



RED PHEASANT EDUCATION

Post Secondary Education Policy Manual

ABSTRACT

The policies and procedures in this manual are written for the purpose of administering the Red Pheasant Post Secondary funding received by the Government of Canada, ensuring funds received are expended within the guidelines set by the government.

April 2022

Phone: (306) 937-7761 Fax: (306) 937-7032
cwpostsec@tsec.ca

Address:

RED PHEASANT POST SECONDARY
P.O. BOX 7
CANDO, SASKATCHEWAN
S0K 0V0

Red Pheasant Education Post Secondary Student Support Program (RPPS)

Table of Contents

Philosophy Statement	2
The Post Secondary Program	2
Governance and Administration	2
Program Objectives	3
Eligibility	3
Application Process	3
Deadline Dates	4
Documentation Requirements	4
Priority for Consideration of Application	5
Limits of Assistance	6
Categories of Support.....	8
Books and Supplies Allowance	8
Guidance and Counselling	8
Relocation.....	8
Living Allowance	9
Special Needs.....	9
Advances.....	9
Travel.....	9
Accountability and Monitoring.....	10
Student Responsibilities	10
Medical Withdrawal	10
Appeal Process	11
Confidentiality	11
APPENDIX A: RP PSSP APPLICATION.....	12
APPENDIX B: MONTHLY ALLOWANCE RATES.....	14
APPENDIX C: GRADUATION AWARDS.....	15
APPENDIX D: SCHOLARSHIP AWARDS	16

Philosophy Statement

The people of the Red Pheasant Cree Nation and the Red Pheasant Cree Nation Education 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 and that this success can only come through pursuing the collective right, as established by Treaty, to a Post Secondary Education.

The Post Secondary Program

- A. The **Red Pheasant Education Post Secondary Student Support Program (RPPS)** supports eligible Red Pheasant Band Members in pursuing Post Secondary studies in federally recognized and authorized Post Secondary Institutions.
- B. This manual is based on minimum National Post Secondary Student Support Program guidelines and provides policy directions for the administration of the RPPS 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 Cree Nation.

Governance and Administration

- A. The **Red Pheasant Cree Nation Education Board (RP Education Board)** is mandated by the Red Pheasant Chief and Council to assume full and final authority and responsibility for the administration and delivery of Post Secondary Education for Red Pheasant Post Secondary students.
- B. The policies set out in this Manual are those approved by the RP Education Board, based on the recommendations of **Red Pheasant Post Secondary Committee (RPPS Committee)**.
- C. The RPPS Committee will be appointed by the RP Education Board and will develop and review policies and supervise the administration of the program.
- D. The RPPS Committee will meet on a regular basis to review Post Secondary services. The RPPS Committee will be responsible for interim policy adjustments, where the policy changes cannot be deferred to the next policy review.
- E. There will be an annual meeting held for policy review and establishing budget. Other meetings will be held as required. The RPPS Committee will receive indemnity for expenses incurred while attending meetings pertaining to Post Secondary Education, based on the RP Education Administration Manual.
- F. It is recommended that two student representatives participate in the development, review and amendments of the Policy Manual and will receive honorarium for eligible expenses based on RP Education rates.
- G. The RPPS Committee may authorize other eligible expenses as the need arises and based upon the submission of proper documentation.

Program Objectives

- A. 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 RP Education Board;
- B. to help individuals to develop their individual potential to further their own aims; and
- C. to enable them to contribute to the progress of the Indigenous community, the province, the country and the global community.

Eligibility

- A. Each applicant must be a member of Red Pheasant Cree Nation and have completed Grade 12, Adult 12, or GED and met entrance requirements and have been accepted for enrollment in a post secondary institution. See Eligible Institutes – <https://www.sac-isc.gc.ca/eng/1429541743524/1531402273996>
- B. Applicants must disclose assistance from any other post secondary source (Scholarships, Bursaries, and Student Loans are not considered funding for the purposes of this policy).
- C. Students who require a specialized program of studies not offered in Canada may apply for funding for post secondary programs outside of Canada will be based on tuition paid in Canadian public institutions for similar programs of study. All payments to students and institutions outside of Canada will be made in Canadian funds.
- D. Special circumstances not covered by policy may be brought to RPPS Committee for special consideration.

