MCLEOD LAKE INDIAN BAND

POST-SECONDARY EDUCATION POLICY

First Revision – July 29, 2002
Second Revision – July 25, 2003
Third Revision – December 17, 2004
LOA Amendment – December 2, 2019
Fourth Revision –May 2020

PART I: INTRODUCTION

The McLeod Lake Indian Band Education Department is responsible for the development of operating policy and guidelines to guide the administration of the Post-Secondary Student Support Program and University and College Entrance Preparation Program for the First Nation (the "First Nation Post-Secondary Education Assistance Program").

This Policy guides the MLIB Education Department in assessing the eligibility of students to receive financial assistance to attend accredited post-secondary institutions in an eligible program of study.

This Policy has been approved by Chief and Council and applies to all students seeking financial assistance. This Policy has been designed to be consistent with the Indigenous and Northern Affairs Canada National Program Guidelines.

PART II: PROGRAM OBJECTIVES & ADMINISTRATION

1. VISION STATEMENT

We, the Tse'Khene Nation (People of the Rocks) are a proud people. We believe the Creator put us here as stewards of the land. We will regain our Traditions to cultivate a respected, united, self-sufficient community. We recognize all people as equal regardless of name and ancestry. Our governing body is elected based upon integrity, honor, accountability and transparency to all members. Together we will provide healthy, educated, self-sufficient and prosperous lifestyles for future generations.

2. OBJECTIVES

"To support eligible students to access post-secondary education and to enter the workforce as successful graduates, from their respective programs of study with the skills, qualifications and credentials required to pursue their chosen career path and to realize their individual potentials to contribute to the community and society. "

3. ADMINISTRATION

The Education Department is mandated by Chief and Council to administer the PSE Assistance Program.

McLeod Lake Indian Band members seeking PSE funding will be provided a copy of these guidelines. They may submit their applications in accordance with these guidelines. The Education Director will review completed applications and assess whether they meet the terms and requirements set out in these guidelines. The Education Director will advise applicants as soon as possible whether their application has been approved

Where an application is not approved and the applicant wishes to appeal the decision, he or she may follow the appeal process set out in these guidelines.

All enquiries about the PSE program should be directed to:

Title:	Education Director
Address:	Lot 61 Sekani Drive, McLeod Lake BC V0J 2G0
Phone:	(250) 750-4415, extension 848
Emai:	educationdirector@mlib.ca
Fax:	(250) 750-4420

PART III: LOCAL OPERATING GUIDELINES

1. DEFINITIONS

"Academic Year" means the length of an academic year for a Program of Study as defined by the Post-Secondary Institution.

"Accredited Institute" means a school that has passed the quality of tests of an accrediting body. In British Columbia, the accrediting bodies include the Private Career Training Institutes Agency and the Degree Quality Assessment Board. A school must be accredited in order to be eligible for PSSSP/UCEP funding programs.

"Academic Probation" means a period of time during which a student is under strict academic guidelines as a result of low or failing grades.

"At Home" refers to a single student living in a home owned, rented, or leased by their parent, step-parent or legal guardian.

"Away from Home" refers to a single student who lives away from home owned, rented, or leased by their parent, step-parent or legal guardian or to students who live in self-contained suites, paying fair market rent and their own utilities separately.

"Band Member" means a person whose is lawfully entered on the Band List. Only registered members of McLeod Lake Indian Band are eligible for PSE support through the Policy. Status First Nations individuals who are affiliated with McLeod Lake Indian Band but do not have Band Membership are encouraged to apply for PSSSP/UCEP funding through the BC Association of Aboriginal Friendship Centers at 1-800-990-2432.

"Common-Law" means students who have cohabited with a person in a marriage-like relationship for a period of one year (12 consecutive months) as of the first day of classes.

"Co-op Program" means a program of study which alternates periods of study with periods of work placements. In order for a student to be supported through the PSSSP, the co-op must be required and is not to exceed 50% of an academic term. The co-op placement must be approved by the post-secondary institute as a suitable learning situation.

"Correspondence/Distance/Online Education" are e-learning programs that are supported electronically and can involve both out of the classroom and in-classroom education (blended delivery). Content is delivered via the internet, intranet, audio or video tape, satellite TV, CD Rom. It can be self-paced or instructor led. McLeod lake Indian Band will support students in correspondence/distance/online education.

"Course Load" means the rate at which the student is currently working in order to complete their program of study.

