



**Qalipu**  
FIRST NATION

**Local Guidelines:**

# **Post- Secondary Student Support Program**

**Qalipu First Nation**

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## 1.0 EDUCATION & TRAINING

### Overview

The Qalipu First Nation (QFN), through the Education & Training Department (ET) administers several education, training, and employment initiatives from different funding sources. Each type of funding has different program eligibility and reporting requirements which vary slightly. When an application is received, Qalipu assesses eligibility under each funding initiative to determine the best fit. **QFN's goal is to fund the maximum Students possible with the funds available.**

The following guidelines have been created for the Post-Secondary Student Support Program (PSSSP) in adherence to Indigenous Service Canada's eligibility and reporting requirements, as found in the ISC PSSSP and UCEP National Program Guidelines. These guidelines are consistently under review and amended as necessary to ensure compliance with national policies.

### Post-Secondary Education Support Program (PSSSP)

The purpose of the PSSSP is to assist QFN members in their efforts to gain access to post-secondary education to meet long term career goals in an ever-changing labour market. The PSSSP provides financial assistance (within specific limits) to eligible Students so that they may attend post-secondary institutions that offer certificate, diploma, or degree programs.

Each year, Indigenous Services Canada (ISC) allocates funding on a national level for post-secondary Student support programs (PSSSP) and university and college entrance preparation programs (UCEP). The objective of PSSSP is to improve the employability of Students and provide them with access to education and skill development opportunities at the post-secondary level. The objective of the UCEP is to provide support to enable Students to attain the academic level required for entrance to degree, certificate, and diploma programs.

ISC has given individual Bands the option to develop Local Guidelines to administer and deliver the PSSSP to meet and support the needs of its members. This Education & Training Policy Manual sets out the Local Guidelines established by the QFN in this regard.

### Education & Training Vision Statement

To enhance the training level of our people and secure employment opportunities to ensure our people are self-sufficient.

## 1.1 MANDATE

To improve the employability of individuals and help ensure they enter the labour market with adequate jobs. In particular to:

- Support the creation of local opportunities in the labour market;
- Help communities develop and implement measures likely to solve their labour market problems; and
- Encourage employers to assume responsibility for satisfying the labour market's changing needs for skills.

## 1.2 PROGRAM DELIVERY PRINCIPLES

**Clients:** Clients are the focus. All Clients, including those facing special challenges, can access and follow clear and consistently organized pathways through an entire network of services to get what they need quickly and easily using any delivery channel. All policies, criteria, programs, and services must allow equal access for all Indigenous people regardless of status or location. All cases will be evaluated on individual merit, free of political interference and in accordance with established rules.

**Staff:** Staff are well trained and have the responsibility and the information they need to serve Clients.

**Integrated Service Delivery:** Education & Training commits to bringing together related employment and training services so that Clients can access them in a seamless experience based on their needs.

**Technology:** Coordination among all parties involved in service delivery is backed by shared systems and standard architecture that ensure privacy and confidentiality of Client records. Appropriate case-management technology ensures efficiency across the system, improving Client service and lowering costs.

**Market Demand:** Local labour market needs are served, and adjustments and responses take place as necessary based on labour market data

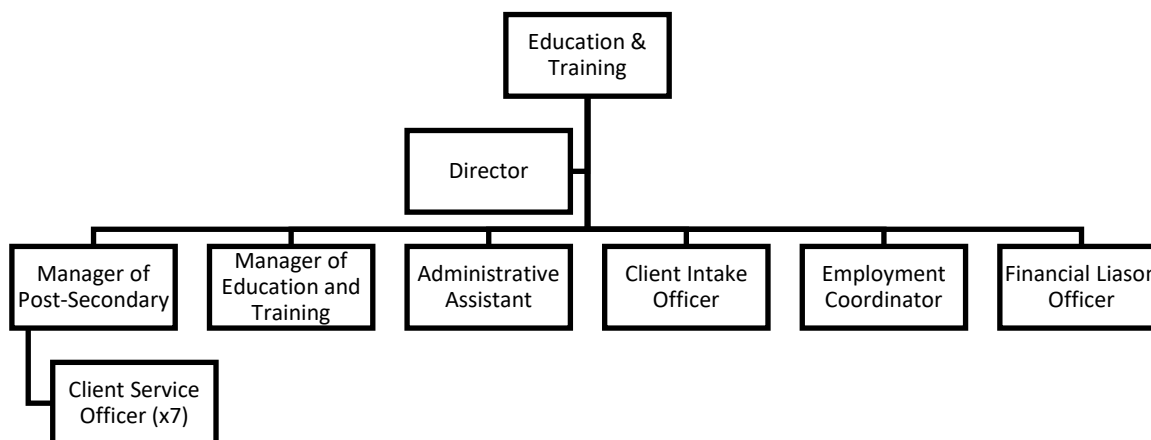
**Respect:** Respect must be reflected in what is said, what is done and how relationships are conducted and built with Clients and partners.

**Cultural Values:** As Education & Training develops and is implemented - cultural values and practices must be integrated into programs and services.

**Monitoring and Evaluation:** Continuous improvement and innovation measures are embedded in the culture of all parties delivering services, thereby improving the efficiency and effectiveness of the system. There will be accountability for financial management and personal conduct within and outside Education & Training.

## 1.3 ORGANIZATION

### Education & Training Organization Chart



## 1.4 APPROVAL AUTHORITY

### 1.4.1 EDUCATION & TRAINING STANDING COMMITTEE

The Education & Training Standing Committee (ETSC) is comprised of the Director of Education & Training, two Ward Councilors and a member at large.

#### **Roles and Responsibilities of ETSC:**

- To address issues that may arise that are not covered by policies and procedures;
- To provide direction to QFN on Education, Training and Employment Programs;
- To receive Quarterly Reports on Education & Training activities and results; and
- To participate in Annual Review and Planning Session with Education & Training staff.
- Second Level Appeals committee

## **1.4.2 EDUCATION AND TRAINING ROLES**

### **Director**

The Director oversees all programs and services, and staff within the Education & Training division. The Director approves all Client files in Education, Training and Employment as well as all spending within Education & Training.

### **Manager of Education and Training**

The Manager of Education and Training works with the Director of Education and Training to complete annual reporting, operational planning, variance, and budget monitoring. The Manager of Education and Training works in cooperation with the Director and the Manager of Post-Secondary Education to oversee Post-Secondary funding programs.

### **Manager of Post-Secondary**

The Manager of Post-Secondary works in cooperation with the Director and Manager of Education Training to approve Client files in Education and Training programs and provide oversight and direction to Client Service Officers of Education and Training.

### **Client Intake Officer (CIO)**

The Client Service Officer is the front-line staff who receives, reviews, and recommends funding approval for Applicants to the PSSSP Support Program. The Client Intake Officer is available for applicants and Students throughout the application process and the time in which the Students receive financial assistance.

### **Client Service Officers (CSO)**

The Client Service Officers are assigned Student files after the application process. The Client Service Officers case manage Student files during the duration of their funding agreements.

## **2.0 POST-SECONDARY STUDENT SUPPORT PROGRAM (PSSSP)**

The Local PSSSP Guidelines are consistent with the PSSSP and UCEP National Guidelines, as amended from time to time. The Local Program Guidelines are publicly available on the Qalipu Website: [www.qalipu.ca](http://www.qalipu.ca)

### **2.1 DEFINITIONS**

- (a) **“Academic Year”** means an interval of time in which ISC sets, as usually consisting of 2 semesters. These semesters are defined as 15 weeks intervals therefore making an academic year the equivalent of at least 30 weeks of training.

- (b) **"Agreement"** means a document outlining QFN's responsibilities, financial schedule and Student responsibilities and commitment.
- (c) **"Appeal Board"** means a board constituted for the purposes of an appeal of an internal review decision as set out in section 8 of this Policy Manual.
- (d) **"Appellant"** means an Applicant or Client who is not satisfied with a decision of Education & Training and who has the right to Appeal the decision pursuant to the Appeal Process set out in section 8 of this Policy Manual.
- (e) **"Applicant"** means an individual who has applied to the PSSSP.
- (f) **"Blended Student"** means a Student who is taking a mixture of distance and classroom courses.
- (g) **"Client"** means an approved Applicant.
- (h) **"Dependent"** means any child under the age of sixteen (16).
- (i) **"Distance Education Courses"** means courses taken where the Student is not physically in a classroom setting.
- (j) **"Distance Education Student"** means a Student who is enrolled at an Eligible Institution taking distance courses.
- (k) **"Eligible Institution"** means a degree, diploma or certificate granting institution,
  - (i) Recognized by a provincial or territorial Minister of Education, or
  - (ii) An educational institution recognized to deliver post-secondary programs by arrangement within an eligible post-secondary institution.
- (l) **"Full-Time Student"** is defined by the educational institution where the Student is registered.
- (m) **"Part-Time Student"** means a Student completing less than three (3) courses in the classroom in any given semester.
- (n) **"Probation"** means the process engaged where a Student fails to achieve Satisfactory Academic Standing.
- (o) **"Registered Indian"** means a person who registered and recognized as an Indian pursuant to the *Indian Act* RSC, 1985, c I-5.