Application Process

- A. Applicants are required to fill in all sections of the application and must submit all required documentation listed. Even if an application is in by April 30th all other documentation must be in by June 30 (only exception is Grade 12 final marks which are due by end of July).
- B. 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.
- C. Applicants will be informed within 10 business days after the deadline date. **Applications will only be discussed with the applicant.**
- D. 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.
- E. 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.

Deadline Dates

- A.** New applications must have been received by the deadline date. Applications will be considered in order of priority based upon the date of receipt by the Post Secondary Program.
- B.** Continuing students are required to submit notification to the Post Secondary Program their program status and notice to continue for the following year.
- C.** New applications and notification by continuing students are not automatic and are subject to the **April 30th deadline**. The deadline dates are the following:
 - 1. Fall Semester: September to December**
 - 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
 - 2. Winter Semester: January to April**
 - October 31 – Deadline date for New/Continuing notification
 - November 30 – Deadline date for required documents
 - 3. Spring/Summer Session – May to August**
 - February 28 – Deadline date for continuing student’s notification
 - March 31 – Deadline date for required documents
- D. Failure to submit required documentation by the deadline dates may result in the application not being accepted.**

Documentation Requirements

- A.** The following documentation is required prior to applications being processed and must be submitted to the Post secondary Coordinator on or before the deadline dates.
 - 1.** Status card verification: photo copy of status card (front and back) or letter from the Indian Registry Administrator supporting status.
 - 2.** Verification of acceptance at the institute: copy of letter from the institution.
 - 3.** Dependent verification: dependent children must be residing with the student in order to be considered in the application. Documents to prove dependency may include: a copy of current Canada Customs and Revenue Agency Child Tax Credit Form.
 - 4.** Final registration: Upon approval of funding an official registration form from the educational institution listing classes in which the applicant is enrolled.

5. Class tracking sheet: upon funding approval, the applicant will provide the Post Secondary Coordinator with a list of courses required for completion of the degree, diploma or certificate.
 6. Most recent official transcript of course marks.
 7. Program information verifying that the program of studies chosen by the applicant has entrance requirements of Grade 12, Adult 12, or GED.
 8. Waiver of access to information for submission to the institute of learning that the applicant will be attending.
- B. All new and continuing students must submit transcripts of marks and class registration and any other required documents to receive/maintain funding after each semester.
 - C. Applicants who are Transfer Members to the Red Pheasant Band will have their post secondary education funding request considered in accordance with their previous post secondary academic record from original band.
 - D. Students who transfer out of Red Pheasant Band will have their post secondary education funding terminated and file transferred to accepting First Nation.

Priority for Consideration of Application

- A. All students seeking post secondary funding must apply annually by the deadline date. Students and programs must meet eligibility requirements.
- B. In the event requests for funding exceed the limits of the budget, applicants will be waitlisted.
- C. Students who are approved for funding must attend an annual orientation session at the beginning of each academic year scheduled in August. This may be in person or online.
- D. Before the end of the fiscal year, any surplus may be used 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.**

First Priority – Group 1 – Continuing Students

- A. First priority for funding are full-time current status students continuing in their same program of study, that have not taken a break in their studies.
- B. These applicants are classified as continuing students and they will be funded up to the completion of one degree, diploma, or certificate per level. See the ‘Limits of Assistance’ section for an explanation of the levels or areas of studies to completion.