"Dependent" means a person who is i) under 18 years of age; ii) relies on the student for support, and iii) resides with the student on a full-time basis. Eligible dependents are any dependents for whom the Canada Child Tax Benefit is claimed or whom a benefit is claimed on the income tax return.

"Dependent Spouse" means a person who is married to the student or has lived with the student as a partner, in a marriage-like relationship, for a period of at least one year prior to the student's application for post-secondary education support. This person is dependent upon the student and does not receive an annual income in excess of the level of income allowed for a dependent spouse by Canada Revenue Agency.

"Full-time Employment" is defined as work in excess of [32] hours a week. To be eligible for living allowance, a student's primary occupation must be full-time studies. McLeod Lake Indian Band is unable to provide living allowances for students whose primary occupation is considered to be employment.

"Full-time Studies" means at least [60] percent of a full course load for a Program of Study offered by an eligible Post-Secondary Institution.

"Good Standing" means successful attendance and completion leading to credit towards a formal credential, certificate, diploma or degree for each period of study. McLeod Lake Indian Band has high expectations for all students, students must maintain a 2.0/C average in all courses, or risk being placed on academic probation.

"Guardian" is used to identify a person who is charged with legal right and duty of care for a ward due to the ward's inability (due to age, or mental or physical inability) to care for himself or herself.

"Guidance and Counseling" means services or programs that promote the personal/social, educational, and career development of students. Services are available through McLeod Lake Indian Band to a maximum of [$500.00] for eligible students per fiscal year.

"Internship" means a period of supervised practical experience undertaken after graduation from a program, which is required for licensure or professional practice. Internships are not eligible for funding under the PSSSP/UCEP.

"ISC" means Indigenous Service Canada, formally Indigenous Northern Affairs Canada.

"Immediate Family" means the spouse, child, parent, guardian, sibling, grandchild or grandparent of a student, and any person who lives with a member of the student's family. It includes common-law spouses, step-parents, and step-children, and same sex partners and their children as long as they live with the student as a member of the student's family.

"Married Students" are either married or in common-law relationships. Married students

whose marriage or common-law relationships cease is considered to be either independent students or single parent students, depending on whether the student has dependent children.

"Official Transcripts" is a copy of a student's permanent academic record, which includes all courses taken, all grades received, all honors received and degrees conferred to a student. An official transcript is prepared and sent by the issuing school with an original signature of a school official. McLeod Lake Indian Band requires sealed official transcripts to support applications for a continuation of PSSSP/UCEP funding.

"Part-time Studies" means less than [60] percent of a full course load for a Program of Study offered at an eligible Post-Secondary Institution.

"Permanent Disability" refers to a functional limitation caused by a physical or mental impairment that restricts the ability of a person to perform their daily activities necessary to participate in studies at a post-secondary level or in the labour force and is expected to remain for the person's expected natural life. The student shall provide, with their proof of their permanent disability in the form of:

- a medical certificate;
- a psycho-educational assessment; or
- documentation proving receipt of federal or provincial disability assistance.

"Post-Secondary Institution (or "school") means an accredited Institution that grants certificates, diplomas and/or degrees and is a post-secondary institution recognized by provincial or territorial Minister of Education, or recognized to deliver post-secondary education programs by arrangement within an eligible post-secondary institution.

"Practicum" means a supervised and mandatory (required for graduation) portion of an educational program emphasizing the practical application of previously learned theory, methods, skills, professionalism, orientation and ethics in a specialized area of study which does not exceed more than 20 percent of the total program. Students must be supervised and evaluated by the employer while doing productive work (not merely observing) where no remuneration is received.

"Private Institution" means an institution, controlled or managed by a body most of whose members are not selected by a public authority. Private institutions do not receive provincial funding. Private institution tuitions will only be funded to a maximum rate set out in this policy.

"Program of Study" or "Program" means a program that:

- is delivered by an eligible Post-Secondary Institution;
- requires the completion of secondary school studies or the equivalent recognized by the post-secondary institute; and
- is at least one academic year of duration (as defined by the Institution).

"PSE" means post-secondary education.

"PSSSP" means post-secondary student support program.

"Public Institutions" means an institution controlled or managed by a body most of whose members are elected or appointed by or under the scrutiny of a public authority. Public institutions receive provincial funding.

"Self-Paced Programs" are programs designed for completion in a specific time frame but may also be delivered at a reduced course load. All students must complete 100 percent of the course work, though the time required for completion may vary depending on the percentage of course load carried.