- (p) **“Returning Student”** means a Student returning to the Eligible Institution and Eligible Program in which they were enrolled the previous year and who is receiving financial support from Education & Training under the PSSSP.
- (q) **“Satisfactory Academic Standing”** means the level of academic standing required and defined by the Eligible Institution in which the Student is enrolled.

## 2.2 ELIGIBLE STUDENTS

To be eligible for funding, Applicants must be able to demonstrate that they meet all the following:

- Are recognized as a Registered Indian; and
- Are a member of the Qalipu First Nation; and
- Have been resident in Canada for twelve (12) consecutive months prior to the date of their Application, or otherwise meet the residency requirements set out below; and
- Are enrolled or accepted by an Eligible Post-Secondary Institution into an Eligible Program.

## 2.3 ELIGIBLE PROGRAMS

An eligible program is a degree, UCEP, diploma, or certificate program of studies that:

- (i) Require the completion of secondary school studies, or the equivalent as recognized by the post-secondary institution;
- (ii) Is offered by a post-secondary institution that is at least one Academic Year of duration (as defined by the institution); and
- (iii) Is delivered at an Eligible Institution.

## 2.4 ELIGIBLE INSTITUTIONS

**UCEP Programs:** Must provide the Student with the courses to attain the academic level necessary for entrance into a university or college program and must be no longer than one academic year in duration.

**Post-Secondary Institutions:** Eligible post-secondary institutions are degree, diploma or certificate granting institutions that are recognized by a province or territory (in Canada or Internationally) or educational institutes recognized to deliver post-secondary programs arranged with a recognized post-secondary institute.

- A list of eligible Canadian post-secondary institutes in each province can be found by on ISC's website at <https://www.sac-isc.gc.ca/eng/1429541743524/1531402273996>

- NOTE: When enrolling in a foreign program of studies, evidence must be provided that it is recognized as an acceptable program within Canada and that is listed as an eligible foreign institution on ISC's website <https://www.sac-isc.gc.ca/eng/1433334714906/1531402394547>

## 2.5 RESIDENCY REQUIREMENTS

To be eligible for funding an Applicant must have been residing in Canada for the twelve (12) months prior to the date of Application, e.g., an Application dated May 5<sup>th</sup>, 2021 requires the Applicant to have been a resident in Canada since May 5<sup>th</sup>, 2020 at minimum.

The following Applicants are deemed to be exempt from the residency requirement:

- Applicants who are normally reside in Canada but for reasons of education or Student exchange programs have been living outside of Canada for all or part of the previous year prior to the application;
- Applicants who are serving outside Canada as part of Canada's Armed Services;
- Applicants who are employees of the Federal, Provincial or Band Government appointed to foreign posts; or
- Individuals, who under the authority of provincial or territorial child welfare legislation were placed outside Canada in an alternative care arrangement and have returned to Canada.

## 2.6 PRIORITY CATEGORIES

PSSSP will be prioritized in the following order:

### **Priority 1 - Returning Students**

Clients currently being funded through the PSSSP Support Program.

### **Priority 2 - Deferred Applicants**

Students who are reapplying for support having had their previous Application deferred for lack of funds.

Note: At the end of the fiscal year any surplus may be used at the discretion of Education & Training to fund Applicants whose name appears on the deferred list and are enrolled in classes. This support may include tuition and/or books, allowances, and mandatory fees paid for by the students themselves. Those students who receive this surplus funding are not considered funded through the remainder of their program and will need to complete an application renewal form at the beginning of the next academic year. Deferred applicants will remain on the deferred list for up to one calendar year. When an applicant is removed from the deferred list, they must submit a new application and are then considered new applicants.

**Priority 3 - New Applicants** Current Post-Secondary Students and Recent High School Graduates  
Students currently enrolled in high school, a post-secondary or graduate level program in the previous year and continuing in a post-secondary or graduate level program.

A student who is completing the last two semesters of an undergraduate degree and continues on to an advanced degree program of studies without a break in studies or a student who completes a community college or CEGEP program and continues on to an undergraduate degree program without a break in studies, is considered a New Applicant.

High School graduates remain continuing student for up to two years following graduation.

**Priority 4 - New Applicants (PSSSP)**

Other post-secondary Students accepted or enrolled in a post-secondary institution. Within this priority category, ET may rank particular programs of study based on regional demand.

**Priority 5: New Applicants (UCEP)**

Other post-secondary Students and Students accepted and enrolled in university and college entrance preparation programs.

**Priority 6: Previously Funded Graduates**

Students who have previously completed an undergraduate degree or college diploma and have been funded by QFN in the last five (5) years but do not satisfy the requirements set aside for special consideration under Priority 3.

**At its discretion, Education & Training will prioritize Students within each group according to the described criteria set out in these Local Guidelines.**

## **2.7 SPECIAL ONE-TIME FUNDING OPTION**

Any surplus funds may be used at the discretion of the Director, Education & Training, to fund Students currently enrolled in classes. This support may include:

- Tuition and/or books paid for by the Students themselves.
- Mandatory fees paid for by the Students themselves.
- Living allowance allocations for currently funded Students.
- Any other cost determined as eligible by the Director of Education and Training

Allocation of Special One Time Funding will be determined by ET and may be made based on such factors as a Student's residence during the school year (living away from home or at home) and the combination of classroom or distance courses that are being taken by the Student. Students will not be provided living allowances during paid work terms.

Special one-time funding may be given to current PSSSP Clients or Deferred Applicants. Deferred Applicants who receive Special One-Time Funding for tuition, fees, and/ or books are not considered funded through the remainder of their program will remain on the Deferred Applicants List.

If Students have reached the \$30,000.00 maximum allowable assistance, Students may receive funding for eligible tuition and mandatory fee amounts under the allocation of surplus funding as determined by the Director of Education and Training.

### 3.0 POST-SECONDARY STUDENT SUPPORT PROGRAM (PSSSP) APPLICATIONS

Applications for financial support must be complete and signed by the Applicant. Applications will not be processed until all documentation is received.

When applying for PSSSP, the Applicant must provide, at a minimum:

- **COMPLETED APPLICATION:** Copy of the completed and signed application.
- **PROOF OF MEMBERSHIP:** QFN members must provide **proof of membership** by including copy of Valid Secure Certificate of Indian status (SCIS) Card, Valid Temporary Confirmation of Registration, or letter from QFN SCIS Clerk confirming membership. QFN cannot accept EXPIRED documents. (To obtain new temporary confirmation letter call 1-800- 567-9604).
- **ACCEPTANCE LETTER/VERIFICATION OF ENROLEMENT:** Acceptance Letter/Provisional Acceptance letter from institution is required. Final acceptance letter must be submitted to QFN once received. Verification of Enrollment shall be submitted for Students currently enrolled in their program. If acceptance letters will be sent out after QFN deadlines, applicant must provide letter from institution regrading acceptance dates and that you have applied for the program.
- **ACTION PLAN:** Applicants must provide an action plan (in not more than 250 words) indicating why they have chosen this field of study and what their employment goals are upon completion of the Course of Study.
  - For Distance Education/Part-Time Students:
    - **COUSE OF COMPLETION PLAN:** Distance or part-time Students must ALSO include a plan indicating the designation being sought, the length of the training, the number of courses being taken, and their planned timeline for completion.

- For ABE Applicants:
  - **FUTURE EDUCATION PLAN:** ABE applicants must ALSO include an education plan indicating how they plan to pursue future education or employment.
- **TRANSCRIPTS:**
  - Level 3 (Grade 12) Students applying to post-secondary must submit **Level 2 Transcript** (Grade 11) **AND Level 3 Midterm Marks** before June 30<sup>th</sup>.
  - If applicant is currently enrolled in the post-secondary program that they are requesting funding for, a **Transcript from Institution** is required indicating present academic status (unofficial transcripts are accepted if they display Student name, institution name and semester)
  - If applicant has attended any previous post-secondary education (completed or not), they must provide **ALL TRANSCRIPTS** for each program.
- **BREAKDOWN OF INSTITUTION EXPENSES:** Provide an expense breakdown directly from Post-Secondary Institution or from the institution's website (tuition, fees, etc.)
- **ESTIMATED PROGRAM COST FORM:** Copy of completed program cost form located in application.
- **INTERNATIONAL STUDIES:** Students enrolling in a foreign institute must provide reasoning for studying internationally and prove that the institute is recognized within Canada as an acceptable post-secondary program of studies. Students must provide the tuition cost of comparable programs offered in Canada.

