

RRFN
POST
SECONDARY
EDUCATION
POLICY

2012

POST SECONDARY EDUCATION POLICY
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1. INTRODUCTION

This secondary school policy sets the terms and conditions of education, and regulations for all students sponsored by Rainy River First Nations and attending post-secondary education of a continuing nature. This policy covers all full time students except where specific agreement alters the policy.

Chief and Council have the power and authority to make policy regarding any aspect of management of RRFN. The Chief and Council will delegate to the Education Committee the power to make decisions regarding education programs governed by RRFN and in accordance within approved policy.

The purpose of this policy is:

- 1) To enable First Nation members to gain access to Post-Secondary Education
- 2) To enable First Nation members to receive the skills and qualifications for the career of their choice
- 3) To provide financial aid to First Nation band members for Post-Secondary Education
- 4) And to promote careers that will assist First Nation with its growth

2. ELIGIBILITY

Approved applicants must be members of RRFN and meet the entrance requirements for Post-Secondary Education.

3. PRIORITY FOR ASSISTANCE

Students will be funded for courses of study in the following priority:

- 1) Continuing students currently receiving Post-Secondary Assistance from RRFN
- 2) Grade 12 graduates who have graduated within the past year
- 3) Grade 12 graduates who have graduated more than one year ago
- 4) Students who have been placed on waiting list from prior year
- 5) Mature students with the Grade 12 equivalency meeting Post-Secondary entrance requirements
- 6) Second degree or diploma students
- 7) Students who have previously received post-secondary funding and did not complete their course of study

4. WAITING LIST

A waiting list will be developed when applications exceed budget availability. Students not approved for funding will be placed on priority list. If an approved student is unable to attend an approved program, the next student on a prioritized waiting list is approved.

If the budget is exceeded by an approval, the Education Director will request an increase in the budget. If the budget increase is not approved, the next student whose financial needs fit within the budget will be approved.

5. FINANCIAL ASSISTANCE

Students are eligible to apply for financial assistance at a recognized post-secondary institution.

6. ELIGIBLE EXPENDITURES

The Education Committee may authorize the expenditure of funds for the following purposes:

- 1) Tuition
- 2) Books, Supplies, Tools and Uniform
- 3) Travel
- 4) Allowance
- 5) Tutoring
- 6) Graduation

7. TUITION

Students are eligible to receive a maximum amount to cover tuition fees for post-secondary education. The fees will be paid directly to the institution at the maximum amount or the price of tuition, whichever is less. The maximum amount a student can receive is \$6500.00 per year. Students will be responsible for tuition which exceeds the maximum. Tuition for US colleges or universities will be paid in equivalent Canadian funds.

8. BOOKS, SUPPLIES, TOOLS AND UNIFORM

Students are eligible to receive assistance for books, supplies, tools and uniform. All students are allowed a maximum of \$800.00 to cover books and supplies for the current school year. The current school year is 2 quarters for University and 2 semesters for college. Those who go over their budgets will have to pay for their own supplies from their own monies and may be reimbursed on expenditures which exceed the maximum from a reserve fund. Students must provide receipts to be considered for reimbursement if the budget allows and expenditures are course related. The Education Director may authorize reimbursement.

9. SEASONAL TRAVEL

Students are eligible to receive a maximum amount of \$750.00 within 500km and \$1500.00 over 500km per school year to assist with travel costs. Students must be moving to the location of the post-secondary institution which the relocation must be in excess of 300 kilometers from normal residence. The funds will be disbursed in the following manner:

- | | |
|---|----------------------|
| 1) Travel to school at the beginning of the school year | \$250.00 or \$500.00 |
| 2) Travel at Christmas | \$250.00 or \$500.00 |
| 3) Travel home at the end of the school year | \$250.00 or \$500.00 |

10. DAILY TRAVEL

Students are not eligible to receive daily travel. The costs for daily travel is included as part of the education allowance.

11. TUTORING

Students experiencing difficulties in courses may be eligible to receive up to \$100.00 per month for tutoring. Tutoring funds may be accessed with a supporting request from the professor or instructor of the education institution.

12. GRADUATION CEREMONIES

Students may be eligible to receive assistance to cover costs associated with graduation. Students may receive \$300.00 to cover cost of gown and graduation fees (does not include graduation pictures). All university and college graduates are eligible.

13. POST SECONDARY INSTITUTION PROCESSING FEES

Students are responsible for all Post-Secondary Institution processing fees. Students will be reimbursed up to a maximum of \$200.00 for post-secondary programs which they are accepted and which they will attend.