"Semester" means a distinct study period, lasting at least 12 to 17 weeks which forms part of a longer program, as defined by a Post-Secondary Institution.

"Single Parent Student" means a student who has never married, or is separated or divorced from a spouse, or who is widowed, and who has legal and/or physical custody and responsibility for supporting their own children at least two days per week during their entire study period.

"Tutoring" means the delivery of additional, special, or remedial instruction. Students are encouraged to access tutoring services through the post-secondary institution. Additional services are available through McLeod Lake Indian Band to a maximum of [$1000.00] per fiscal year to eligible students. Each request will be reviewed and approved on a case by case basis.

"University College Entrance Preparation (UCEP)" provides financial support to eligible students to enable them to attain the academic level required for entrance into a certificate, diploma, or degree program. The UCEP allows financial support for tuition, compulsory student fees, required books and assistance for travel and living expenses. There is a one-year limit for UCEP funding.

All definitions are taken from FNESC (First Nations Education Steering Committee).

2. ELIGIBILITY REQUIREMENTS

Students must meet all criteria listed below in order to be considered for post-secondary funding from McLeod Lake Indian Band.

a. Student Funding Eligibility

To be eligible to apply to the McLeod Lake Indian Band for post-secondary funding, individuals must:

- Be a treaty/registered (status) member of the McLeod Lake Indian Band, as per the current *McLeod Lake Indian Band Membership Code;*
- Be accepted into (or awaiting acceptance into) an eligible program at a designated post-secondary institution;
- Be a Canadian resident for the past 12 months prior to application;
    - If outside Canada, special exceptions will be considered upon receiving a completed application, on a case by case base.

To be eligible to apply for funding does not mean that funding is approved or guaranteed.

Furthermore:

- Students in a multi-year program must annually re-apply for funding
- McLeod Lake Indian Band Education Department takes past sponsorship compliance into account when approving funding
- All students must maintain satisfactory academic standing. Satisfactory academic standing is determined by the post-secondary institute.

b. Eligible Post-Secondary Institutes

Eligible post-secondary institutes are degree, diploma, or certificate granting institutions which are:

- Recognized by a province or territory (in Canada or abroad); or
- Educational Institutions recognized to deliver post-secondary programs by arrangement within an eligible post-secondary institution.

Before applying to McLeod Lake Indian Band for funding, the student should check the Master List of Designated Institutes to ensure that the Post-Secondary Institution is eligible. This list can be accessed from http://certification.esdc.gc.ca/lea-mcl/h.4m.2@-eng.jsp

c. Eligible Program

Eligible programs:

- Require the completion of secondary school studies, or equivalent, as recognized by the post-secondary institution;
- Is at least one (1) academic year in duration (or as defined by the institution); and
- Is delivered at an eligible institution, as defined in section 2.b.

UCEP (University College Entrance Preparation) programs must provide students with the necessary courses to attain the academic level for university or college entrance. UCEP students must submit documentation from the post-secondary institution attesting that the UCEP program will provide the student with the necessary courses to attain the academic level for university or college entrance, and that the student will be eligible for university acceptance upon successful completion of the program.

Out of Province Students
Tuition will be paid up to the maximum amount of allowable tuition fees as if the student were attending the closest public institution to your normal residence.

International Students
If a student enrolls in a foreign institution, the student must provide evidence that it is recognized in Canada as a designated institution.

Costs to attend foreign institutions are typically much higher than costs at publicly funded institutions in Canada. Therefore, funding for students attending foreign institutions, may be based on rates for comparable programs at publicly funded institutions in Canada. Funding will be provided and calculated in Canadian dollars. All remaining and additional costs will then be the responsibility of the student. Students cannot apply for travel assistance to move to foreign countries. As an alternative, students are *strongly encouraged* to explore exchange programs through publicly-funded institutions in BC or Canada to save on costs.

Private Institutions
Costs at private institutions are typically much higher than costs at publicly funded institutions. Therefore, funding for students attending private institutions, be based on rates for comparable programs at publicly funded institutions in Canada. It is the student's responsibility to pay the additional costs above the maximum limit identified in section 5.a (i).

Students who Drop Courses
If a student drops out of course or program of study, McLeod Lake Indian Band will only pay for the same course at a future date if the student notifies the Education Department of a justifiable reason for dropping the course (i.e. illness) in which case a medical certificate is required. Notifications must be provided in writing within two weeks of dropping a course. Failure to comply with this regulation could jeopardize the student's application for funding for future courses. If a student fails a course, the same course will not be funded again until the student completes the full year sponsored in satisfactory academic standing or pays back the amount already paid, for the program.

