

**RED PHEASANT FIRST NATION
POST SECONDARY EDUCATION
POLICY MANUAL**

April 29, 2014

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**RED PHEASANT EDUCATION AUTHORITY INC.
POST SECONDARY
STUDENT SUPPORT PROGRAM
POLICY MANUAL**

1.0 PHILOSOPHY

- 1.1 The people of the Red Pheasant First Nation and the Red Pheasant Education Authority Inc. believe that each individual has dignity and worth in the eyes of the Creator. They believe that everyone deserves an equal opportunity to a happy and fulfilling life. They believe further, that this success can only come through pursuing the collective right, as established by Treaty, to a Post Secondary Education.

2.0 GOAL STATEMENT

- 2.1 The Post Secondary Student Support Program (hereinafter referred to as the P.S.S.S.P) supports eligible Red Pheasant Band Members in pursuing Post Secondary studies in federally recognized and authorized Post Secondary Institutions.
- 2.2 The objectives of the P.S.S.S.P. are:
- 2.2.1 to encourage and support qualified, eligible students to acquire University, Technical Institute, College or any other recognized post secondary program or institute as approved annually by the Red Pheasant Board of Directors;
 - 2.2.2 to help individuals to develop their individual potential to further their own aims; and
 - 2.2.3 to enable them to contribute to the progress of the Indigenous community, the province, the country and the global community.
- 2.3 This manual is based on minimum federal Post Secondary Student Support Program guidelines and provides policy directions for the administration of the P.S.S.S.P. and, where appropriate, forms the basis for a set of Operating Guidelines for those staff members who administer this program on behalf of members of Red Pheasant First Nation.

3.0 GOVERNANCE AND ADMINISTRATION

- 3.1 The Red Pheasant First Nation Education Authority Inc. is mandated by the Red Pheasant Chief and Council to assume full and final authority and responsibility for the delivery of Post Secondary Education for Red Pheasant Students. The policies set out in this Manual are those recommended and approved by the Red Pheasant Education Authority Inc. Board of Directors.
 - 3.1.1 The Red Pheasant Education Authority Inc. Board of Directors shall develop and review policies and supervise the administration of the programs. There will be annual meetings held for policy review and establishing budget. Other meetings will be held as required.
 - 3.1.2 Two student representatives, selected by the Post Secondary student body, may participate in the development, review and amendments of the Policy Manual and shall receive indemnity for expenses, as stated in 3.2, which shall be meals, accommodations and travel.
- 3.2 The Red Pheasant Post Secondary Board of Directors shall receive indemnity for expenses incurred while attending meetings pertaining to Post Secondary Education. The indemnity shall be, as follows:
 - a) Daily honorarium of \$100.00 and \$125.00 to Chairman.
 - b) Travel @ \$0.46/per km.
 - c) Meals @ \$57.35/per day.
 - d) Incidentals @ \$17.30/per day.
 - e) Accommodations @ \$125.00/per day.
 - 3.2.1 The Board of Directors may authorize other Board expenses, as the need arises.
 - 3.2.2 Indemnity for Board expenses shall be issued upon submission of an authorized expense voucher.
- 3.3 The Board shall meet monthly to review Post Secondary services. The Post Secondary Board of Directors will be responsible for interim policy adjustments, where the policy changes cannot be deferred to the next policy review. The Board of Directors, in consultation with the Director of Education, shall be the sole interpreter of the policy and policy statements.
- 3.4 The Red Pheasant Education Authority Inc. shall be responsible for the delivery of Post-Secondary Support services.

- 3.5 The Red Pheasant Education Authority Inc. may enter into agreement, with a third party, for the delivery of such services. Agreements shall be based upon a mutually established terms.
- 3.6 The Red Pheasant Education Authority Inc. shall prepare an annual audited financial statement of the P.S.S.S.P.
- 3.7 Applicants whose application is approved, rejected or placed on the waiting list will be informed in writing of the support approved or for the reasons for rejecting, as well as the reasons for the applicant being placed on the waiting list. Applicants and Board members will be informed within a reasonable time after the deadline date.
- 3.8 Applicants on the waiting list are responsible to confirm, in writing by October 31st, their intention to keep their application active for the Winter term.
- 3.9 Applicants who have been waitlisted must resubmit an application for funding by the April 30th deadline to be considered for funding in the following Fall term. This will ensure that active waitlisted applicants will be prioritized according to the date of their original application.
- 3.10 Continuing students who have been accepted for funding may defer their funding for medical or other acceptable reasons upon proper documentation submitted to Post Secondary Board of Directors for review and approval of the deferral. **Only one (1) deferral** will be approved throughout the student academic program. A deferral up to a maximum of one (1) year may be granted.