14. ALLOWANCES

Dependent is considered a person residing with the student without any means of income. Dependents must be identified at the time of application and cannot be changed in the school year except to decrease the number of dependents.

If the employment status of a dependent spouse changes, the monthly allowance will be reduced to student with an employed spouse.

Applicants with common law status must provide Education Director with documentation (signed document with application).

Monthly allowance includes child care, rent, food, utilities, local travel, etc. A month is considered to equal 4 weeks.

	Maximum Monthly Allowance
Single Student	\$800.00
Married student with employed spouse	\$800.00
With 1 dependent and/or unemployed spouse	\$1170.00
With 2 dependents	\$1330.00
With 3 dependents	\$1380.00
Add \$50.00 per month for each additional dependent thereafter	

15. PART-TIME STUDENTS

Part-time students will only have their expenses covered for tuition, books and supplies. These students will not be entitled to monthly living allowance.

16. LONG TERM HOUSING COMMITMENTS

Students may be housed in a student residence which requires an annual payment to cover the students housing requirements. The allowance will be reduced monthly to recover the expenditure over the school year.

17. STUDENT FINANCIAL MANAGEMENT PLAN

Students experiencing financial management difficulties may request that the Education Director assist them with budgeting and financial advice.

18. RENT

Local students with rent obligations to the RRFN will have these payments automatically deducted from their education allowance.

19. ELIGIBLE PROGRAMS

Assistance will be provided to students enrolled in programs with accredited post-secondary institutions.

20. TERMS OF ASSISTANCE

Students are eligible to receive financial assistance for a maximum of 48 months. A student may exceed the maximum number of months. The Education Director will review the file for attendance, grades, career objectives, school history, budget availability, and any additional information the Education Committee may require.

21. LEAVE FROM PROGRAM

Students may leave their program without being suspended from future funding for the following purposes:

- 1) Maternity
- 2) Medical
- 3) Bereavement
- 4) Employment which is career related
- 5) Course availability

Students leaving for one of these purposes may be approved for funding in the next school year and continue where they left off providing the budget permits.

22. QUIT PROGRAM

Students will not be eligible to apply for assistance for a period of two years.

23. SUSPENSION OF FUNDING

Students may have their funds suspended for the following purposes:

- 1) Not attending (will result in the student being ineligible for two years)
- 2) Insufficient course load
- 3) Suspended or expelled from college or university
- 4) Misrepresentation of information on student application
- 5) Receiving income from sources other than those identified in the application
- 6) Not meeting the terms and conditions of the signed waiver forms

The Education Director may suspend funding for these purposes and will result in the student being ineligible for post-secondary assistance for a minimum of two years.

Upon discovery of a reason for suspension, the Education Director may withhold any financial assistance scheduled to be paid until a meeting with the Education Committee is convened to discuss the suspension.

24. APPLICATION PROCESS

The following process will be used to ensure a consistent approval process:

- 1) Deadline for Fall Semester – first Friday in June
- 2) Deadline for Winter Semester – first Friday in October and is subject to availability of funds
- 3) Students are required to complete, sign and submit an application for the upcoming school year

- 4) All students must provide the following:
 - a) Letter of acceptance for new students
 - b) Transcripts for continuing students
 - c) Verification of dependents such as birth certificate, status card, or similar
- 5) All students must sign waiver forms once application is approved
- 6) The Education Director will review the applications and provide a summary and priority according to the policy to the committee
- 7) The Education Director will establish a committee meeting within two weeks of the application deadline for the purpose of reviewing and approving students for the upcoming school year

25. PRIOR AGREEMENT

All post-secondary students will be bound by this policy.

26. APPEALS

In the event that a student does not agree with the decision made by the committee, a written appeal must be submitted to the Education Committee within 30 days of the decision. The Education Committee will request supporting documentation from the Education Director relating the decision.

If the student does not agree with the decision in the appeal, a written appeal to Chief and Council must be down within 15 days of the decision on the appeal by the Education Committee. The Education Director will provide memorandum explaining how the policy was applied in the decision and any correspondence and documentation that the Chief and Council may require. The Education Committee will be represented by the liaison for Education. The Chief and Council's decision is final.

Expenses related to any and all appeals are the sole responsibility of the applicant.