Students who Withdraw from Schooling or are not Returning
When a student withdraws from a course for any reason other than medical withdrawal, he/she must report this immediately to the MLIB Education Department. The student must also meet with an academic advisor who will send a letter to the Education Director supporting the decision of the student. Students must withdraw by the Institutes deadline and are responsible for the amount owing from the withdrawn course. Special consideration may be granted to students as a result of extenuating circumstances.

3. PRIORITY SELECTION CRITERIA

McLeod Lake Indian Band receives limited funding from ISC for the delivery of the PSSSP and

UCEP programs. In the event that there are more applications for funding than available money in the PSSSP and UCEP budget, the selection of applicants will be based on the following order of priorities:

i. Members who have graduated from secondary school in a previous school year.
ii. Members who are continuing post-secondary sponsorship from the previous school year in the same field.
iii. New applications in date order (never funded before).
iv. Deferred students (eligible but not funded in the past due to funding restrictions).
v. Part-time students.
vi. Severalty Members.
vii. Returning students (i.e. students who have stepped out of their post-secondary studies and now wish to return, discontinued, withdrew or were terminated from their program).

4. APPLICATION PROCESS AND DEADLINES

Students must complete and submit their completed signed application to the Education Department by the following deadlines:

Students must complete and submit the McLeod Lake Indian Band's Post-Secondary Application Form in Appendix A, including all supporting documentation, to the Education Department by the deadline:

- Fall April 1st
- Winter September 30th
- Summer February 1st

Students are responsible for ensuring that their application form is **complete, signed and received by the deadline**. Incomplete applications will cause delays.

Due to McLeod Lake Indian Band's financial processes and responsibilities, students are strongly encouraged to apply for funding as soon as possible, even if their academic plans are not yet finalized.

Any applications that misrepresents the student's circumstances, or a spouse' circumstances (where the student is claiming living allowance in relation to a spouse), will result in denial of funding or cancellation of funding.

Late applicants will only be considered if there are sufficient funds available after processing completed applications received on time.

Required Documentation

Please note that the following documents must be submitted with your Application Form:

- Copy of Status Card

- Original acceptance letter from post-secondary institution
- Release form
- Previous transcripts if applicable
- Resume
- Course description/outline
- Students must demonstrate that they have applied to a minimum of three (3) scholarships/bursaries each school year.

Note for Students applying for assistance through UCEP:

Students applying for assistance through UCEP must obtain a statement from the relevant institution (i.e. college or university), which attests that:

- The UCEP program will provide the student with the necessary courses to attain the academic level for university or college entrance; **and**
- The student will be eligible for admittance as a student of a regular university of college credit program upon successful completion of the UCEP course of studies.

Summer Classes

Only those students enrolled during the September – April academic year will be eligible, if funds are available. Students must fill out an application form, supported by required documentation.

A written request must be sent to the Education Department before February 1st of each academic year. The student must be enrolled as a full-time student.

The support for tuition, books and supplies, travel and living allowance for summer programs will be the same as provided under the PSSSP programs.

5. STUDENT FUNDING SUPPORT

McLeod Lake Indian Band receives limited PSE funding from ISC for the delivery of PSSSP and UCEP. This funding may be below the level required to support all eligible students, and is not sufficient to cover 100% of approved students' costs to attend PSE programs. In the event that there are more applications for funding, than which is available, selection of applications will be based on the order of priority set out in section 3.

The National Program Guidelines refer to maximum amounts of funding that can be provided to students and describe how no students are entitled to these amounts. The actual amount of funding available to eligible students will depend on the overall amount of funding available to the McLeod Lake Indian Band during a given fiscal year (April to March). Funding must be expended according to eligibility guidelines as shown in the National Program guidelines and cannot be backdated to cover a period of time before a student has been approved for support.