### 3.1 RETURNING POST-SECONDARY STUDENTS

Returning Students must provide, at a minimum:

- An Application Renewal Form, to be submitted no later than February 28<sup>th</sup> for each year in which the Client receives PSSSP Funding;
- Academic transcripts within fifteen (15) business days of the completion of each semester in which the Client is receiving funding; and
- Any other such information or documentation requested by Education & Training that Education & Training decides, in its absolute discretion, to be necessary to monitor, assess or otherwise evaluate any Client.

Education & Training reserves the right to withhold or reduce all funding or take any other action it deems appropriate including terminating the Agreement, if transcripts or any other such information or documentation requested by Education & Training is not provided.

### 3.2 UNIVERSITY AND COLLEGE ENTRANCE PREPARATION PROGRAM (UCEP) APPLICATIONS

For all UCEP Students, the maximum time limit for financial support will be one (1) Academic Year or in the case of part time studies, the equivalent of one (1) Academic Year, as deemed by the institution.

When applying for the UCEP the Applicant must provide, at a minimum:

- **COMPLETED APPLICATION:** Copy of the completed and signed application.
- **PROOF OF MEMBERSHIP:** QFN members must provide **proof of membership** by including copy of Valid Secure Certificate of Indian status (SCIS) Card, Valid Temporary Confirmation of Registration, or letter from QFN SCIS Clerk confirming membership. QFN cannot accept EXPIRED documents. (To obtain new temporary confirmation letter call 1-800- 567-9604).
- **ACCEPTANCE LETTER/VERIFICATION OF ENROLEMENT:** Acceptance Letter/Provisional Acceptance letter from institution is required. Final acceptance letter must be submitted to QFN once received. Verification of Enrollment shall be submitted for Students currently enrolled in their program. If acceptance letters will be sent out after QFN deadlines, applicant must provide letter from institution regarding acceptance dates and that you have applied for the program.
- **ACTION PLAN:** Applicants must provide an action plan (in not more than 250 words) indicating why they have chosen this field of study and what their employment goals are upon completion of the Course of Study.
  - For Distance Education/Part-Time Students:
    - **COUSE OF COMPLETION PLAN:** Part-time Students must ALSO include a plan indicating the length of the training, the number of courses being taken, and their planned timeline for completion.
- **TRANSCRIPTS:**
  - Students applying to UCEP must submit their Secondary IV (Grade 10) Transcript **AND Secondary V (Grade 11) Midterm Marks** before June 30<sup>th</sup>.
- **BREAKDOWN OF INSTITUTION EXPENSES:** Provide an expense breakdown directly from the UCEP or from the institution's website (tuition, fees, etc.)
- **ESTIMATED PROGRAM COST FORM:** Copy of completed program cost form located in application.
- **INSTITUTION STATEMENT:** A statement from the Eligible Institution that 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 or college credit program upon successful completion of the UCEP course of studies.

**Within fifteen (15) business days of the end of the first UCEP semester or term, the Applicant must provide Education & Training the following:**

- A statement from the institution confirming the successful completion of the first term.

Education & Training reserves the right to withhold or reduce all funding or take any other action it deems appropriate including terminating the Agreement, if the UCEP statement or any other required documentation is not provided.

### 3.3 DATE OF APPLICATION DEADLINES

Applications may be considered in order of priority based upon the date of which a complete application with all required accompanying documents is received by Education & Training.

All Applicants seeking funding must apply annually by the following deadline dates:

SEMESTER	DEADLINE DATE
Fall	June 30 <sup>th</sup>
Winter	October 31 <sup>st</sup>
Intersession / Summer	February 28 <sup>th</sup>

New applications must be received by the deadline date set out in this Policy Manual. **Late applications may not be considered for funding in that semester but may be deferred to the next semester.**

*NOTE: Flexibility may be given to the deadline dates for programs that do not follow the traditional timelines of Fall (September), Winter (January), and Intersession (May).*

### 3.4 DEFERRED APPLICATIONS

A deferred Application is one where an eligible applicant is denied support due to lack of funds. A letter will be provided to the Applicant with the following:

- Confirmation of receipt of the Application;
- Date the Application was deferred; and
- Explanation for deferment

The PSSSP is a support program and as such, is not meant cover all educational costs. Once a Client has been added to the deferred list, the Client must demonstrate their commitment to completing this program using other financial means if necessary. If the deferred Applicant delays their start date or wishes to change their program, their file will be deemed to be closed and a new application will be

required if their start date is in a new fiscal year.

Education & Training shall put all deferred Applications on file and review the deferred Application list at the next possible application deadline. This list will be reviewed on a continuous basis as funds become available. Each semester the CIO will follow up via email with those on the deferred list to ensure they are attending post-secondary and update their information. If a request for information from a deferred applicant is not replied to within 15 business days, the CIO shall deem the application as closed and instruct the deferred applicant in writing or e-mail that the file is closed, and a new application required.

**Students who are on the deferred list more than one year will be asked to reapply.**

### **3.5 PROCESSING APPLICATIONS**

Upon receipt of an Application, the Client Intake Officer (CIO) will review the Application for eligibility. At the pre-screen stage, applications for programs that do not qualify will be screened out. The CIO will notify all screened out Applicants of the reasons why their application has been denied funding.

Notification is to happen as soon as possible after decision has been made, a copy of this letter will be

put into the Applicants file. Below are the stages in which an application is processed:

- 1) The CIO will review all Applications and supporting documentation to ensure all acceptance criteria established above have been satisfied.
- 2) Applications lacking supporting documentation will not be processed until all documentation is received, applicants will be contacted if documentation is missing from their application.
- 3) Completed Applications must be date stamped upon receipt of all required documents into the office.
- 4) The CIO will scan all Applications into the Education & Training File Management System.
- 5) Case Files using Applicant's last name, first name and Social Insurance Number as identifying information are created for each scanned application and supporting documentation.
- 6) These files will be assigned to a Client Services Officer (CSO) based on sequence and isolating applications that represent a Conflict of Interest for the associated CSO.
- 7) After Applications have been processed, Applicants will be notified in writing (this includes via e-mail) about the status of their funding. Unapproved Applications placed on hold will be informed as to the reasons why. Approved Applications will be sent an email stating their approval, as well as a Post-Secondary Student Support Program Agreement outlining QFN's responsibilities, financial schedule and Student responsibilities and commitment.



- 8) The Client then must then return a completed and signed Agreement to Education & Training within **ten (10) business days**.

## **4.0 SUPPORT**

Funding through ET is highly subscribed to and very limited. Therefore, all funding will be limited by the resources QFN possess within a given fiscal year. Actual funding levels for each recipient will depend on the overall amount of funding available in the PSSSP Support Program as determined by Education & Training.

### **4.1 EXTERNAL FUNDING/SUPPORT**

Applicants must notify ET if they receive post-secondary funding or financial support from another First Nation or through any government source (e.g. EI, Immigration, Population Growth and Skills). Failure to disclose any such funding may result in a termination of the PSSSP Agreement. Scholarships, Bursaries, and Student Loans are not considered funding for the purposes of the Local Guidelines. Applicants are encouraged to take advantage of all supports that may exist to reach their academic goals. Any component of an applicant's education that is not funded through the PSSSP may be covered using another funding opportunity (i.e., living allowances and travel costs may be covered through another program or agency, even when ET is funding a Student's books, tuition, and fees).

### **4.2 ELIGIBLE EXPENDITURES**

Eligible expenditures for PSSSP funding are:

- Tuition;
- Books identified by the institution for their program of study if applicable;
- Mandatory compulsory fees; (includes registration, application and transcript fees);
- Living allowances if applicable; and
- Tutoring (Depending on eligibility as per section 4.8 Tutoring).

### **4.3 ELIGIBLE TUITION**

Tuition support **may** be provided under the following conditions:

#### **4.3.1 PUBLIC AND PRIVATE CANADIAN INSTITUTIONS**

Students attending a Canadian public or private institutions at the normal tuition rate charged by the institute for a Canadian Student.

#### **4.3.2 FOREIGN INSTITUTIONS**

Tuition support may be provided under the following conditions:

- Students attending a foreign post-secondary institution for a comparable program available

at an institution in Canada may be provided the same tuition rate, or the tuition rate that is the least amount, charged by a public or private Canadian institution which offers the least expensive comparable program (see section 4.3.3); or

- Students enrolled in a foreign institution at the actual tuition rate, when it is demonstrated that there is no comparable program available at an institution in Canada (see section 4.3.3). Approval from Education & Training and the regional ISC office must be acquired prior to funding Students in such a situation; or
- Students that meet the entrance requirements of a Canadian public or private institution and apply within the deadline to at least two Canadian institutions of their choice, but are not accepted for reason of limited access, may receive the actual tuition fee rate in a foreign institute for a comparable program (see section 4.3.3)

### **4.3.3 Comparable Program of Studies**

A program of studies is considered comparable to another when:

1. The minimum academic prerequisites are equivalent;
2. The number of credit hours are equivalent to within 10%;
3. The course content generally covers the same subject matter

Applicants attending a foreign institute must provide documentation identifying the most comparable program, and its related tuition fees at the Canadian institutions which they applied to at the time of application. In addition, Students enrolling in a foreign institute must provide reasoning for studying internationally and prove that the institute is recognized within Canada as an acceptable post-secondary program of studies.