Second Priority – Group 2 – New Students

- A. Second priority are new student applicants who have met all the criteria and submitted all their documentation on time and have been approved for funding and funds are available.
- B. Students who have successfully funded themselves for one full academic year towards their **first**

degree/diploma and were on the wait list, pending funds available, will be considered priority in the next year of funding.

- C. Adult 12 or University Entrance Program (UEP) applicants may be considered for funding. They must have a General Equivalency Education Diploma (GED) and will be required to submit a special request to the RP Post Secondary Board of Directors for funding. Those students who are approved and accepted to an Adult 12 or UEP program will have a maximum time limit of one academic year to complete the program.

Third Priority – Group 3 – Returning Students

- A. Students returning to the same program they had previously attended after a leave of absence approved (other than for medical reasons) by the RP Board of Directors, due to reasons other than being RTD (Required to Discontinue).
- B. Students returning to a different program other than the one previously attended after a leave of absence approved by the RP Board of Directors due to reasons other than being RTD.
- C. Any students wishing to apply for funding through the RPPS and voluntarily discontinued their initial funding, regardless of returning to same program or different program.
- D. Students seeking funding in Level 3 or 4.

Fourth Priority – Group 4 – Require to Discontinue (RTD)

- A. Students who have been Required to Discontinue (RTD) must wait at least one calendar year from the date of the RTD to reapply for consideration for funding from RPPS.
- B. Students not obtaining approval of the RP Board of Directors for any leave of absence will be categorized as RTD.
- C. Students with RTD status must provide a plan and strategies for success with their application, to the Post Secondary Coordinator for the RP Board of Directors in order to be considered for funding.

Limits of Assistance

- A. Assistance may be provided at one of four levels of Post secondary Education. Funding may be received to a completion of one certificate, diploma, or degree at that level.

Level 1: Community Colleges or Technical Institutes, toward a diploma or certificate program;

Level 2: Undergraduate program Example: certificate, diploma, degree;

Level 3: Advanced or professional degree programs, or master programs; and;

Level 4: Doctoral programs.

Note: RP Education will consider funding at Level 3 or 4 once the applicant has worked in their field for a minimum of two (2) years.

- B. Financial assistance for tuition, compulsory student fees and required books and supplies may be

provided to students enrolled in any of the levels. Funding is allowed to a maximum allocation of \$53,000 total per year per student.

- C. In order to be eligible for a monthly stipend, the applicant must be designated as a full-time student. In order to keep designated funding status as a full-time student for the purpose of funding, the applicant must be enrolled in a minimum of three (3) classes per term (minimum of 9 credits per term) or in a full-time program as designated by the institute of study.
- D. Assistance may be provided to students to complete only one program at each level. Students will be funded up to the completion of one degree, diploma, or certificate.
- E. Exceptionally, Level 2 may include assistance for an additional certificate or degree in a program area of study where the program has a prerequisite of an undergraduate degree or undergraduate courses.
- F. The duration of assistance will accord with the official length of the program as defined by the post secondary institution in which the student is enrolled, as long as the student is in satisfactory academic standing at the institution as per the institution's definition of satisfactory "academic standing".
- G. Students enrolled in Levels 1 and 2 may be assisted for up to one additional academic year per level if the extension is approved by the RP Education Board.
- H. Students who have completed a program at Level 2, 3, or 4, with or without assistance from the RPPS, are ineligible for program assistance for a lower level.
- I. Student support will not exceed the limits set out in the paragraphs above. Where students change programs within one of the levels or temporarily pause their studies, the academic years or semesters used for each program within each level will be counted for assistance purposes.
- J. Students who become eligible for assistance and who have previously completed a portion of post secondary studies **without assistance from this program** may receive assistance for the balance of their program of studies but will not be reimbursed for previous expenses.
- K. A student who is entering their final year by May 1st 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 request and approval. Other students may apply for intersession and/or summer session and may be considered, pending funding.