Time Limits on Financial Sponsorship shall be based on the following categories of programs:

Level 1	Diploma or Certificate Programs
Level 2	Undergraduate University Degree Programs
Level 3	Advanced or Professional Degree Programs/Masters Programs
Level 4	Doctoral Programs

a. Assistance for travel and living expenses may be provided to students to complete one program at each Level. Level 2 may include assistance for an additional degree program at the bachelor level which has a prerequisite as an undergraduate degree.
b. The duration of assistance will follow with the official length of the program as defined by the post-secondary institution in which the student is enrolled, while the student is in good standing at the institution.
c. Students enrolled in Levels 1 and 2 may be assisted 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 the department. Students enrolled in Level 2 may be assisted for up to one additional academic year for medical or personal reasons.
d. Student's may be assisted in Level 1 studies after dropping out of Level 2 studies. If a student resumes Level 2 studies, the previous time spent at Level 2 will be counted for assistance purposes.
e. Students who have completed a Level 2 program, with or without assistance from this program, are ineligible for Level 1 program assistance. Students who have completed a Level 3 program, with or without assistance from this program, are ineligible for Level 1 or 2 program assistance.
f. Student support will not exceed the limits set out in (b) and (c). Where students change programs within one of the levels, the academic years 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.

a. Types of Student Funding Support

The following student support funding may be available:

- Tuition and Student Fees;
- Books and Supplies;
- Travel;
- Living Out Allowance;
- Tutorial, guidance and counselling services

Student support funding is subject to the limits of assistance. Students are responsible for making sure they stay within budget. McLeod Lake Indian Band is not responsible for paying any amounts over and above the limits of assistance.

i. TUITION AND SCHOOL FEES

Tuition will be paid in full to maximum of one school year for an approved sponsored student. Maximum amount for tuition may vary depending on the program up to $12,000.00. Tuition if above the set limit, will be reviewed on an individual case-by-case base.

McLeod Lake Indian Band will pay the tuition directly to the post-secondary institution upon receiving an invoice. In a case that a post-secondary institution does not bill McLeod Lake Indian Band directly, students will be responsible for submitting invoices directly to the Education Department.

McLeod Lake Indian Band pays mandatory school fees. Mandatory school fees will vary by Institution. We require written confirmation that a fee is mandatory if in question. If the fee is not mandatory then the student must pay the fee. Contact the institute to find out which fees are mandatory.

ii. BOOKS AND SUPPLIES

Full-time and part-time students may receive assistance for books and supplies that are required for their program of study. Students must submit a copy of the course outlines and the prices charged by the institution's bookstore or supplier.

An amount is usually set for books and supplies at the beginning of the school year after the course calendar and book lists have been received. An amount in excess of this, but not over $2,000.00 may be approved if a student demonstrates need by submitting copies of the course outlines and prices charged.

The Education Department will do its best to arrange payment directly to the bookstore.

iii. TRAVEL ALLOWANCE

If you are a full-time student whose program is not offered in your place of residence you are eligible for travel funding. Travel funding is available for you and your immediate family (spouse and children under 18). If your program is offered in your permanent place of residence, but you choose to go to another school, then you may not receive the travel funding.

Students are eligible to receive the actual cost, up to $1,000, for a return-trip from your permanent place of residence to the nearest post-secondary institution that offers your program. You can receive funding for a return-trip every 16 weeks for a maximum of two round-trips a year.

You must submit document, including receipts and confirmation of transportation such as a confirmation email. They could be receipts for plane, bus, or ferry tickets, hotels, and gas. Receipts should be submitted within two weeks of the date of travel.

If an advance is required, half of your travel money can be granted upfront, once a written request is submitted and approved. The rest will be provided when you submit receipts. If you do not provide receipts you will have to pay back the travel money. If your advance exceeds your eligible expenses, you will have to pay back the difference.

Students taking classes through distant education or e-learning who are required to travel to another location to complete their required exams, may be eligible for travel support. Where possible, students should request accommodation (such as taking the exam in the local school under the supervision of a teacher or school principal) to minimize need for travel.

iv. LIVING ALLOWANCE

Full-time students may receive financial support in the form of a living allowance to be used toward living costs such as food, shelter, clothing, daily transportation, utilities, daycare, and other personal items. The amount that a student may receive will be determined by the McLeod Lake Indian Band Education Department in accordance with the chart set out in Appendix B.

Full-time students who are employed are not entitled to receive living allowance but will receive tuition and fees, if they qualify under the Post-Secondary Education financial assistance program. Part time students (and those working) are eligible for funding but must disclose their employment status to the Education Department and must maintain a satisfactory academic and attendance record.