4.0 ELIGIBILITY

- 4.1 Each applicant must be a member of Red Pheasant First Nation and must have been residing in Canada for twelve (12) consecutive months immediately prior to the date of their application for funding. Proof of residency, must be provided: Revenue Canada Summary Report, Drivers License, Canadian Health Card, School Records, and/or utility billing(s). Other documentation may be acceptable only if a notary public has endorsed the document.
- 4.2 Applicants cannot be receiving post secondary assistance from another First Nation or any other post secondary source, without the Red Pheasant Post Secondary Board of Directors approval. (Scholarships, Bursaries, and Student Loans are not considered funding for the purposes of this policy).

- 4.3 The applicant must have completed Grade 12, Senior Matriculation, or its equivalent and met entrance requirements and must have been accepted for enrolment in a post secondary institution, which is recognized and accepted by the Red Pheasant Post Secondary Board of Directors, and which offers the program of studies for which she or he seeks funding.
- 4.4 Students who require a specialized program of studies not offered in Canada may apply for funding. Such a request shall be subject to review and approval of the Board of Directors. Funding for post secondary programs outside of Canada will be based on tuition paid in Saskatchewan public institutions for similar programs of study. Students who choose to attend institutions outside of Saskatchewan will have tuition based on Saskatchewan tuition fees. Special circumstances not covered by policy shall be brought to the Board of Directors for special consideration. All payments to students and institutions outside of Canada will be made in Canadian funds.
- 4.5 The applicant must be enrolled in a program of at least eight (8) months duration that leads to a recognized certificate, diploma, or degree and which has a minimum Grade 12, Senior Matriculation, or equivalent, as an entrance requirement and whose duration shall not exceed the length of time as agreed to on the student's original application.
- 4.6 In order to be designated as a full-time student, for the purpose of funding, the applicant must be enrolled in a minimum of four (4) classes per term (minimum of 12 credits per term) or in a full-time program, as determined by an Institute's policies and approved by the Red Pheasant Education Authority Inc. Should a student drop below the minimum requirement he/she will be considered a part time student. Applicants who are required by the Institution to take less than a full program will have their funding pro-rated accordingly.
- 4.6.1 Students who choose to take less than 5 classes per term, will not be eligible for an extension, as referred to in section 5.1.2 (c)(d) in the National Program Guidelines.
- 4.7 A student who is entering their final year by May 1st and/or any other students who require only one or two classes available only during intersession/summer session to complete their program **may be allowed to attend** intersession and/or summer session with full funding upon application to the Red Pheasant Board of Directors. All decisions shall be at the discretion of the Board of Directors, and shall depend upon the availability of funding. If such classes are taken during a regular semester, any funding provided will be part-time funding.
- 4.8 Funding shall, in all instances, be assessed and approved within the budget for such purposes paid by the Government of Canada or any other funding agency.

In the event requests for funding exceed the limits of the budget, applicants will be accepted according to the criteria set out by Red Pheasant First Nation Post Secondary Policy Manual.

4.9 New applications must have been received by the deadline date set out in this Policy Manual. Applications submitted by mail shall be deemed to have been received on the date postmarked on the envelope to determine whether the application was made prior to the established deadline date. Applications shall be considered in order of priority based upon the date of receipt by the Red Pheasant Education Authority Inc. New applications and applications by continuing students are not automatic, but are subject to the **April 30th deadline**. The deadline dates are the following:

a. **Fall Semester – September to December**

- **March 1** – Send out continuing applications for Fall Semester
- **April 30**– Deadline date for New/Continuing Applications
- **June 30** – Deadline date for required documents excluding Grade 12 transcripts and dependent verification documents
- **July 31** – Deadline date for Grade 12 transcripts and dependent verification documents
- **August 1** – Send out Institute sponsorship letters for Fall Semester

b. **Winter Semester – January to April**

- **September 30** – Send out continuing applications for Winter Semester
- **October 31** – Deadline date for New/Continuing Applications
- **November 30** – Deadline date for required documents
- **December 20** – Send out Institute Sponsorship letters for Winter Semester

c. **Intersession/Summer Session – May to August**

- **January 31**- Send out continuing applications for Intersession-Summer Session classes
- **February 28** – Deadline date for Continuing Applications
- **March 31**- Deadline date for required documents
- **April 30**– Send out Institute sponsorship letters for Intersession-Summer Session

4.10 PART-TIME STUDY

Students enrolled in part-time studies, as defined by the Policy Manual shall be eligible for tuition and book assistance **only**. The application deadline dates, as

outlined in 4.9 of this policy manual shall apply to such students. Funding will be based upon the availability of budgeted funds.