Part-time Studies

- A. Students enrolled in part-time studies will be eligible for tuition, books, materials & supplies assistance **only**. Funding will be based upon the availability of funds.
- B. Students enrolled in part-time correspondence or other distance education courses and who do not qualify as full-time students may apply for tuition fees, book allowance, materials and supplies.
- C. Under part-time studies, courses or classes to toward a trade or journey person status may be considered.

Categories of Support

- A.** For those students approved for funding, the Post Secondary Program 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. Where tuition includes health and dental benefits, students are encouraged to opt in for benefits. These benefits will be covered by PSSP funding.

Books and Supplies Allowance

- A.** Approved students will receive a book allowance of \$500 per term. Requests for a higher book allowance may be provided if original receipts accompany such requests. Request for materials or supplies need documentation.
- B.** Book allowance for part-time students will be pro-rated according to proportion of number of classes compared to the number required to be a full-time student.
- C.** All first-year full-time students will be supplied with a laptop with office software suite and printer to be used during their course of studies. Each student will be provided this one time only.
- D.** If a student's book allowance is paid directly to the institution, they will be eligible to receive \$75.00 per term to cover other supply costs.

Guidance and Counselling

- A.** Students who require tutorial services will be asked to provide the following required documentation:
 1. a written request from the student for tutorial support;
 2. the professor or other appropriate faculty member attesting to the need for a tutorial;
 3. the proposed tutor providing his/her name and mailing address;
 4. an outline of the length of time the tutorial assistance is required and the rate per hour.
- B.** Funding for tutorial services will be limited to a maximum of \$250.00 per student per semester. Tutorial support payments will be made directly to the tutor upon invoicing and verification of the service provided.
- C.** Requests from students requiring additional tutoring may make application to the Post Secondary Coordinator.

Relocation

- A.** Students will not be supported financially for relocation assistance.

Living Allowance

- A.** The living allowance allocated is intended to reimburse the applicant for costs such as food, damage deposit, transportation, clothing, daycare, and housing.
- B.** The amount of living allowance permitted per student will be subject to ongoing review by the RPPS Committee and the RP Education Board. The rate structure (See appendix A) will be reviewed annually.
- C.** Living allowances are paid through Christmas and study breaks. Additional time may be allowed for students to settle into accommodations at the place of study at the beginning of the academic year for first year students and for students to move out at the completion of their final year.

Special Needs

- A.** 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.
- B.** Students completing a program of study where a practicum or internship is required will be eligible for \$400 per practicum and \$500 per internship.
- C.** Students may apply for cultural or agricultural camp reimbursement based on the availability of funds and receipts submitted, to a maximum of \$500.

Advances

- A.** Advances for damage deposit or first month rent 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.
- B.** 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.
- C.** Advances will be made to students and or their dependents living with them, for cost of glasses or contacts paid directly to the optometrist. The cost will be recovered from the living allowance in the next term.

Travel

- A.** Where travel is not included in tuition, eligible students approved for funding will receive \$65 per month for travel.
- B.** Full time students are eligible to receive \$200 for travel during Christmas holidays to be dispensed in December of each year.

Accountability and Monitoring

- A. Every effort will be made by the RP Education Board to recover overpayment to students who misuse funding by not fulfilling the terms of RPPS, or who misrepresent their dependent or program status on the application or other required documentation.

Student Responsibilities

- A. All students have a responsibility to abide by the RP Education, Post Secondary Education Policy Manual and have a responsibility to abide by all deadline dates.
- B. All students are responsible for notifying the RP Post Secondary Coordinator of any changes in their academic or personal status. These include but are not limited to the following: withdrawal from their program of study, withdrawal from classes or courses, changes in dependents, marital status, or address. Misrepresentation of academic or personal status will result in disqualification of funding.
- C. Utilize post secondary funding wisely by understanding the program and the requirements. Attend all orientations each year as funding qualifications or policies may change.
- D. Attend class and complete courses and adhere to all deadlines of your program of study and the PSSP deadlines.
- E. Students will be good role models. They will endeavor to assist new students and participate in their community by working to be successful.
- F. Student will ensure they access the institute's health and dental benefits for themselves and their dependents.