Part-time students are not eligible for living allowance.

v. TUTORIAL, GUIDANCE AND COUNSELLING SESSIONS

Funding may be available for tutorial, guidance and counselling services for students enrolled in eligible programs and for individuals intending to apply to a Post-Secondary Institution. Invoices for such services must be submitted by the service provider directly to the MLIB Education Department and must set out the dates, times, hours of service, and services provided to the student if approved.

Given limited funding availability, students are encouraged to take advantage of any complimentary tutorial services available to them.

b. Limits of Assistance

i. Post-Secondary Student Support Program (PSSSP)

The objective of the post-secondary student support program is to provide financial support to allow eligible McLeod Lake Indian Band students to pursue higher education including certificates, diplomas, undergraduate degrees, and graduate degrees that are more than an academic year in length.

The post-secondary student support program provides funding support for tuition, compulsory learner fees, required books and supplies, and assistance for living expenses. Students may also be eligible for a travel allowance one time per year for reasons of bereavement leave to attend a funeral of an immediate family member, to a maximum of $500.00 per academic year.

Assistance is provided at four levels of post-secondary education. The duration of assistance will follow with the official length of the program as defined by the post-secondary institution; students may be assisted up to one additional academic year if such an extension is approved in writing by the institution's dean or department head.

ii. The University College Entrance Preparation Program (UCEP)

For all UCEP students, the maximum time limit for financial assistance will be two (2) academic years, as defined by the institution offering the program, or, in the case of part-time students, the equivalent of two (2) academic years or a maximum of 24 months.

At the end of the first term (part of the academic year, as defined by the institution offering the program), financial support for the term will be subject to receipt of a progress report from the institution confirming the successful completion of the first term.

Students receiving UCEP funding must declare the support received from the program as a source income if applying for social assistance.

The support for tuition, books and supplies, travel and living costs for UCEP, will be the same as that provided under the PSSSP program.

iii. Changing, transferring or pausing a program of studies

Where a student changes programs within one of the levels or temporarily pauses their studies, the academic years or semesters used for each program within each level will be counted for assistance purposes. This may affect the overall funding available to the student to complete his or her post-secondary education. The student should discuss his or her revised education plan with the Education Department before changing their Program of Study.

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.

iv. High cost programs

Programs that differ a great deal in terms of cost or delivery, in comparison with programs that are available locally can only be approved if all supporting documentation is in place, as described by the National Program Guidelines. Approving high cost programs or those that are offered at an accelerated Toolkit: First Nations Post-Secondary Education Local Operating Guidelines Draft, Last Revised June 2016 13 pace can significantly reduce the number of applicants who can be sponsored through PSE Funding in a fiscal year. The National Program Guidelines describe the maximum payable per full time student under PSSSP or UCEPP as $35,000 per year.

v. Expenses NOT covered

Financial assistance is not provided for: parking, deferred examinations or rewrites, GMAT, GRE, clothes, shoes, daycare, moving expenses, rental deposits, book deposits, etc.… If a student is unsure, please contact the MLIB Education Department in writing for review and consideration.

6. STUDENT INCENTIVES

McLeod Lake Indian Band offers the following student incentives:

Level One	Certificate/Diploma	$500.00 | $1000.00
Level Two	Bachelor	$1,500.00
Level Three	Master or Professional	$2,000.00
Level Four	Doctorial	$2,500.00

Full-time students, being sponsored through the PSSSP, may be eligible for a one-time incentive at each level. Official transcripts must be submitted before the incentive will be released. Official transcripts must be submitted before July 1st of each year and all awards/incentives will be released at the Annual General Assembly in August of each year.

The student's incentives are not subject to the appeal process set out in section 9 of these guidelines and are subject to available funds in the PSSSP program.

a. Madame Justice Rose Boyko Academic Achievement Award

Only ONE award per year to a full-time post-secondary student registered in a two-year diploma program, four-year degree program, master's program or doctorate program in the current school year in which the award is presented.

Upgrading and one-year certificate programs are NOT eligible.

Award is based on outstanding academic achievement and community involvement. Official transcripts must be submitted before being released.

