at *Level 2* will be counted for support purposes.
- h) Students who have completed a *Level 2* program, with or without support from this program, are ineligible for *Level 1* program support.
- j) Students who have completed a *Level 3* program, with or without support from this program, are ineligible for *Level 1* or *Level 2* program support.
- j) Where students change programs within one of the levels, the academic years used for each program within this level will be counted for support purposes. Students must receive permission from Education Officer before making any changes.
- k) Students who become eligible for support and who have previously completed a portion of post-secondary studies without support from PSSSP will receive support for the balance of their program of studies in accordance with 6(d), 6(e), and 6(f).

3.0 STUDENT RESPONSIBILITIES

3.1 The applicant agrees to adhere to the following criteria for consideration and continuance of post-secondary support:

- a) Must fully complete and sign *all* of the following forms:
- b) Student Information form
- c) Student Responsibilities for Sponsorship form
- d) Release of Information form
- e) Direct deposit Information form

Submit the above each year for continued sponsorship from Missanabie Cree First Nation by May 15th each year.

3.2 It is the responsibility of the student to provide their:

- a) Transcripts for each semester. Failure to do so shall result in a non-deposit of your living allowance.
- b) Maintain a minimum average for your program.
- c) You are encouraged to attend all classes according to program.
- d) Inform the Education Officer of MCFN of any program changes and /or course withdrawals with dates in writing.
- e) You must disclose academic deficiencies, failure to submit transcripts will result in automatic discontinuation of post-secondary sponsorship.
- f) It is the responsibility of the student to inform Missanabie Cree First Nation of changes to banking, telephone, address, email, and other contact information.
- g) Must contact the Education Officer monthly to update progress and discuss any issues or concerns.
- h) Students are also encouraged to apply for Student Assistant Programs offered by the province as well as apply for scholarships/bursaries to help offset the expenses of their post-secondary education.

The education officer reserves the authority to withhold living allowance funds from a student if communication mandate is not met.

4.0 INCENTIVES

4.1 Missanabie Cree First Nation students may apply for the incentives listed in this section. An application is required for all three scholarships. Deadline date is May 15th.

a) Level 1 & 2 - Academic Achievement Scholarships (Maximum \$1,000 annually):

In recognition of academic achievement, the Missanabie Cree First Nation PSSSP may award scholarships to students in *Levels 1 & 2* who are enrolled as full-time students and who have achieved a grade average of B or higher in their program of studies.

- i. Students may be eligible for the scholarship upon successful completion of each year of their program of studies.
- ii. Eligible students may be awarded either one Strategic Studies Scholarship or one Academic Achievement Scholarship in an academic year.

b) Level 2 - Strategic Studies Scholarships (Up to \$3,500):

In order to encourage students to engage in studies that directly contribute to achieving self-government and economic self-reliance, Missanabie Cree First Nation may award incentive scholarships.

Students who are currently receiving financial support under the PSSSP and who are enrolled as full-time students in a program of studies in the areas of commerce, public or business administration, economics, applied and physical science, mathematics and computer science, forestry and engineering are eligible for the Strategic Studies Scholarship.

- i. Eligibility for the scholarship will be conditional upon successful completion of one year of

the program of study and continuation in it. The scholarship will be awarded annually at the beginning of the second year of the program and the beginning of each year thereafter in accordance with the length of the program as defined in 6(d).

- ii. The Strategic Studies Scholarship will be available to a maximum of five per cent of the post-secondary student population. Recipients of the scholarship will be determined by the Missanabie Cree First Nation.

c) *Level 3 - Incentives for Students* (Maximum \$1,500):

Students enrolled as full-time students in a *Level 3* degree may receive an incentive from Missanabie Cree First Nation, subject to a maximum of \$1,500.00. This incentive will only be provided once. Students will be eligible for this incentive upon commencement of the *second year* of the degree, or upon *successful completion* of the degree.

5.0 APPEAL PROCESS

To ensure fairness and equitable treatment under the Post-Secondary Student Support Program (PSSSP) Policy, Guidelines, and Procedures, Missanabie Cree First Nation as part of their operating guidelines has an appeal process in place for sponsored students.

This Policy, Guidelines and Procedures is distributed to all students upon application for sponsorship and should include selection priority criteria, a living allowance rate schedule, allowances for books and materials, travel funds, an appeal process, criteria for contingency funding and should be publicly available.

5.1 Procedures for Appeal:

- a) Missanabie Cree First Nation has adopted the following procedure for the appeal process to ensure that Missanabie Cree First Nation members have an adequate level of participation in the appeal process and its structure. Missanabie Cree First Nation will provide costs for board members and the student to attend the appeal hearing.
- b) If any student disagrees with the decision of the Education Officer, they may then bring their concern to the attention of the Education Appeal Board constructed by Chief and Council which is made up of 2 Elders, 1 regular member, 1 youth and one representative from Chief and Council and ensuring that the student has the right to have support in the form of an advisor or advocate at this appeal hearing.
 - i. Missanabie Cree First Nation will provide costs for board members and the student to attend the appeal hearing.
 - ii. The establishment of specific time frames for an appeal hearing to be set and for decisions to be made.
 - iii. Confirmation that Missanabie Cree First Nation will abide by the appeal board's decision.
 - iv. Students may not appeal to the Department decisions made by other administering organizations. This includes administrative decisions and appeal rulings.