**NOTE:** UCEP Students are eligible for assistance for Canadian programs only.

## **4.4 TUITION PROCEDURE**

Education & Training will pay the Student for the eligible amount of tuition if they provide an official receipt issued by the Eligible institution. ET will also accept Credit Memos or Account Statements if those supports are available at the Client's institution. Students will be required to submit the official receipt if paid by credit memo or account statement within 2 weeks after payment.

## **4.5 BOOKS**

Applicants who are not eligible for living allowances may receive funding towards the cost of purchasing books necessary for the Eligible Programs in which they are enrolled. Eligible books are those identified by an institution on an official syllabus or booklist. The Education & Training Local Guidelines maximum allowable limit for Books is \$2000.00 per year however, if surplus funds are available this limit may become flexible and/or a book allowance may become available for Students also receiving a living

allowance.

Used books are an eligible expenditure, with a maximum allowable reimbursement up to 50% of the new/original cost. Receipts for used books must be submitted.

## **4.6 LIVING ALLOWANCE**

Applicants who are eligible for allowances will receive a maximum of \$1,000.00 per semester in allowances. If a surplus is available, eligible applicants could receive additional allowances based on maximum rates as per Canada Student Loan guidelines.

### **4.6.1 LIVING ALLOWANCE ELIGIBILITY**

The eligibility criteria to receive allowances are as follows:

- Not in receipt of Income Support, EI, or any other federal benefit during the semester in which allowances would be received.
- Not enrolled in a paid work term.
- Working less than 20 hours per week.
- Gross weekly income of less than \$274.00
- Considered full-time by the Student's post-Secondary institution.
- Enrolled in at least 3 courses in a classroom setting OR enrolled in an unpaid work term
- **Masters and PhD Candidates:** Students completing Masters or Doctoral thesis must be completing 3 or more courses to be considered full-time for the purpose of receiving Living allowances through the policies outlined in Section 2.5. A Thesis will carry the weight of one (1) course in determining full or part time status thus the Client will be expected to enroll in two other courses on campus in that given semester.

Students are required to notify their CSO if they are in receipt of EI benefits, or open an EI claim. Due to stacking provisions, Students who are in receipt of EI are not eligible for living allowances. Any allowances that were paid while a student is in receipt of EI must be repaid by the Student.

### **4.6.2 PART-TIME STUDENTS:**

Regardless of funding availability, part-time Students are not eligible for Living Allowances through the policies outlined in Section 4.6.

## **4.7 WORK TERM/CO-OP PROGRAMS**

Many fields of training include work terms in the curriculum of the program. Students who are completing

an unpaid work term are entitled to allowances. If a student is participating in a paid work term, they are not eligible to receive living allowances. Work terms may be done outside the Province, if employment chances are greater. No transportation costs will be paid to clients that complete their Work Term outside the province. Eligible tuition and fees may be paid by ET if the tuition and fees are not paid by the employer.

## 4.8 TUTORING

In recognition of students with learning disabilities that may struggle with academic studies, clients with a diagnosed learning disability may request financial support for tutoring services by contacting their respective CSO. QFN will review each need on a case-by-case basis and determine if tutoring services can be paid. Tutoring services are approved on a semester basis and not necessarily approved for the duration of the student's program. Additional documentation will be requested by the client's CSO, and the client will be subject to terms and conditions as determined by Education and Training.

## 4.9 INELIGIBLE EXPENSES

The following expenditures are not eligible for support:

- Medical Insurance;
- Miscellaneous Fees, which includes but is not limited to athletic fees, residence fees, meal plans, locker fees, parking, bus passes, etc.

Education & Training reserves the right to exercise discretion with respect to what constitutes an ineligible expenditure.

## 5.0 LIMITS OF SUPPORT

Where the PSSSP budgetary envelope permits, funding will be provided to all eligible Applicants, however **funding may be limited and not all Students may be funded**. Partial funding for any or all Eligible Expenditures may be provided.

### 5.1 PROGRAM LIMITATION

Support may be provided for the following levels of post-secondary education:

- Level 1:** Community college and CEGEP diploma or certificate programs;
- Level 2:** Undergraduate university programs (certificate, diploma, degree);
- Level 3:** Advanced or professional degree programs, or Masters programs;
- Level 4:** Doctoral programs
- Level 5:** Second Programs at the same level or lower level

Applicants who have completed a program at any level, with or without assistance from Education & Training, may be eligible for program assistance for lower levels or for programs at the same level.

Assistance may be provided to Students to complete more than one program at each level.

Students who become eligible for funding and who have previously completed a portion of their program without funding through PSSSP, may receive assistance for the **balance** of their program of studies but will not be reimbursed for previous expenses. Level 5 approvals are reviewed at an ISETP Committee meeting before the beginning of each semester pending available budgets.

## 5.2 DURATION OF STUDIES LIMITATION

Support will be provided to Clients throughout the completion of their Eligible Programs as deemed by the institutions program length and credit hours. All Clients must adhere to all course and curriculum requirements to remain eligible for funding.

Full-Time Students are expected to complete their program within the timeframe set by the Eligible Institution they are attending. Individual success and personal issues vary from person to person and in recognition of this, Students may be supported for up to one additional year for level 1 and level 2 programs. A letter in writing by the institution's registrar, Dean or Department head must be provided and it must state that the Student requires extra time to complete their course of study based on the initial timeframe set by the institution. For Students completing Level 3 or level 4 programs, they must provide any necessary documentation required by ET for the justification of an additional year of study (i.e., a medical note). Additional support for personal reasons must be substantiated according to circumstances.

## 5.3 MAXIMUM ALLOWABLE SUPPORT

The maximum allowable amount available to Applicants under the Education & Training PSSSP Local Guidelines is a total of \$30,000.00 **per Client** for tuition, books, and fees. No Client is automatically entitled to the maximum amount, but rather may be funded up to the maximum amount allocated if deemed to be necessary for their program. Flexibility may be given to the maximum amount per Client if excess funds are available at year end and no deferred list is in place.

### 5.3.1 CHANGING OF PROGRAM OF STUDY (One Switch Rule)

Students may be eligible to switch programs one time under the One Switch Rule. Students may opt to change to a higher or lower level of studies, switch programs at their current level of studies, or choose to complete studies which may have been partially completed at an earlier date.

- When Students move from a lower level to a higher level of studies without completing the lower-level program of studies, they may be eligible under the one switch rule if they have completed less than two years of their current program. (E.g., a Student who is being funded to complete a college diploma chooses to pursue a university degree instead).
- Students may be eligible under the one-switch rule when changing programs within one of the levels, or when completing a program that may have been partially completed at an

earlier date (i.e., two years of a four-year university degree was completed ten years earlier).

The Student must inform the CSO, in writing, of the program change and provide all associated documentation. The CSO must inform the Student of the one switch rule. A request for such a program change will then be passed to the Manager of Post-Secondary in consultation with the Director of Education and Training for review and approval pending budgetary considerations, and the Local Guidelines.

### **5.3.2 PART-TIME AND DISTANCE STUDENTS**

Due to the flexible nature of distance and part time education, the duration of studies limit set out above, does not apply to Part-Time and Distance Education Students. In making their Application, Part-Time and Distance Education Applicants are expected to provide an estimated length of time their education will take. Support for part-time studies and distance education is subject to review by ET.

## **5.4 SATISFACTORY ACADEMIC STANDING**

All Clients must maintain Satisfactory Academic Standing, as per the institute's definition. Failure to do so will result in Probation or termination of funding.

## **5.5 PROBATION**

Probation is intended to help Students succeed. Students on Probation remain eligible for support. If a Client fails to maintain Satisfactory Academic Standing in a semester they may be placed on Probation for the following semester. During Probation, Education & Training may request updates on progress, or require any other monitoring as may be necessary.

## **5.6 RECLAIMING OF FUNDS**

When a Client must repeat a course that is mandatory, having failed to achieve the required passing mark, the Client may be eligible to have that course paid a second time pending review of the failed course.

When a Client receives funding for which they are not entitled, the Client must return the funding to Education & Training. Education & Training reserves the right to take any such action as is legally necessary to reclaim the funds plus costs and interest.