Medical Withdrawal

- A. A medical withdrawal may apply, if approved by the institution, to one or all classes in which the student has registered for that term in question. Students who apply for a medical withdrawal must gain approval through the RP Board of Directors. Medical withdrawal applications will be considered on a case-by-case basis.
- B. Students will require a letter from a physician confirming the health status of the student as part of the student's application for medical withdrawal. If an approval for a class medical withdrawal results in a student falling below the required three (3) classes, the student may retain their full-time living allowance.
- C. Students who withdraw for medical reasons, with the RP Board of Directors' granted approval, will remain on the continuing student list for the remainder of their academic year and are required to give notice if they wish to continue in the following academic year.
- D. Students who are required to withdraw from all classes for medical reasons will require a letter from a physician confirming the health status of the student as part of the student's application to return to their program of study.
- E. 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 RP Board of Directors must receive a letter from the physician/therapist confirming that they believe the student is healthy enough to continue their studies.

Appeal Process

- A.** Each applicant or student has a right to appeal a decision 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.
- B.** If an applicant or student is considering an appeal, they must discuss the matter first with the Post Secondary Coordinator.
- C.** If the matter remains unresolved after discussions with the Coordinator, they may then appeal the matter in writing to the RP Education Board and their decision is final.
- D.** The student has a right to attend the appeal hearing in person or be represented by a designate, at the appellant's expense.

Confidentiality

- A.** Student applications and anything related to funding or status with PSSP will only be discussed with the student.
- B.** All student files will be kept confidential. Any confidential information to be released will be upon written approval of the student.

APPENDIX A: RP PSSP APPLICATION

Congratulations for reaching a point in your life and in your learning where you are considering a certificate or degree program beyond grade twelve. This is a major step for you personally and for First Nations people. We look forward to working with you so that your hopes and dreams may become a reality.

Application for the RP PSSP program is online. The following is a paper copy of the required information to help you prepare for your online application.

First step: read through the RP PSSP policy manual. All required information, criteria for acceptance, and deadline dates are in the manual.

Second step: start a file and collect all your required information together to complete and submit your application. Contact the RP Post Secondary Coordinator to talk about your application if you have questions. Not all the required documentation is needed right away to fill in and submit the application. Supporting documentation may be submitted at the later deadlines.

Third step: fill in the paper copy.

Fourth step: go to the Clifford Wuttunee School website to find the online application form and fill it in. You can print it and fill it in on paper first if you want then go back and fill it in online.

Note: the application must be completed on line and submitted online. This ensures a documentation of successful completion of the basic information required for your initial application and give the PSSP program an accurate accounting of the exact time of your application was accepted.

Last step: ensure you submit all the required documentation by the deadline dates outlined in the policy manual.

Unfortunately, funding from the federal government to the band is limited and maxed and has funding guidelines we have to follow. Even though you may meet all the requirements and submitted all your required documentation on time and fall into the first priority funding group, we are not able to guarantee funding. It is based on availability of funds, qualified applicants in any given year, and on you meeting all the guidelines stipulated to qualify for funding.

Application Required Information – Working Copy

Review the section Application Process and the areas of ‘Deadline Dates’ and ‘Documentation Requirements’ of this policy manual when filling in this form.

Name:	
Address:	
Phone:	
Email:	
Birthdate:	
Treaty #:	10 digits: (Note: you will not get past first page without #)

If you need to leave an alternative number to be reached at specific times, then send the information by email to the Post Secondary Coordinator.

Which High School, College or University did you last attend?

Name of School Attending:	
Address:	
Anticipated Graduation:	
Send current transcript:	This does not have to be in the online application. Send by email.

Which university or institute(s) have you applied to?