4.11 CORRESPONDENCE OR DISTANCE LEARNING COURSES

Students enrolled in part-time correspondence or other distance education courses and who do not qualify as full time or part time students as defined by the policy manual, may apply for tuition fees and book allowance.

4.11.1 Any extensions for correspondence or distance learning classes must be approved by the Board of Directors.

4.12 Failure to submit required documentation by the deadline dates, as outlined in 4.9, will result in the application not being accepted. The following documentation is required prior to applications being processed and must be submitted to the office on or before the deadline dates:

- a. Status card verification: photo copy of card or letter from the Indian Registry Administrator supporting status.
- b. Verification of acceptance at the institute: copy of letter from the Institution
- c. Dependant verification: dependent children must be residing with the student in order to be considered in the application. Documents to prove dependency may include:
 - a. A copy of current Canada Customs and Revenue Agency Child Tax Credit Form
 - b. Marriage certificate and spouse CCRA Child Tax assessment
 - c. Proof of dependents' residence (schooling, application to CCRA for amendment, driver's license)
 - d. Written documentation of foster care from a child and family service agency, or social services.
- d. Final registration: an official registration form from the educational institution listing classes in which the applicant is enrolled wants funding.
- e. Class tracking sheet: upon funding approval, the applicant shall provide the Board of Directors with a list of courses required for completion of the degree, diploma or certificate.
- f. Most recent official transcript of course marks.

- g. Grade 12/GED 12/ABE 12 Certificates for New Applicants.
 - h. Program information verifying that the program of studies chosen by the applicant has entrance requirements of Grade 12, GED 12, or ABE 12, and is eight months in length.
 - i. Waiver of access to information for submission to the institute of learning that the applicant will be attending.
- 4.13 All new and continuing students must submit acceptable transcripts of marks and any other required documents to receive/maintain funding after each semester, as outlined in 4.10.
- 4.14 For the purpose of the Red Pheasant Post Secondary Education Policy Manual, dependent children will be defined as the following:
 - a. Biological child(ren) under the age of 18 years and/or who are infirm dependents and reside with the applicant.
 - b. Legally adopted child(ren)
 - c. Child(ren) who are under the legal guardianship of the applicant
 - d. Child(ren) who are under the foster care of the applicant
- 4.15 Applicants who are Transfer Members to the Red Pheasant Band shall have their post secondary education funding request considered in accordance with their previous post secondary academic record from original band.
- 4.16 Students who transfer from Red Pheasant Band shall have their post secondary education funding immediately cease.

5.0 PRIORITY FOR CONSIDERATION OF APPLICATIONS:

- 5.1 All students seeking Post Secondary funding must apply annually by the deadline date established under clause 4.9. It is understood that students who qualify for funding will be conscientious in pursuing their academic program by attending classes regularly and passing all their classes.
- 5.2 Students who are approved for funding and who attend post-secondary institutions in Saskatoon, Saskatchewan, must attend an annual orientation session at the beginning of each academic year. The first term book allowance will be distributed at that time. All other students are required to contact the Post Secondary Counsellor prior to the beginning of the term for a telephone orientation, after which the book allowance will be released.

- 5.3 Students who qualify in Group 1 shall be the first set of applicants to be considered next in priority and applicants who qualify in Group 2 shall be considered next in priority and applicants in Group 3 shall have the last consideration for funding. Further, the Board of Directors will prioritize students within each group according to the described criteria and in accordance with the terms of the post secondary student support program policy.

Second/Subsequent Allocation:

The Red Pheasant Education Authority will allocate one percent (1%) of its student support portion of the PSSSP for students who wish to receive assistance to pursue a second/subsequent degree.

- a) Applications for funding must be received by April 30 for funding in the following school year. Students who miss this deadline will be classified as a Winter (Term II) applicant, and placed in group 2.5 of the policy manual.
- b) Assistance will be limited to tuition and books and may not pay for a student's full tuition.
- c) Students and programs must meet eligibility requirements, as set out in Section 4 of the PSSSP policy manual.
- d) Students must work in their field for a minimum of two (2) years before consideration for funding in this allocation will be given.

Students who are not funded inside of this 1% allocation, and those whose tuition is not fully covered by the allocation, may still be considered for assistance from surplus funds. Any portion of the 1% allocation, not utilized, will be placed in the student budget (living allowance, books and/or tuition).