**Applicants who drop out of a program without completing the current semester may be required to return all funds previously paid for that semester.**

## **5.7 EMERGENCY CONTINGENCY FUNDING**

Education & Training does not provide emergency contingency funding or maintain an emergency contingency fund. All PSSSP funding is used to support Clients as per the Local Policy Guidelines.

Education & Training reserves the right to establish an Emergency Contingency Fund at a later date.

## **5.8 RIGHT TO TERMINATE OR ADJUST SUPPORT AT ANY TIME**

Education & Training reserves its absolute right and discretion to terminate, reduce or increase support, including but not limited to the support set out in Agreements, at any time for any reason, as Education & Training determines is reasonably necessary.

## **6.0 RESPONSIBILITY OF STUDENTS**

- Each Student must provide Education & Training with academic records within fifteen (15) business days of the completion of the semester. The records submitted must clearly outline the Student's name, the name of the institution, the semester, the courses in which the student was enrolled and the grades for each course. If the record is not satisfactory to Education & Training, the Student's funding agreement could be terminated.
- Each Student must provide ET with receipts, credit memos or account summaries for tuition. Any document submitted must clearly outline tuition amount paid, the Student's name, institution name, and the semester. Tuition and fees must be separated on the submitted document. Any unsupported expenses will have to be repaid by the Student.
- Students are expected to provide all required documents within the deadline that their assigned CSO provides. If documents are not received, there will be a delay in the student receiving their funding or the Student's funding agreement could be terminated.
- Students are required to notify their CSO if they are in receipt of EI benefits, or open an EI claim. Students who are in receipt of EI are not eligible for living allowances.
- Students will be responsible for ensuring that they register for the correct courses in their specified programs and for registering on time. Education & Training will not be responsible for any late fees incurred by the Student.
- If the Student is having any problems regarding training or ET administration, they should contact ET. Students should contact their respective CSO for all inquiries pertaining to their file.
- Each Student must obtain a Clear Academic Standing after each semester and must successfully complete all courses in each semester. If a Student fails a subject and can retake the subject in any given semester, they will be given the opportunity. However, the Student may only be eligible for reimbursement of that subject one additional time.
- If a Student quits a program without just cause or is terminated by the school or ET during a semester because they are not fulfilling their contract, then the Student may be required to repay ET the total amount paid out to the Student during that semester.

## **7.0 RESPONSIBILITY OF PERSONNEL**

### **Client Intake Officer:**

- Will verify that applications are complete and notify applicants.
- Will enter Client's tombstone data and Post-Secondary interventions in ARMS at the application stage.

### **Client Service Officer:**

- Ensure policies of the ET program are strictly enforced and always communicated.
- Case manages Student files.

### **Education & Training Committee:**

- The committee will consist of the Director of Education & Training, Manager of Education and Training, Manager of Post-Secondary, and the Client Intake Officer or Administrative Assistant.
- The committee will meet at a maximum of 3-6 weeks following deadline dates of February 28th, June 30th, and October 31st. If no funds available, meetings will be dismissed.
- Committee members must attend the meetings prepared to discuss each application. Committee members will not participate in any decision making of individuals that are deemed a conflict of interest to them.
- Conduct the first stage of the appeal process

### **Education & Training Standing Committee (ETSC):**

- To address issues that may arise that are not covered by policies and procedures;
- To provide direction to QFN on Education, Training and Employment Programs;
- To receive Quarterly Reports on Education & Training activities and results;
- To participate in Annual Review and Planning Session with Education & Training staff; and
- Conduct the second stage of Appeals committee

## **8.0 APPEAL PROCESS**

An Appellant has the right to Appeal any Education & Training decision with the notable exception of those declined funding due to budgetary restraints.

### **8.1 INTERNAL REVIEW**

An Applicant or Client who is not satisfied with a decision of Education & Training shall request an Internal Review within thirty (30) days of an Education & Training decision. Notice shall be in writing and addressed to the Education and Training Committee.

The Manager of Education and Training, The Manager of Post-Secondary and Director of Education and



training shall review the initial decision with input from the CSO and provide a written decision to the Appellant within fifteen (15) working days of the next scheduled Education and Training Committee meeting.

The Internal Review decision shall provide reasons and shall state whether or not they have agreed to reverse, change, or modify its decision. The internal review findings and decision shall be clearly communicated to the appellant via correspondence.

## **8.2 APPEAL**

An Appellant may appeal the Internal Review Decision to the Education and Training Standing Committee (ETSC). The Appellant must provide the ETSC with written notice and reasons for the appeal within thirty (30) days of receiving the Internal Review decision.

### **8.2.1 WRITTEN ARGUMENTS**

ETSC will provide Education & Training and the Appellant thirty (30) days to submit written arguments. The Parties will provide the ETSC with all documents and materials that are relevant to the Appeal.

### **8.2.2 DETERMINING IF A HEARING IS WARRANTED**

An Appellant or Education & Training may request an oral hearing at the same time Written Submissions are provided.

If an Appellant or Education & Training submits a written request for an oral hearing, then the ETSC must consider the merits and value of the oral hearing in determining if one is to be held. Where the ETSC decides against an oral hearing, reasons shall be given to the Parties.

Alternatively, the ETSC may convene an oral hearing even if neither Party requests one.

### **8.2.3 HEARING PROCEDURE**

The ETSC shall abide by and apply the principles of procedural fairness in exercising its authority throughout the Hearing.

A Hearing shall be held within thirty (30) days of the close of written arguments. The ETSC will notify the Parties of the date, time, location, and process to be followed at the Hearing. There will be no right of cross-examination. Each Party is entitled to be represented by legal counsel.

### **8.2.4 FINAL DECISION**

The ETSC shall render a final written decision within thirty (30) days of the Hearing. A decision of the ETSC is not appealable. The ETSC shall have the authority to confirm, reverse or amend any previous decision.

## **9.0 CONFLICT OF INTEREST GUIDELINES FOR STAFF**

As per the QFN HR Policy: Conflict of Interest Guidelines. These members may include; the father, mother, step-father, step-mother, foster parent, brother, sister, spouse (including common law spouse), child (including child of common law spouse), step-child, ward, father-in-law, mother-in-law, or if the staff member deems a conflict of interest.

### **9.1 PRIVACY OF RECORDS**

On January 1, 2004 the federal government enacted the *Personal Information Protection and Electronic Documents Act* (PIPEDA). The PIPEDA establishes new rules to recognize the privacy rights of individuals with respect to the collection, use, disclosure, and retention of their personal information. The rules also recognize the organization's obligations to protect personal information in a manner that a reasonable person would consider appropriate under the circumstances.

#### **9.1.1 COLLECTING PERSONAL INFORMATION**

The organization needs to identify the reasons for obtaining personal information before it is collected and to document the purposes for which it will be used; this must be on all applications, Client consent form, etc.

#### **9.1.2 OBTAINING CONSENT**

Staff must obtain the consent of its Clients prior to collecting, using, or disclosing their information.

#### **9.1.3 LIMITING THE USE, DISCLOSURE AND RETENTION OF PERSONAL INFORMATION**

Personal information on file must only be used or disclosed for the purpose for which it was collected, unless the individual consents, or the use or disclosure is authorized by the Act.

#### **9.1.4 PROTECTED PERSONAL INFORMATION**

Sensitive personal information must be protected against loss, theft, or unauthorized access. All Client files must be held in a locked filing cabinet at all times, under no circumstances will Client files be disclosed while other unauthorized people are in your office. All documents that contain personal information that are to be destroyed must be shredded immediately. When mailing applications or documents with personal information it must be in a registered or courier envelope.

## APPENDIX "A"



### Post-Secondary Education Student Support Funding Application

**ALL FIELDS ARE MANDATORY**

**PLEASE PRINT CLEARLY**

#### PERSONAL INFORMATION

*Please note that select information on this application is collected for statistical purposes only*

Name: \_\_\_\_\_

SIN#:

--	--	--	--	--	--	--	--	--	--

(As it appears on SCIS card. If name has been changed, please provide official supporting documentation (i.e., marriage certificate))

Address:

--

Tel #:

\_\_\_\_\_

E-mail:

\_\_\_\_\_

DOB:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year

Gender: Male ☐ Female ☐ Other ☐ \_\_\_\_\_

No. of Children under Age 16: \_\_\_\_\_

Age(s) of Dependents: \_\_\_\_\_

Marital Status: Single ☐ Married ☐ Other ☐ \_\_\_\_\_

- Please provide marriage certificate if married.