6.0 STUDENT REGISTRY

The Education Officer of Missanabie Cree First Nation is responsible for maintaining a student registry. The Department will identify the information requirements which will include the students name, the institution attended. the program of study, the support provided. the certificate or diploma or degree obtained and any additional information which may be required from time to time.

This information will be used for statistical purposes only and will remain confidential. The Education Officer of Missanabie Cree First Nation must report this information annually to Indigenous Services Canada.

APPENDIX A

MISSANABIE CREE FIRST NATION POST-SECONDARY FUNDING INFORMATION APPENDIX

1.0 ELIGIBILITY FOR ASSISTANCE

- a) An applicant must be a Registered Indian of the Missanabie Cree First Nation band according to ISC (Indigenous Services Canada).
- b) Post-Secondary education means a program of studies offered by an accredited post-secondary institution for which completion of secondary school studies or its equivalent is a prerequisite. Applicants accepted as mature students into a post-secondary program are also given equal consideration for assistance. Minimum length of time of approved program is one academic year.

2.0 APPLICATION AND APPROVAL PROCESS

2.1 Continuing Students

Students who plan to continue in their program of study are required to submit the following:

- a) Application for education assistance form – completed and signed
- b) Consent for release of information form – completed and signed
- c) Official transcripts of the previous year
- d) Agreement of terms

2.2 New Applicants

- a) Written request indicating career and academic goals
- b) Transcripts and documents of previous education and /or experience
- c) Letter of acceptance from the institution where the student plans to attend
- d) Application for education assistance form – completed and signed
- e) Consent for release of information form – completed and signed
- f) Copy of status card
- g) Agreement of terms – completed and signed

3.0 Approval Criteria

The Education Officer and other members of the Education Committee of Missanabie Cree First Nation will participate in the review of all applications for sponsorship. The committee will make its decision on student sponsorship based on eligibility criteria and subject to the availability of funds. Academic year is usually eight (8) months of the year. Funding for more than 8 months per year is dependent upon the official length of the program. Providing proof of official length of program is the applicant's responsibility.

4.0 STUDENT PRIORITY CATEGORIES

The following categories of students are listed in order of priority for funding purposes if they apply before the deadline:

1. Continuing students who attend College or University and who have successfully completed their studies during the last school term.
2. Graduating high school students, who have enrolled in a college or university program.
3. Students who previously applied for assistance, whose applications were deferred due to lack of funds.
4. New mature students enrolling in either a community college diploma program or certificate program, and university undergraduate studies.
5. University or college entrance programs, Masters or PhD programs
6. Students who have successfully completed a previous post-secondary program.
7. Continuing students on probation who have been granted permission to continue.
8. Students who have dropped out or unsuccessfully attempted a post-secondary program.

5.0 DATES OF APPLICATION DEADLINES

- a) For September enrollment May 15
For January enrollment Oct 15 (subject to funds available)
- b) Applications received prior to the above dates will be prioritized according to the Missanabie Cree First Nation's student priority categories.
- c) Applications received after the above application dates must be held until it can be determined if funds are available after processing the first batch of applications. If funds are not available, these applications will be treated as deferred applications.

6.0 ASSISTANCE LIMITS

Level I

College preparation program such as pre-health (one program limit)

Community College Entrance or General Education Diploma or certificate programs

Level II

Undergraduate Studies (Bachelor of Arts, Science, etc)

Level III

Advanced or Professional Degree Programs (e.g. MD, Masters or Doctoral Programs)

Assistance will be provided for the official number of academic years of the program as defined by the institution. If students take longer than the official length, they may not qualify for funding for the additional time.

7.0 EDUCATIONAL ASSISTANCE – LIVING ALLOWANCE *FULL TIME STUDENTS ONLY

	Monthly allowance
Single Student	1220.00
Married Student with employed spouse	1200.00
1 dependent	1395.00
2 dependents	1575.00
3 dependents	1750.00
\$50/month – each additional dependent	
Married Student with dependent spouse	1440.00
1 dependent	1590.00
2 dependents	1750.00
3 dependents	1900.00
\$50/month – each additional dependent	
Single Parent	
With 1 dependent	1590.00
With 2 dependents	1750.00
With 3 dependents	1900.00
\$50/month-each additional dependent	

8.0 BOOKS AND SUPPLIES

- a) This allowance will be issued as follows:

	1 st Term	2 nd Term
College	500.00	500.00
University	500.00	500.00
Part time	300.00	300.00

- b) Students are required to keep receipts for all books and supplies purchased, which are to be submitted to the Missanabie Cree First Nation office to be retained in their file. These original receipts are required before approval can be given for amounts exceeding the original budgeted amount (subject to funds available).

- c) Special Equipment:

Students enrolled in programs such as Nursing, Graphic Arts, Electronics, Forestry, Fish & Wildlife, Chef Training must provide a list of materials needed for each term.

Send completed applications by mail to:

Education

Missanabie Cree First Nation

PO Box 23029 RPO Queenstown

Sault Ste. Marie, Ontario

P6A 6W6

Or send completed applications by e-mail to:

education@missanabiecree.com

***If you have questions, please contact Education @

Cell 705-297-4250

Home 705-450-0618

Fax 705-254-3292

email: education@missanabiecree.com