Rose Boyko Academic Achievement Award $500.00

7. STUDENT RESPONSIBILITIES

i. Student's must comply with these guidelines:

a. Accept responsibility to manage the sponsored education funds accordingly;
b. Provide monthly progress reports (Appendix C);
c. Maintain the appropriate course load for the funding rate requested;
d. To maintain a minimum grade point average of 2.0 or better;
e. Provide transcripts of marks to the Education Director at the end of each term;
f. To provide course registration documents to the Education Director at the beginning of each semester;
g. Maintain regular class attendance;
h. Notify their instructors, school, and the MLIB Education Department for more than three consecutive absences and provide a doctor's note;
i. Provide written notice of course or program withdrawal. Withdrawals must be made prior to fee reimbursement deadline;
j. Advise the Education Director of changes in program, school, medical absence (with a doctor's note), and/or living arrangement that could affect funding. Fraudulent reporting will result in cancellation or suspension of funding;
k. Advise the Education Director of address and telephone number changes in advance before moving. Current contact information must be on file;
l. Travel subsidies must be requested with written documentation; and
m. Adhere to the Probation Agreement, Appendix D, if necessary.

ii. *Education Director Responsibilities*

The Education Director is recognized as the delegated representative of the McLeod Lake Indian Band relative to the education matters and is responsible to:

- Ensure that the education program is administered accordingly to existing policies;
- Assist students in gaining access to post-secondary education; and
- Support students through their post-secondary education.

8. TERMINATION OR SUSPENSION OF FUNDING

McLeod Lake Indian Band may terminate funding granted to an eligible student in accordance with these guidelines for any of the following reasons:

a. The student makes a misrepresentation or false statement on his or her application form;
b. The student's academic status changes from full-time to part-time without the student first notifying the Education Department;
c. The student withdraws from the Post-Secondary Institution;
d. The student is successful, without good reason, in fewer than 60-70% of the courses in which the student is registered;
e. The student has (10 or more) absences from classes that are unexplained or without good reason;
f. The student does not maintain 'good standing' at a post-secondary institution in accordance with these guidelines;
g. The student is in breach of, and has not taken acceptable steps to rectify, a breach of his or her Student Contract.

Where a student has his or her funding suspended in accordance with these guidelines, the student must work with the Education Department and take all necessary steps to rectify the breach that caused the suspension of funding. Once steps have been taken to the satisfactory of the Education Department, the student's funding may be reinstated.

Where a student has had his or her funding terminated in accordance with these guidelines, he or she will not be eligible for further financial assistance for a period of two (2) years after the infraction and all funds must be repaid back to the Band. Where a student has served his or her suspension period, he or she will be considered to be in good standing with the McLeod Lake Indian Band PSE Financial Assistance Program and may apply for funding in accordance with these guidelines, and will be ranked accordingly as a returning student who has taken a break and intended to return back to school.

9. APPEAL PROCESS

Where a student believes he or she has been unfairly denied access to post-secondary education funding opportunities by McLeod Lake Indian Band Post-Secondary Education Policy, the student has the right to appeal in accordance with the following process:

1. The applicant must try to resolve any dispute or complaint with the Education Director. Includes disagreements regarding the application process or interpretation of a provision of these guidelines;

2. Where the student and Education Director are unable to resolve the disagreements, the student may file a formal written appeal letter, including all relevant documents, to the Band Administrator within thirty (30) days of the funding decision. The Appeal

Letter must clearly state the reason for appeal.

3. The Band Administrator will review and respond to the Appeal letter within twenty (20) business days.

4. If the Band Administrator rejects the appeal, the student has the option of forwarding his or her appeal to McLeod Lake Indian Band Chief and Council, at a duly convened meeting.

5. The Chief and Council will review the appeal and all related documents and information. The student will be notified in writing of the date and time of the Chief and Council meeting at which the students appeal will be presented. The student will have the option of being present or having a representative present on his or her behalf. The student should present his/her position directly to Chief and Council if attending in person. All attempts to accommodate the student to present their case will be made (i.e. out of province student may request a conference call or communication video conference or other electronic method compatible with available technology)

6. The decision of the McLeod Lake Indian Band Chief and Council will be FINAL.

ISC will not accept appeals from students based on decisions made by the McLeod Lake Indian Band Chief and Council, the decision is FINAL.

10. Amendments

Amendments to the McLeod Lake Indian Band Post-Secondary Education Policy can only be made by the Chief and Council.

A quorum must be available to make changes.

Changes must be made unanimously agreed upon before being passed.

Changes will be posted on the McLeod Lake Indian Band website; Education page and a copy will be sent to all current students who are attending post-secondary schooling.

Recommendations for amendments to this policy can be submitted by any McLeod Lake Indian Band member and are to be submitted to the Education Department for review and consideration.

Any policy amendments approved by the McLeod Lake Indian Band Chief and Council will take effect immediately following the decision.