Grade Level completed: \_\_\_\_\_ Year: \_\_\_\_\_

Post-Secondary completed: \_\_\_\_\_ Year: \_\_\_\_\_

Preferred Language: English ☐ French ☐ Other ☐ \_\_\_\_\_

Are you a member of Qalipu Mi'kmaq First Nation Band? Yes ☐ No ☐

If not, are you of Aboriginal Ancestry? Yes ☐ No ☐

Do you have a disability? Yes ☐ No ☐

If "yes", please specify: \_\_\_\_\_

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Revision # 10  
WFQ-TMP-007

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## COURSE INFORMATION FUNDING REQUEST

Name of Training Institution: \_\_\_\_\_

Location of Training Institution: \_\_\_\_\_

Degree Granting Institution: \_\_\_\_\_

Course Name: \_\_\_\_\_

Program Length: \_\_\_\_\_

\*As per the Post-Secondary Education Institution Course Calendar

Program Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Graduation Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Attendance: Full time ☐ Part time ☐

Level of Education Sought: University/College Entrance Preparation Program ☐  
Certificate ☐  
Diploma ☐  
Bachelors ☐  
Masters ☐  
Doctorate ☐

Delivery Method for your program: Classroom ☐  
Distance Education ☐  
Virtual (Internet) ☐  
Blended (Classroom and Distance) ☐  
Blended (Classroom and Virtual) ☐

Will you be living at home with parents/guardians while attending School? Yes ☐ No ☐

If you are completing this program through distance education or blended, please specify how many courses per semester are through distance/virtual: \_\_\_\_\_ and how many courses are in the classroom: \_\_\_\_\_.

Is this the closest public institution to your place of permanent residence? Yes ☐ No ☐

If no, have you applied to other public institutions closer to your place of permanent residence? Yes ☐ No ☐

☐ Please provide documentation.

Please attach the program cost breakdown for other public institutions closest to your place of permanent residence.

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## FINANCIAL STATUS

Are You Employed?

Yes ☐ No ☐

If "yes", please indicate if you are working

Full Time ☐ Part time ☐

If "yes", please indicate your gross weekly income:

\$ \_\_\_\_\_

If "yes", please indicate the number of hours you work per week:

\_\_\_\_\_

If "yes", please indicate whether or not this is summer employment:

Yes ☐ No ☐

If "no", are you in receipt of EI benefits?

Yes ☐ No ☐

If "no", have you been in receipt of EI benefits in the past three years?

Yes ☐ No ☐

If "yes", please indicate your weekly EI rate:

\$ \_\_\_\_\_

Will you be employed while attending school?

Yes ☐ No ☐

If "no", please indicate why. \_\_\_\_\_

If "yes", please indicate if you'll be working:

Full Time ☐ Part time ☐

If "yes", please indicate your gross weekly income:

\$ \_\_\_\_\_

If "yes", please indicate the number of hours you work per week:

\_\_\_\_\_

Are you receiving any of the following?

HRLE Income Support

Yes ☐ No ☐

## PREVIOUS EDUCATION/TRAINING

Have you previously attended a Post- Secondary or Training Institution?

Yes ☐ No ☐

If "yes", please provide the following information:

Degree/Course Title: \_\_\_\_\_

University/Training Institute: \_\_\_\_\_

Start & End Date of Program: \_\_\_\_\_

Did you complete this program?

Yes ☐ No ☐

Did you pay for this program on your own?

Yes ☐ No ☐

If "no", were you sponsored by an agency?

Yes ☐ No ☐

If "yes", please state the name of the agency: \_\_\_\_\_

**\*Please note that "agency" includes the Federation of Newfoundland Indians (FNI) and Education and Training Qalipu.**

Please attach all transcripts from all previous programs (completed or not completed)

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## DECLARATION

Signing this application allows Education and Training Offices to obtain information from all ARMS or Employment Services Offices (EAS).

Applications may also be used for public documents such as Minutes, Education and Training Reports, Board Kits, etc. The **Qalipu Mi'kmaq First Nation Band** agrees to share this information with Service Canada or Indigenous Services Canada.

I have reviewed Education and Training Policy and Procedures Manual and understand my responsibilities should I be accepted for Post-Secondary Education Support.

I will notify Education and Training if any of the information in this application changes. Please note that failure to do so may result in rejection of Post-Secondary Education Support.

I understand that Education and Training will contact me through e-mail and it is my responsibility to notify Education and Training if any of my contact information changes.

I understand that all necessary documentation as referred to on page six (6) must be included with my application in order for my application to be considered complete. I understand that incomplete applications will not be considered.

I declare that I was a resident in Canada for (12) consecutive months prior to the date of this application for Post-Secondary Education support with **Qalipu Mi'kmaq First Nation Band**.

Note: Certain categories of individuals may also be considered a resident in Canada for the purposes of this application. Contact the Client Intake Officer if you have any questions concerning residency requirements.

Signature of Applicant: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Submit Applications for Post-Secondary Education Support to:

Education and Training  
Attention: Client Intake Officer  
P.O. Box 460  
St. George's, NL,  
A0N 1Z0  
Phone: 709-647-3171  
Email:  
educationandtraining@qalipu.ca

Faxed applications will NOT be accepted

<b>Application Deadlines:</b>	Fall Semester	June 30 <sup>th</sup>
	Winter Semester	October 31 <sup>st</sup>
	Spring/Intersession/Summer	February 28 <sup>th</sup>

New applications must be received by the deadline date indicated above. Late applications will not be considered for funding in that semester but may be deferred to the next semester. *Please note: the application must be received in the office before these dates. For example, if June 30<sup>th</sup> is on a Sunday, the applications are due in the office no later than the end of business on Friday, June 28<sup>th</sup>.*

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## Detailed Program Cost Breakdown

Year	Semester	Semester Start Date	Semester End Date	Tuition Costs	Fee Costs	Book Costs	Work Term Paid or Unpaid
<b>Sample</b>	Fall	September 1, 2011	December 15, 2011	\$2,000	\$ 150	\$500	NO
	Winter	January 3, 2012	April 15, 2012	\$2,000	\$ 150		Paid Work Term
	Intersession	April 25, 2012	June 24, 2012	\$2,000	\$ 150	\$500	NO
<b>1</b>	Fall						
	Winter						
	Intersession						
<b>2</b>	Fall						
	Winter						
	Intersession						
<b>3</b>	Fall						
	Winter						
	Intersession						
<b>4</b>	Fall						
	Winter						
	Intersession						
<b>5</b>	Fall						
	Winter						
	Intersession						

**This document is required to be considered for Post-Secondary Education Support. Please fill in this page, based on the cost breakdown provided by your school, giving the costs of books, fees and tuition for each semester for every year you plan to attend.**

**YOUR APPLICATION WILL NOT BE CONSIDERED COMPLETE IF  
THE FOLLOWING ARE NOT ATTACHED:**

- If you indicated that you are a Qalipu member please provide **proof of membership in the Qalipu Mi'kmaq First Nation Band**. Include a photocopy of one of the following: Your Valid Temporary Confirmation of Registration Document or your Valid Secure Certificate of Indian Status Card. **Please remember** to check the expiration date on either document as we cannot accept documents that are expired. **To obtain a new valid temporary confirmation letter, please call: 1-800-567-9604.**  
Non-Status applicants may be considered for post-secondary education funding under our ISETP program.  
\*Please refer to our Local Guidelines for eligibility criteria.
- An Acceptance or Provisional Acceptance Letter from the Educational Institution. If you provide a Provisional Acceptance Letter from the Educational Institution, you must provide a copy of your **final acceptance letter** as soon as it is received. A letter of Verification of Enrolment for the present or next available semester can be submitted by students who are currently enrolled in a program beyond their first year. If an institution has identified that acceptance letters will not be issued until after our application deadline date, please provide correspondence from the school indicating that you have successfully applied for a program and will be notified of acceptance at a later date.
- Level 3 students applying to Post-Secondary studies must include your Level 2 Transcript **and** your Level 3 Mid-Term marks before the June 30<sup>th</sup> deadline date. You would then submit your Final High School Transcript as soon as it is received. This is necessary to fulfil the Canadian Residency component of the application process.

A breakdown of expenses from your Educational Institution is **mandatory**. You may obtain this from your Educational Institution or from your Educational Institution's website.