- 5.4 At the end of the fiscal year, any surplus maybe used at the discretion of the Post Secondary Board of Directors to fund students whose name appears on the waiting list, and are enrolled in classes, in the current fiscal year. This support may include tuition, living allowance, and/or books that the students have paid for themselves. **Those students who receive this surplus funding are not considered continuing students.**

Group 1

Continuing Students

1. A Continuing student will be one defined, as follows:

- a) One who is being funded for his/her first degree/diploma/certificate. Students seeking a professional degree, including, but not limited to, Bachelors of Law, Medicine, etc. where an undergraduate degree is a prerequisite to obtaining the professional degree, are defined as continuing students, on the condition that the student is registered for and returns to full-time attendance in the professional degree program for the academic year immediately following graduation from the undergraduate degree program and on the condition that the student has outlined his/her goal to attain the professional degree in his/her original application to the Red Pheasant Post Secondary Board of Directors. Such a continuing student will be funded up to the completion of the professional degree program, as outlined by the institution being attended. Students returning from a leave of absence of one academic year or more defined as Group 2 students and their funding shall be prioritized accordingly.
- b) One who has registered full-time for the academic year (eight courses/24 credits).

Students who apply for subsequent degree/diploma/certificate shall not be considered as continuing students, but may be funded on a year-by-year basis if funds are available.

- c) Continuing students will be funded up to the completion of one degree/diploma/certificate. Priority funding will be granted to those closest to completing their program.
2. Grade 12 graduates entering Post Secondary programs.
 3. Students who have funded themselves for one full academic year towards their **first** degree/diploma/certificate.
 4. ABE (Adult Basic Education) 12 or GED (General Equivalency Education Diploma) 12. Students who qualify for UEP (University Entrance Program) or Mature Status at any post secondary institute will be required to submit a special request to the Red Pheasant Post Secondary Board of Directors for funding. Those students who are approved and accepted to the UEP program will have a maximum time limit of one academic year to complete the program.

Group 2

1. Students returning to a program they had previously attended after a leave of absence approved by the Red Pheasant Post Secondary Board of Directors, due to reasons other than being *RTD (Required to Discontinue)*.
2. Students returning to a program other than the one previously attended after a leave of absence approved by the Red Pheasant Post Secondary Board of Directors due to reasons other than being *RTD (Required to Discontinue)* (See 5.4.3 (A)).
3. Students who have completed their Certificate or Diploma and are seeking an Undergraduate Degree in the same field, pending 75% transferrable classes.
4. Any students wishing to apply for funding through the PSSSP and voluntarily discontinued their initial funding (regardless of *returning to same program or different program*).
5. Students seeking a second or subsequent degree/diploma/certificate, other than students described in paragraph 5.4.1 (a), who are seeking a professional degree.
6. Students who have previously graduated from a private institution.
7. Continuing students who transfer from a University or Technical College to a Private Institution during their funding. Such students who transfer to a Private Institution will have a **tuition limit** imposed based on the amount of funds previously allocated by the Board of Directors. The original application will also be used to determine the length of time a student is to be further funded.

Group 3

Require to Discontinue (RTD)

1. Students who have been Required to Discontinue must wait at least one calendar year from the date of the RTD to reapply for consideration for funding from RPEA.
2. Students not obtaining approval of the Board of Directors for any leave of absence will be categorized as *Required to Discontinue (RTD)*. Students who were required to discontinue and whom the institution, has readmitted, will be responsible for the first term tuition and will not be reimbursed. If

approved for funding such students may be provided with a living allowance and books. **Students must provide evidence of tuition payment having been made before living allowance and book allowance are provided.**

3. Upon successful completion of Term I, full funding will be reinstated, upon the applicant providing written proof of marks achieved by way of official transcripts from the institution being attended.
4. If a student has waited two (2) full calendar years, the first term tuition may be paid by the Red Pheasant Education Authority upon reinstatement.
5. Students on the waiting list who receive funding during the course of the year are **not** considered continuing students.
6. Students who have been provided with funding after being RTD'd must present a plan and strategies for success to the Post Secondary Coordinator and the Board of Directors in order to be provided with funding.

6.0 LIMITS OF SUPPORT

- 6.1 Supports for Post Secondary Education expenses will be provided for the four levels of Post Secondary Education and limits are placed on the duration of support according to the level or program the student is enrolled in:

Level 1	Community College / Technical Institute / Private Institute (Institute's duration of program)
Level 2	Undergraduate program Example: B.A., B.E.D., B.Sc. (Institute's duration of program)
Level 3	Professional Degrees Example: M.D., L.L.B. (University's duration of program)
Level 4	Graduate programs (University's duration of program)

- 6.2 **Approved funding will be limited to the completion of their first degree/diploma/certificate. Subsequent funding will be based on criteria established in 5.4 of the policy manual.**
- 6.3 Upon written application to the Board of Directors, and upon written approval by the Board of Directors, **continuing students** may be permitted to take a leave of absence from school for one academic term (4 months) or one academic year

(8 months) and retain their funding status providing the Institute allows the student to continue.