Which institute or university have you been accepted to and plan to attend?

_____ Please send acceptance letter by email.

Write out your educational goals. Include which program, degree or certificate you are planning on completing.

What funding sources have you applied to and do you have any partial funding from another source? (scholarships, bursaries, or student loans do not need to be included)

The information you provide in the application is for administering post secondary financial assistance and the personal information provided is protected under the provision of the Privacy Act. Students are required to sign the release form in order for the application to be processed. This authorizes RP PSSP access to all information concerning academics, pertaining to the program of study, financial obligations, attendance, academic progress and related information. Failure to do so may delay or disqualify the application.

Note: Ensure to have your direct deposit information available as it is required before submitting your form.

APPENDIX B: MONTHLY ALLOWANCE RATES

Successful applicants who qualify to receive a monthly allowance will have their monthly allowance based on the following categories. The following categories will be maintained in determining monthly rates. Students are required to notify the RP Post Secondary Coordinator immediately of any changes to their status with their program or dependents, where it may affect their category of monthly allowance eligibility.

- A. Single student
- B. Married student with dependent spouse
- C. Single or married student with dependent children

CATEGORIES	MONTHLY RATES
A. Single student	\$1,260
B. Married student with dependent spouse	\$1,260
C. Single or married student with dependent children	
With 1 Dependent	\$1,530
With 2 Dependents	\$1,690
With 3 Dependents	\$1,840
	\$60 per month for each additional dependent

APPENDIX C: GRADUATION AWARDS

Only students who are funding by RP PSSP will be eligible for Post Secondary Graduation Awards through this program. All other students that are graduating Grade 12 or any other program are encouraged to apply for graduation awards that may be eligible through the band. Call the band office for more information.

The student will need to make application by form of an email or letter to the RP Post Secondary Coordinator to be considered for a graduation award. They must submit their final transcripts and a letter from the institute stating they have completed their program of study.

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

Certificate or Diploma	\$500
Undergraduate Degree	\$750
Masters or Doctoral Degree	\$1000

APPENDIX D: SCHOLARSHIP AWARDS

- A.** The RP PSSP may provide the following scholarship awards to currently funded students.
- B.** All applicants must first qualify as having completed all classes or courses enrolled in at the start of their academic year and have completed with a 75% or higher cumulative grade point average at the end of the year of study.
- C.** Students must send in an email or letter of application to be considered for scholarship to the RP Post Secondary Coordinator, along with their transcripts and other required information by the deadlines stated.
- D.** Selection will be based upon qualified application, meeting required documentation and deadlines. Ensure to state which scholarship you are applying to be considered for. Awards will be given to the qualified applicants in each category of scholarship based on ranking in the following categories: (a) highest academics in each category (75%) and (b) written submission (25%).

Types of Scholarships

1. There are two (2) scholarships, each at \$500, available to new students with the highest academics in the RP PSSP.
2. There are two (2) scholarships, each at \$750, available to students who are in their second or continuing year of study.
3. There are three (3) scholarships, each at \$1000, available to students who have successfully completed a program of study.

Written Submission Requirement

- A.** Applicants will be required to include a written submission of no more than 500 words. Applicants are encouraged to include their career goals or objectives, to discuss their success throughout the year, maybe samples of leadership or volunteerism in the community. They may discuss how they successfully balanced studies and personal life, or family, maybe education and work, or involvement in cultural activities. Applicants may even include gratefulness of opportunity of funding.
- B.** Written applications may be used for submission of reporting or to recognize the successes of the students on the RP webpages or with funding sources. Please ensure if you are okay with the sharing of your submission. If you do not want your submission shared outside of the application that is okay and definitely will not affect your selection criteria or status.

Deadline

Application for Scholarship Awards must be submitted no later than May 30 of each calendar year and award recipients will be notified before the end of July if they were successful in receiving an award. The applications are not retained past the award year for future year considerations.