- You **must** also include a breakdown of semesters by date to the end of your Course of Study. You must indicate if any of these semesters are classified as paid or unpaid Work Terms. This is page five (5) of our funding application.
- If you are currently enrolled in the Course of Study and are requesting funds to complete that program, you must provide a Transcript from the Educational Institution regarding your present Academic Status. On-line printouts are acceptable if they clearly display the student name, name of institution, and semester.
- An Action Plan (not more than 250 words) of why you have chosen this field of study and what your employment goals are after completion of the Course of Study.
- If you are completing courses through distance education or part-time, you need to include a detailed action plan indicating the designation being sought the length of the training and your planned timeline for completion.
- If you are applying for funding to complete an ABE program, please include an action plan to sustain future employment with your funding application.
- If you have completed any previous education (completed or not completed), please provide **all transcripts for each program**.
- **You must also register with the Qalipu membership database "Ginu" in order to receive funding. Please visit:**  
[www.qalipu.ca/login-options](http://www.qalipu.ca/login-options)



## APPENDIX "B"

### Post-Secondary Student Support Program Agreement

THIS AGREEMENT was made the Choose an item. day of Choose an item. , Choose an item. BETWEEN:

QALIPU FIRST NATION (hereinafter called "**QFN**")

- and -

Click or tap here to enter text. of the City of Click or tap here to enter text.

in the Province of Choose an item. (hereinafter called the "**STUDENT**")

WHEREAS, this Agreement sets out the terms and conditions of the financial assistance that QFN has agreed to provide you, Click or tap here to enter text., under the Funding Agreement between the Government of Canada (hereinafter called "**Canada**") and QFN for the administration of the Post-Secondary Support Program and the University and College Entrance Preparation Program. The Education Training department at QFN administers the Post-Secondary Student Support Program (hereinafter the "**PSSSP**") on behalf of QFN.

THEREFORE, QFN and the Student agree to the following:

#### 1.0 AGREEMENT

- 1.1 The QFN PSSSP Local Guidelines set out in the Education and Training Qalipu Policy Manual (hereinafter the "**Local Guidelines**") are part of this Agreement.
- 1.2 All policies, procedures and requirements set out in the Local Guidelines shall apply to this Agreement. Where not set out in this Agreement, defined terms are set out in the Local Guidelines.
- 1.3 If any provision of this Agreement is invalid or unenforceable, such determination shall not affect the validity or enforceability of the remaining provisions of this Agreement.
- 1.4 QFN reserves the right to change or amend this Agreement at its sole discretion and agrees to notify the Student within 10 business days of having done so.

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Student Initials:
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## 2.0 STUDENT INFORMATION

Student Information				
Student Name:	Contract Number:	SIN:		
Date of Birth (MM -DD -YYYY):	Disability (If Applicable):			
Phone Number:	Email Address:			
Permanant Address				
Address				
City	Province	Postal Code		

## 3.0 ACTIVITY AND DURATION

### 3.1 Activity Being Supported (Post-Secondary / UCEP Information):

<b>Eligible Institution:</b>	
<b>Eligible Program:</b>	

### 3.2 Duration of the Agreement:

<b>Start Date:</b>	
<b>End Date:</b>	

#### 4.0 MAXIMUM ALLOWABLE ASSISTANCE

4.1 The Student is not entitled to the maximum allowable financial assistance.

Semester	Type of Assistance	Cost Per Period	Number of Payments Per Semester	Total
<b>Spring</b>	Tuition	\$0.00	0	\$ 0.00
	Books	\$0.00	0	\$ 0.00
	Fees	\$0.00	0	\$ 0.00
	Allowances*	\$0.00	0	\$ 0.00
Total Estimated Maximum Cost Spring Semester				\$ 0.00
<b>Summer</b>	Tuition	\$0.00	0	\$ 0.00
	Books	\$0.00	0	\$ 0.00
	Fees	\$0.00	0	\$ 0.00
	Allowances*	\$0.00	0	\$ 0.00
Total Estimated Maximum Cost Summer Semester				\$ 0.00
<b>Fall</b>	Tuition	\$0.00	0	\$ 0.00
	Books	\$0.00	0	\$ 0.00
	Fees	\$0.00	0	\$ 0.00
	Allowances*	\$0.00	0	\$ 0.00
Total Estimated Maximum Cost Fall Semester				\$ 0.00
<b>Winter</b>	Tuition	\$0.00	0	\$ 0.00
	Books	\$0.00	0	\$ 0.00
	Fees	\$0.00	0	\$ 0.00
	Allowances*	\$0.00	0	\$ 0.00
Total Estimated Maximum Cost Winter Semester				\$ 0.00
<b>Maximum Payable Amount:</b>				<b>\$ 0.00</b>

\* Funding for allowances per semester is dependent on the Student meeting allowance eligibility criteria. Please contact your assigned Client Service Officer (CSO) or refer to local guidelines for allowance eligibility criteria.

## 5.0 FINANCIAL SUPPORT

- 5.1 QFN agrees to provide the Student with the following financial assistance, subject to any limitations, restrictions or discretion provided for in this Agreement:

Fiscal Year	Amounts Committed for Fiscal Year
September 6, 2022 – March 31, 2023	\$ 0.00
TOTAL:	\$ 0.00

Semester	Allowance Payment Schedule**
Spring	
Summer	
Fall	
Winter	

\*\* Subject to change if all required documentation is not received in the specified time outlined by your assigned Client Service Officer (CSO).

## 6.0 PAYMENT AND RECEIPTS

- 6.1 Before any payments outlined above can be made to the Student, a signed Agreement must be in place, and if applicable, a transcript of the Students previous semester's marks be received by the Client Service Officer (hereinafter as the **"CSO"**).
- 6.2 All documents to receive funding must be submitted to the CSO within **fifteen (15) business days** of the start of the academic semester. Documents submitted beyond that point may be deemed ineligible.
- 6.3 Account summaries must show all fees incurred by the Student for each semester and include the Students name, institution, and semester.
- 6.4 Scanned and emailed copies of receipts, account statements, invoices and credit memos are acceptable if the Student's name, institution, and the semester clearly are identified.
- 6.5 In exceptional circumstances, credit memos directly from the institution may be paid. In these cases, credit memos will be paid via cheque made payable to the Student however, cheques may be mailed directly to the educational institution to apply to their account.

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Student Initials:

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- 6.6 If books are allocated (refer to page 3), textbook receipts and respective course syllabuses featuring course name and list of required textbook(s) must be submitted to receive funding for textbooks.
- 6.7 A direct deposit form is sent with this Agreement to the Student. The Student must sign the direct deposit form and fill it in correctly in order to receive any financial support.
- 6.8 The bank account must be in the name of the Student.

## **7.0 REPAYMENT OF FUNDS**

- 7.1 The Student must repay the amount of any financial assistance to which they receive but are not entitled to, which includes but is not limited to the following:
- (i) payments made in error;
  - (ii) payments made for costs in excess of the amount actually incurred by the Student;
  - (iii) payments that were used for costs that were not eligible for reimbursement; or
  - (iv) payments made in excess of the maximum allowable limits.
- 7.2 The Student may be required to repay all financial assistance paid out to them by QFN during the duration of their agreement if they quit, fail, or are terminated from their program of study.

## **8.0 PRIVACY AND ACCESS TO INFORMATION**

- 8.1 All information collected in this Agreement or during its preparation is to be used to administer the QFN PSSSP. Student information will be protected as per the *Privacy Act* and other applicable Federal and Provincial legislation. The Student has access to their personal information if required.
- 8.2 By signing this Agreement, the Student agrees to provide written consent to QFN to share personal information collected with Canada as required for the administration of the PSSSP.
- 8.3 By signing this Agreement, the Student agrees to allow QFN to obtain information from their educational institution regarding grades, receipts, invoices, attendance or Student achievement at any time during or after their contract in order to meet the funding requirements.

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## 9.0 MONITORING AND AUDITS

- 9.1 The Student acknowledges and accepts that their progress will be case managed, monitored and/or audited by QFN, Canada or any other authorized designate including a qualified auditor.
- 9.2 Should the Student be unable to maintain Satisfactory Academic Standing, the Student will comply with any monitoring or reporting requirements set forth by QFN.

## 10.0 LIMITS AND TERMINATION

- 10.1 Payment of any financial assistance paid to the Student under this Agreement is subject to the availability of funds and the Student continuing to meet all eligibility requirements. Financial assistance may be cancelled or reduced in the event that Canada cancels or reduces its funding to QFN.
- 10.2 QFN reserves its right and absolute discretion to terminate, reduce or increase support, including but not limited to the support set out in this Agreement, at any time for any reason, as QFN determines is reasonably necessary or if any information or documentation as required under the Local Guidelines is not provided.

## 11.0 CORRESPONDENCE AND NOTICE

- 11.1 Scanned and emailed copies of documents to receive funding are acceptable. Documents must be clear and legible and feature all relevant information required. The preferred submission format is PDF.
- 11.2 This Agreement should be signed and returned within **10 business days**. Agreements not returned in that time will be considered not attending and the Agreement may be voided so that the funding may be reallocated.