- 6.4 After the first academic year of studies, a student must declare which undergraduate degree they wish to obtain, if no declaration is made, the student is limited to 120 credits or a four year program.
- 6.5 Students requesting a program or institute change prior to the completion of the original degree or certificate program, will be required to provide a written request with reasons for their changes and seek approval of the Board of Directors.
 - 6.5.1 A change in program may affect the length of funding, and or transfer of credits.
- 6.6 Under no circumstances will the Red Pheasant Post Secondary Board of Directors provide any form of retroactive funding, outside of the current fiscal year. The definition of retroactive funding for the purpose of this policy manual refers to any request for funding after a semester has been completed. In the event that a student applies for funding while attending classes for the applicable semester, such application for funding shall not be deemed to be a request for retroactive funding.

7.0 CATEGORIES OF SUPPORT

7.1 GENERAL

For those students approved for funding, the Board of Directors will pay the following fees: tuition, registration fees, compulsory tutorials, labs, initial professional certification fees, examination fees, and/or any costs required by the institute for the completion of the program. Tutorial support is dependent on the availability of funds. Tuition fees will not be reimbursed to students who have not been approved for funding. All applicants shall be notified when an application is approved.

7.2 BOOKS AND SUPPLIES ALLOWANCE

- a) Approved students will receive a book allowance of \$300.00/per term. The post secondary counsellor may approve requests for a higher book allowance if original receipts accompany such requests. Book allowance for part-time students shall be pro-rated according to proportion of number of classes compared to the number required to be a full-time student.

- b) The Post-Secondary Counsellor will supply all first year full-time students with a laptop and office software suite to be used during their course of studies. Each student will be provided this one time only. The maximum amount shall not exceed \$700.00.
- c) If a student's book allowance is paid directly to the institution, they will be eligible to receive \$50.00 per term to cover other supply costs.

7.3 TUTORIAL ASSISTANCE

Students who require tutorial services will be asked to provide the following required documentation:

- a) a written request form from the student for tutorial support;
- b) the professor or other appropriate faculty member attesting to the need for a tutorial;
- c) the proposed tutor providing his/her name and mailing address;
- d) an outline of the length of time the tutorial assistance is required and the rate per hour.

7.3.1 Funding for tutorial services shall be limited to a maximum of \$250.00 per student per semester. Any tutorial costs over and above must be pre-approved by Board of Directors.

7.3.2 Tutorial support payments shall be made directly to the tutor upon invoicing and verification of the service provided.

7.4 RELOCATION

Students will not be supported financially for relocation assistance.

7.5 LIVING ALLOWANCE

7.5.1 The living allowance allocated is intended to reimburse the applicant for costs such as food, damage deposit, transportation, clothing, daycare, and housing.

7.5.2 The amount of living allowance permitted per student shall be subject to ongoing review by the post secondary counsellor and the Board of Directors. The adequacy of the rate structure (See appendix A) will be reviewed annually by the Post Secondary Board of Directors.

7.6 SPECIAL NEEDS STUDENTS

Requests by students with special needs (Example: physically challenged, learning disabled, etc...) for additional assistance related to their post secondary programs will be considered on an individual basis.

7.7 SPECIAL CONTINGENCY

Depending upon the availability of funds, contingency awards maybe granted, as follows:

- a) Graduation awards (See appendix A)
- b) Practicum. A **one-time** grant of \$400.00 to defray costs of a practicum maybe approved. The practicum must be a required part of the student's program. In the event, that there are a number of required practicums the student must choose the practicum for which she/he wishes to receive this grant.
- c) Research grants may be available depending upon the availability of funds for students pursuing Masters or Post-Graduate programs. All applications for research grant funding must be accompanied by documentation from the institution describing the requirements of the program and anticipated funding requirements.
- d) Costs related to emergencies including individual or immediate family (parent, child, step-child, grandparent, sibling) illness, accident or bereavement. Travel rates will be provided at an amount of \$0.46 per km, with a maximum allowable amount of \$300 per fiscal year per student providing availability of funds.

7.8 ADVANCES

7.8.1 Advances will be made to students and/or their dependants living with them, for glasses/contacts where costs are to be recovered from the living allowance, in the next term and payment is made directly to the optometrist.