27. WAIVER FORMS

I, _____, being a student at _____, have read the Rainy River First Nation Post-Secondary Policy and agree to the terms and conditions of sponsorship. I also consider this a consent form for the Education Director of RRFN to receive my transcripts. My responsibility for sponsorship is to ensure that:

1. I take my studies seriously.
2. I carry a minimum of 20 hours per week in course hours.
3. I maintain a "C" average or better.
4. I inform the Education Director when I withdraw from any courses or programs.
5. I am entitled only to be funded for the student months needed in my program of studies.
6. I take the responsibility to ensure that I am fully enrolled in the Institution and that these records are sent to my Education Director upon completion of registration.
7. If I receive funding that I am not entitled to receive, I will pay that amount back to RRFN before I can receive any more funding from the band.
8. All student records accessed by the Education Director on behalf of the Education Committee, MOA, Chief and Council will remain in the strictest confidence from all others.

SIGNED AND WITNESSED ON THIS DATE: _____

STUDENT SIGNATURE

EDUCATION DIRECTOR

Rainy River First Nations
Education Department
Box 450
Emo, ON
P0W1E0

DATE: _____

INSTITUTE: _____

ADDRESS: _____

ATTENTION: ACCOUNTS DEPARTMENT

DEAR SIR / MADAM:

RE: RAINY RIVER FIRST NATIONS TUITION REFUND WAIVER

IN THE EVENT THAT I WITHDRAW FROM THE ABOVE MENTIONED INSTITUTE PLEASE RETURN ANY TUITION REFUND TO MY SPONSORING AGENCY, RAINY RIVER FIRST NATIONS.

X

STUDENT SIGNATURE

**AS REQUIRED UNDER THE RAINY RIVER FIRST NATIONS POST SECONDARY STUDENT ASSISTANCE PROGRAM GUIDELINES.

Rainy River First Nations
Education Department
Box 450
Emo, ON
P0W1E0

DATE: _____

TO WHOM IT MAY CONCERN:

I _____ AM A STUDENT ATTENDING

I AGREE TO HAVE A TRANSCRIPT RELEASED TO THE RAINY RIVER FIRST NATIONS EDUCATION DEPARTMENT AT THE END OF EACH SEMESTER, AS THESE TRANSCRIPTS WARRANT CONTINUATION OF FINANCIAL ASSISTANCE PROVIDED TO ME WHILE ATTENDING SCHOOL.

I AGREE TO HAVE THE ABOVE NAMED INSTITUTION RELEASE INFORMATION REGARDING MY ATTENDANCE AND PROGRESS TO THE EDUCATION COUNSELLOR/MANAGER OF ADMINISTRATION, UPON REQUEST, THROUGHOUT THE YEAR.

I ALSO UNDERSTAND THAT ALL CONTINUING STUDENTS MUST PROVIDE A LETTER OF INTENT (OFFICIAL TRANSCRIPTS MANDATORY) TO PURSUE ACADEMIC STUDIES IN 2013-14, NO LATER THAN THE FIRST FRIDAY IN JUNE 2013. FAILURE TO DO SO WILL RESULT IN THE DISCONTINUANCE OF SPONSORSHIP.

X

STUDENT SIGNATURE

**AS REQUIRED UNDER THE RAINY RIVER FIRST NATIONS POST SECONDARY STUDENT ASSISTANCE PROGRAM GUIDELINES.

RRFN POST SECONDARY EDUCATION POLICY

Rainy River First Nations
Education Department
Box 450
Emo, ON
P0W1E0

DATE: _____

I AUTHORIZE RAINY RIVER FIRST NATIONS EDUCATION DEPARTMENT AND FINANCE DEPARTMENT TO DEPOSIT MY EDUCATION ASSISTANCE FUNDING ON A MONTHLY BASIS. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO MAKE SURE MY ACCOUNT INFORMATION IS KEPT UP TO DATE AND WILL NOT HOLD EITHER THE EDUCATION DEPARTMENT OR FINANCE DEPARTMENT RESPONSIBLE FOR ANY LOST PAYMENTS.

SIGNATURE: _____

STUDENT NAME: _____

EMAIL ADDRESS: _____

PERMANENT ADDRESS:

ADDRESS WHILE AT SCHOOL:

BRANCH NAME: _____

BRANCH ADDRESS: _____

ACCOUNT NUMBER: _____

INSTITUTION NUMBER: _____

TRANSIT NUMBER: _____

28. EDUCATION POLICY APPROVAL

This policy shall be reviewed annually and will be subject to change when and if necessary.

Rainy River First Nation will be bound by this policy and failure to abide by this policy can be grounds for appeal in a court of law.

This Education Policy was approved by Chief and Council of Rainy River First Nation at a meeting held on _____.