## 12.0 STUDENT RESPONSIBILITIES AND COMMITMENT

As a Student supported by the QFN under the PSSSP, I agree and accept the following conditions and responsibilities:

1. I will submit an application **renewal form** before **February 28<sup>th</sup>** for each year that I will be returning to my post-secondary program and will receive funding support from QFN. I understand that failure to do so could cause QFN to withhold any funding to me.
2. I understand that if I receive EI (Employment Insurance), I am not entitled to allowances. If I receive EI or open an EI claim, I will contact my CSO immediately. I understand that that if I am in receipt of allowances and EI, I will be required to repay the allowances paid to me by QFN.
3. I will submit all required documents to receive funding to my CSO within **fifteen (15) business days** of the start of the academic semester. Documents submitted beyond that point may be deemed ineligible.
4. I understand that to receive funding, I must submit an account summary for tuition funding which must display **my name, semester, institution name, tuition cost, and compulsory fees** incurred by me for that semester.
5. I understand that to receive funding, I must submit an enrollment verification for tuition funding that must display **my name, school, semester, courses** in which I am enrolled **and method of course delivery** (whether the classes are being delivered in-person or online).
6. I understand that for each course that I am enrolled and require textbooks, I will provide documentation such as a syllabus which clearly states course name and lists required textbook(s).
  - a. All textbook receipts that I submit will indicate the **date purchased and if debit/credit was used, that the transaction was approved**. If I purchase used books or books online, I will attach proof of the book price from the school bookstore.
  - b. I will generate a receipt for all used books I purchase featuring the name of book, course required for, price paid, date of purchase, and signature of the seller and myself. I understand that the maximum reimbursement for used textbooks is 50% of the institution book store price.
  - c. In the case I am not allocated for books (refer to page 3), I will keep all syllabuses and textbook receipts in the case extra funds become available.

Student Initials:
CSO Initials:

7. Within **fifteen (15) business days** of the end of every semester I will submit a copy of my Academic transcript, marks, or UCEP statements to QFN before any payment will be made for the following semester. ABE Students are responsible for completing a least 1 credit every 2 weeks and must submit a progress report every two weeks to their CSO.
8. I will satisfy the academic requirements specified by my institution, including attending all classes and ensuring that I am enrolled in sufficient courses to be considered a full-time, part-time, or distance Student as required in my Agreement.
9. I understand that if I exceed or will exceed more than the minimum number of credit hours required to complete my program, that I am required to apply for a contract extension through my CSO.
10. I will maintain Satisfactory Academic Standing at all times, and if I fail to do so, I will inform my CSO immediately. I understand that if I fail to maintain Satisfactory Academic Standing additional terms and conditions may be applied to my contract.
11. I will inform QFN of any program or personal changes, including course withdrawals, withdrawal from the institution, or change of residence immediately.
12. I will repay funding for courses that I withdraw from or, in the case I receive funding which I am not entitled to.
13. I will mail or e-mail all documents as required to my CSO within the required timeframes.
14. I have completed a direct deposit form and ensure that it is signed, correctly completed, and attached to this Agreement. The bank account listed is in my name and I will update QFN immediately if any of my banking information changes.
15. I will check my e-mail regularly to ensure I am in regular communication with QFN.
16. I agree to maintain a respectful, open and meaningful dialogue with QFN at all times.

Student Initials:
CSO Initials:



17. I have read and informed myself of the all the requirements set out in this Agreement and the Local Guidelines. I am fully aware of my responsibilities and agree to follow all policies applicable to the PSSSP.

18. I declare and confirm that I was a resident in Canada for the (12) consecutive months prior to the date of my funding application with QFN.

**I agree that if one or more of the Student responsibilities set out above are not met, or if I fail to adhere to the policies and procedures set out in the Local Guidelines, QFN may withdraw, reduce or terminate my funding. If funding is withdrawn or terminated, or if I fail to provide the required information or documents then I may be required to repay funds paid under my Agreement with QFN.**

- The Student and QFN have duly placed their respective initials on each page of this Agreement.
- The Student and QFN have duly executed this Agreement as of the date on the first page of this Agreement.

**Signatories to this Agreement:**

<b>Signed for QFN</b>	
Client Service Officer	Date (MM -DD -YYYY)
<b>Signed for Student</b>	
Signature for Student	Date (MM -DD -YYYY)

## APPENDIX "C"

### Post-Secondary Student Support Program (PSSSP) & Indigenous Skills and Employment Training Program (ISETP) Renewal Form

All Fields are Mandatory – Please Print Clearly

*Please note that select information on this application is used for statistical purposes only*

<b>Personal Information</b>			
Applicant Name <i>(As it appears on SCIS card. If name has changed, provide official documentation)</i>			
Date of Birth (MM –DD -YYYY)		SIN	
Phone Number:		Email Address	
Marital Status: <i>(Please provide marriage certificate if applicable)</i>  <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other: _____		No. of Children Under Age 16:  Age(s) of Dependents:	
Are you a member of Qalipu First Nation Band?  <input type="checkbox"/> Yes <input type="checkbox"/> No		If <b>YES</b> , please provide your SCIS Card Number:	
<b>Permanent Address</b>			
Address		Use this address as mailing address <input type="checkbox"/> Yes <input type="checkbox"/> No	
City	Province	Postal Code	
<b>Address While Attending Post-Secondary</b>			
Address		Use this address as mailing address <input type="checkbox"/> Yes <input type="checkbox"/> No	
City	Province	Postal Code	
<b>POST-SECONDARY INSTITUTION INFORMATION</b>			
Post-Secondary Institution Name			
Post-Secondary Institution Location (City and Province)			
Program Name			
Will you be living with parents/guardians while attending school? <input type="checkbox"/> Yes <input type="checkbox"/> No		Attendance Type  <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	

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What year of the program will you be entering? <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four <input type="checkbox"/> Other:____	Will you complete your program after this upcoming year? <input type="checkbox"/> Yes <input type="checkbox"/> No
--	---

Has there been any changes in your program from your original application?

If **YES**, please provide details:

#### UPCOMING ACADEMIC YEAR INFORMATION

In the following table, please indicate the semesters you will be attending and the number of courses per semester you will be completing for the upcoming academic year:

Semester	Total Number of Courses	Number of Courses per Delivery Method		Work Term	
Spring		Number of In-person Courses:	Number of Distance Courses (Online/Remote):	<input type="checkbox"/> Yes <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	<input type="checkbox"/> No
Summer		Number of In-person Courses:	Number of Distance Courses (Online/Remote):	<input type="checkbox"/> Yes <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	<input type="checkbox"/> No
Fall		Number of In-person Courses:	Number of Distance Courses (Online/Remote):	<input type="checkbox"/> Yes <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	<input type="checkbox"/> No
Winter		Number of In-person Courses:	Number of Distance Courses (Online/Remote):	<input type="checkbox"/> Yes <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	<input type="checkbox"/> No

#### APPLICANT DECLARATION

- I will submit all receipts (books, tuition, fees) within fifteen (15) business days from the start date of the Academic semester. Any receipts submitted later than this may be ineligible.
- I understand that an account summary for tuition reimbursement must display my name, institution name, tuition cost, and compulsory fees incurred by me for that semester.
- I understand that I must provide an enrolment verification within fifteen (15) business days from the start of the semester. I understand that it must display my name, institution name, semester, the courses in which I am enrolled and the delivery method.

- I understand that for each course that I am enrolled and require textbooks, I will provide documentation such as a syllabus which clearly states course name and lists required/recommended textbook(s).
  - All textbook receipts that I submit will indicate the date purchased and if debit/credit was used, that the transaction was approved
  - If I purchase used books or books online, I will attach proof of the book price from the school bookstore. I will generate a receipt for all used books I purchase featuring the name of book, course required for, price paid, date of purchase, and signature of the seller and myself. I understand that the maximum reimbursement for used textbooks is 50% of the institution bookstore price.
  - In the case I am not allocated for books, I will keep all syllabuses and textbook receipts in the case extra funds become available.
- Within fifteen (15) business days of the end of every semester I will submit a copy of my Academic transcript, marks, or UCEP statements to QFN before any payment will be made for the following semester.
- I will inform my Client Service Officer of any program changes or personal changes, including course withdrawals, withdrawal from the institution, or change of residence. I understand that if I withdraw, I may be required to pay back any funding which I received while not in school.
- I have read the local guidelines which have been made available to me by my Client Service Officer and are publicly available on the Qalipu First Nation website.
- I understand that this form is for budgetary purposes only and that this a form and not a contract guaranteeing funding for the upcoming academic year.
- I understand that to receive living allowances, I must meet the eligibility requirements which will be determined based on the Local Guidelines.
  - I understand that if I open an EI claim or collect EI while in school, I will inform my Client Service Officer immediately. I realize that students are **NOT** entitled to receive both EI and living allowances concurrently.
- I agree to allow QFN to obtain information from my Educational Institution regarding marks, receipts, invoices, or to make inquiries regarding my attendance and student achievement at any time during or after my contract to meet the funding requirements.
- I understand that correspondence will be through e-mail, and I will check my e-mail, including my junk e-mail folder, regularly for important updates.
- I will return this Renewal Form to my CSO by February 28<sup>th</sup>.

#### Signature of Applicant

Signature for Applicant

Date (MM –DD -YYYY)