- 7.8.2 With the exception of December and January, funding allocated to students shall be direct deposit to the student's bank account on the **third** last banking day of each month.
- 7.8.3 Damage deposit will be authorized upon documentation from the Landlord and will be sent directly to the Landlord. The damage deposit repayment will be deducted during the course of the academic year.
- 7.8.4 Advances for the purchases of computers will be considered upon written request from the student. The repayment of the advance will be deducted during the course of the current fiscal year.
- 7.9 **If misuse of funding is suspected (see 8.1) the student will be notified by mail and by phone, email or other electronic communication (if possible). If there is no response from the student with fourteen (14) days of the mailing of the written notification, funding will be terminated.**
- 7.10 Travel
 - 7.10.1 Full time students may be eligible, upon availability of funds, to receive the actual cost of up to two return trips to their permanent place of residence from the nearest Canadian Post-Secondary Institution, up to a maximum of \$300 per academic year.

8.0 ACCOUNTABILITY

- 8.1 Every effort will be made by the Red Pheasant Education Authority Inc. to recover overpayment to students who misuse funding by not fulfilling the terms of the P.S.S.S.P., or who misrepresent their dependant or program status, on the application or other required documentation. **Upon the Board of Directors determining the breach of the P.S.S.S.P. by the applicant, the student will be notified in writing of the decision of the Board of Directors and all funding will be immediately terminated.**
- 8.2 Students will be responsible for repaying costs for any classes from which they withdrew for reasons other than a certified medical reason acceptable to the educational institution the student was attending. The institutes they attend must accept these medical reasons and be approved by the Red Pheasant Post Secondary Board of Directors.
 - 8.2.1 Any student withdrawing, without approval of Board of Directors, will lose funding for applicable term, and must re-apply for funding for future

terms. Applications will not be considered until any overpayments are set up through a repayment plan.

- 8.3 Any overpayments of living allowance, tuition, and books will be deducted from the monthly living allowance before the end of the present term or by a repayment schedule approved by the Board of Directors.
- 8.4 A medical withdrawal may apply to one or all classes in which the student has registered for that term in question.
 - 8.4.1. Students who apply for a medical withdrawal must gain approval through the Board of Directors. Medical withdrawal applications will be considered on a case-by-case basis.
 - 8.4.2. Students will require a letter from a Physician confirming the health status of the student as part of the student's application.
 - 8.4.3. If a medical withdrawal results in a student falling below the required four (4) classes, said student may retain their full time living allowance.
- 8.5 Students who withdraw for medical reasons, with the Board of Directors granted approval, would remain on the continuing student list.
- 8.6 Students who are required to withdraw from all classes for medical reasons will be ineligible for funding for the next consecutive school term. Such students will require a letter from a Physician confirming the health status of the student as part of the student's application.
- 8.7 Upon submission of medical documentation students may be granted **one** medical leave during their post-secondary program. Only in exceptional circumstances will requests for further medical leave be considered. Before a student can reapply for funding, the Red Pheasant Board of Directors must receive a letter from the Physician/Therapist confirming that they believe the student is healthy enough to continue their studies.

9.0 APPEALS PROCESS

- 9.1 Each applicant has a right to appeal decisions with respect to interpretation of the policy, and with respect to funding eligibility, other than where a student application for funding has been refused on the basis that available funds are fully committed.

- 9.2 If a student is considering an appeal, she/he must discuss the matter first with the post secondary counsellor.
- 9.3 If the matter remains unresolved after discussions with the counsellor, the student may then appeal the matter in writing to the Red Pheasant Education Authority Inc. Board of Directors.
- a) If the student feels that the Board's decision is unsatisfactory, they may request for a formal appeal process to occur.
- 9.4 The following procedures shall be followed in launching and dealing with an appeal:
- a) A written Notice of Appeal stating the reasons for appeal and providing the Board of Directors with any written materials not previously submitted shall be delivered by regular mail, facsimile, email, or personal delivery to the Post Secondary Education Counsellor at Clifford Wuttunee School within ten (10) working days of the decision appealed from.
- b) All such documents accompanying the Notice of Appeal shall be delivered to the Post Secondary Education Counsellor between the hours of 8:30 a.m. and 4:00 p.m. on any business day during the appeal period. If the appeal period ends on a Saturday or Sunday, the appeal period shall be extended to the next business day.
- c) All Notices of Appeal must be in writing and may be delivered to the Post Secondary Education Counsellor along with any accompanying written material by regular mail, facsimile, email, or personal delivery. Any Notice of Appeal delivered to the Post Secondary Education Counsellor by regular mail shall be considered received at Clifford Wuttunee School seven days following the post-marked mailing date.
- d) Within seven days following the service of the Notice of Appeal upon the Post Secondary Education Counsellor an Appeal Panel shall be established, consisting of one person chosen by the Board of Directors, one person chosen by the Appellant, and a third person chosen by the representative of the Board of Directors and representative of the Appellant. Members of the appeal panel shall receive a per diem, not to exceed \$100.00/per day, up to a maximum of \$200.00. No other costs shall be incurred by the Board of Directors.
- e) No person sitting on the Appeal Panel shall be a current Elected Official of the Red Pheasant First Nation or the Red Pheasant Education Authority Inc.

- f) Appeals shall be heard within seven (7) days following service of the Notice of Appeal upon the Post Secondary Education Counsellor unless the Appellant and the Board of Directors mutually agree upon a later date.
- g) Following hearing of the Appeal, the Appeal panel shall render a decision in writing within three (3) working days. The decision shall be provided to the Appellant and the Board of Directors by regular mail, facsimile, e-mail, or personal delivery and reported at the next Board of Directors meeting.
- h) The student shall have the right to attend the appeal hearing in person or be represented by a designate, but no professional legal counsel will be permitted at appeal hearings.
- i) There shall be no further right of appeal from the decision of the Appeal Panel.

10.0 CONFIDENTIALITY

- 10.1 The Board of Directors shall have access to all student files and information that shall be dealt with by the Board of Directors in accordance with the current federal and provincial privacy protection legislation.

APPENDIX A

LIVING ALLOWANCE RATES:

Basic monthly living allowance \$1,000.00

Student:

 With one dependant \$1,268.00

 With two dependants \$1,428.00

 With three dependants \$1,578.00

 \$50.00/per month for each additional dependant

GRADUATION AWARDS:

Graduation awards will be disbursed in accordance with the following schedule, and will be a once only payment for each category.

Certificate/Diploma \$500.00

Undergraduate Degree \$500.00

Masters/Doctorate Degree \$500.00

APPENDIX B

The Post Secondary Board of Directors upon the availability of funds may provide the following scholarship awards.

Types of Scholarships available:

1. Two (2) Scholarships, each worth \$500.00, to new applicants entering the first year of a recognized post secondary institute program.
2. Three (3) Scholarships, each worth \$500.00, to students who are currently enrolled and attending a recognized post secondary institute in either their second, third or fourth year of study.
3. Three (3) Scholarships, each worth \$500.00, to students who have successfully completed a program at a recognized post secondary institute.

Selection Criteria

To be eligible for a scholarship award, the student must:

- Be a member of the Red Pheasant First Nation.
- Have been accepted to or are currently attending a recognized post-secondary institution and enrolled in a full-time program at the recognized institute.

Required Information

It is critical for applicants to include all information required to be eligible for the Red Pheasant Post Secondary Scholarship Awards. Applicants may be refused if incomplete documentation is provided or if the applicant is submitted past the deadline date.

1. Complete the Red Pheasant Post Secondary Scholarship Awards application
2. Letter of acceptance to a recognized post-secondary institute
3. Most recent transcripts of educational program
4. Two (2) character and/or work references letters
5. Essay (Include career goals/objective and reason(s) why you should be selected (Limit to 500 words). Applicants are encouraged to discuss and provide samples of their leadership, participation within the community, volunteer activities and how they balance family, employment and education, and involvement in cultural activities.

Deadline for Application

The Red Pheasant Post Secondary Scholarship Award application must be postmarked no later than June 30th of each calendar year. The Scholarship applications are not retained past the award year and candidates must apply for scholarships for each year of study.

Selections of Recipients

The Red Pheasant Post Secondary Board of Directors will ensure that each applicant is given a fair and consistent assessment through an open and transparent review process. Based on the application, the selection committee will weigh each of the following criteria:

- Academic Excellence (Overall GPA) – 50%
- Accomplishments and Leaderships – 25%
- Extracurricular and Community Activities – 25%

The following credits will be used to determine the overall grade point average of all Grade 12 students applying for these scholarships. If more than one credit in each area is present then the highest mark from each area will be taken to determine the student's grade point average. Students must have a minimum of 24 credits before applying.

- English Language Arts A 30
- English Language Arts B 30
- Social Studies 30 or History 30 or Native Studies 30
- One credit from science at the Grade 11 or 12 level
- One credit from math at the Grade 11 or 12 level
- Two credits are required from the arts education and practical and applied arts areas at the 10, 20 or 30 level
- One credit from the wellness/physical education area of study at the 10, 20 or 30 level

For students already enrolled in a post secondary program or students graduating from a post secondary program, the grade point average will be determined by all classes taken over the academic year.

Personal information will be separated from the application. The selection committee will review the results and determine winners based on selection criteria. Scholarship award winners will be notified by July 31st of each calendar year.

In the event that a new student is granted a scholarship withdraws from his/her university program before or during the first year of studies, he/she shall immediately become responsible to pay back the amount granted or the Post Secondary Board of Directors shall determine such lesser amount. Should the student apply for funding again in the future, without having repaid the amount stipulated, the Board of Directors will either require that the amount stipulated by repaid prior to the application being considered, or consider the application and, if funding is approved, require the amount to be repaid out of the first two living allowance cheques (direct deposit) the student shall receive. Should the student in question withdraw from his/her university program subsequent to the first year of study, he/she shall not be required to repay the scholarship.

SECTION ONE: GENERAL INFORMATION

NAME: _____
FIRST NAME MIDDLE NAME LAST NAME

PERMANANT ADDRESS:

NUMBER & STREET

CITY

PROVINCE/STATE

ZIP/POSTAL CODE

TELEPHONE NUMBER

EMAIL ADDRESS

DATE OF BIRTH

TREATY NUMBER (10 DIGITS)

SECTION TWO: CURRENT CLASSIFICATION

HIGH SCHOOL/GRADE 12

NAME OF SCHOOL ATTENDING: _____

ADDRESS OF SCHOOL ATTENDING: _____

WHEN WILL YOU GRADUATE FROM HIGH SCHOOL: _____

INCLUDE A TRANSCRIPT OF YOUR LAST 3 YEARS IN HIGH SCHOOL.

IN WHICH COLLEGE OR UNIVERSITY HAVE YOU APPLIED AND TO WHICH OF THESE INSTITUTES HAVE YOU BEEN ACCEPTED? Please attach a copy of your acceptance letter.

UNIVERSITY UNDERGRADUATES

WHAT YEAR ARE YOU CURRENTLY ENROLLED IN? _____

NAME OF UNIVERSITY OR COLLEGE ATTENDING? _____

CURRENT MAJOR: _____

COLLEGE / UNIVERSITY GRADUATING STUDENTS:

DATE OF GRADUATION: _____

NAME OF COLLEGE OR UNIVERSITY YOU ARE GRADUATING FROM:

WHAT IS YOUR MAJOR? _____

SIGNATURE OF APPLICANT

DATE

APPLICATIONS WILL NOT BE CONSIDERED UNLESS ACCOMPANIED BY ALL REQUIRED DOCUMENTATION AND ARE COMPLETED IN FULL.

PLEASE SEND THIS APPLICATION TO:

Red Pheasant Post Secondary
P.O. Box 7
Cando, Saskatchewan
S0K 0V0

Telephone: (306) 937-7012 or Toll Free 1-877-937-7012
Facsimile: (306) 937-7032 Email: debi.wuttunee@tsec.ca

APPENDIX C

Student Responsibility Checklist

All Red Pheasant First Nation Post Secondary Students have a responsibility to:

1. Abide by all deadline dates, as prescribed in the Policy Manual.
2. Notify the Post Secondary Counsellor of any changes in academic and/or personal status such as withdrawals, course changes, changes in dependents, and marital status. Misrepresentation of academic or personal status will result in disqualification of funding.
3. Utilize Post Secondary funding wisely by understanding the program and “Grade Point Average”, being responsible for the program requirements, attending orientations and classes and meeting deadlines.
4. Accept the responsibility, as prescribed in the Policy Manual, for repaying costs for any classes from which they withdraw or fail to pass successfully.
5. Be role models for new students and communities by working to be successful.
6. Ensure that the Institute’s Health and Dental Benefits are waived. First Nations’ students have the option to waive these costs, as they are not approved expenditures through the Post Secondary Program.

APPENDIX D

Red Pheasant Post Secondary

P.O. Box 7, Cando, Saskatchewan, S0K 0V0
Telephone: (306) 937-7012 FAX: (306) 937-7032

APPLICATION FOR GRADUATION AWARDS

College and University Graduating Students:

Name: _____
(First Name) (Middle Name) (Last Name)

Permanent Address:

(Number and Street or PO Box) (City)

(Province/State) (Postal Code/Zip Code) (Phone Number)

Date of Birth Treaty Number (10 digits)

Date of Graduation: _____

Name of College or University, in which, you are graduating from:

What is your major: _____

Category:

(Please check applicable):

- _____ Certificate/Diploma (one time) \$500.00
- _____ Undergraduate Degree (one time) \$500.00
- _____ Masters/Doctorate Degree (one time) \$500.00

Required Information:

- Complete the Graduation Award Application
- Copy of Applicable Award (Certificate, Diploma or Degree)
- Essay (Limit to 500 words) on the career goal/objective after the completion of program.

APPLICATIONS WILL NOT BE CONSIDERED UNLESS ACCOMPANIED BY ALL REQUIRED DOCUMENTATION AND ARE COMPLETED IN FULL.

Signature of Applicant

Date