



**POST-SECONDARY STUDENT EDUCATION FUNDING POLICY**

**Attention: Continuing and New Applicants**

*Attached, for your information is a copy of the Fort William First Nation Application.*

EVERY STUDENT PLANNING ON ATTENDING COLLEGE OR UNIVERSITY IN THE FALL MUST COMPLETE THE ATTACHED FORMS, EVERY YEAR.

**The Deadline Date is the last Friday of May every year.**

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|---|
| <p>1. Complete, sign and date the following forms:</p> <ul style="list-style-type: none"> <li>▪ Application Form</li> <li>▪ Direct Deposit</li> <li>▪ Student Contact</li> <li>▪ * (<i>Confederation College Students only</i>)</li> <li>▪ Release of Information Form</li> <li>▪ Band Membership Confirmation</li> <li>▪ Health Plan Opt out sheet*</li> </ul> |
| <p>2. All applicants must submit along with their Application Forms, a written request explaining their educational and Career Goals. <b>See Section E number 2.</b></p>  |
| <p>3. All applicants selected according to Fort William First Nation Student Priority &amp; Level Categories. <b>See Section F &amp; Section G.</b></p>   |
| <p>4. Student who are claiming Spouses and/or dependents you must provide documentation. (Child Tax Benefit Statement or a copy of latest income tax return. <b>See Section J number 7.</b></p>   |
| <p>5. All Applicants <i>will</i> be notified at the <b>End of June</b> if funding is approved.</p>  |



**Fort William  
First Nation**

2015

**POST-SECONDARY EDUCATION**



Education Policy# 2010-03  
DRAFT # 2 – November 17,

**Revised  
2020-07-17**

**FUNDING**

**The deadline is the last Friday of May each year  
*Incomplete applications may not be considered.***

## **FORT WILLIAM FIRST NATION POST-SECONDARY FUNDING POLICY**

### **SECTION A PREAMBLE**

Fort William First Nation has established a policy for Post-Secondary Funding. This policy has been developed in an effort to establish practices that are fair, consistent and transparent.

### **SECTION B POLICY OBJECTIVES**

The objective of the Post-Secondary Policy is to assist as many Fort William First Nation Members as possible to pursue a program of studies at a University of College given the financial resources that are available.

### **SECTION C DEFINITIONS**

The following definitions will be used when referring to this policy:

“Chief & Council” means the duly elected government of Fort William First Nation or its successors.

“Council” means the Council of the Band as defined in the Indian Act.

“First Nation” shall mean Fort William First Nation at the writing of this policy or its successors.



“CEO” shall refer to the Chief Executive Officer or designate.

“DHCS” shall refer to the Director of Health and Community Services or designate.

“Education Manager” shall refer to the Education Manager or designate.

“Education Committee” A group comprised of Education Manager, Director of Health and Community Services, Education Assistant, and portfolio holders as selected by Chief and Council.

“O.C.A.S.” shall refer to Ontario College Application Services.

“O.U.A.S.” shall refer to Ontario University Application Services.

“Applicant” shall refer to band member applying for financial assistance for educational purposes.

“Band Member” is a registered Band Member recognized by Chief and Council that has been determined eligible for education funding.

“Dependent” is a minor under the age of 18 who is a financial dependent on the applicant. This minor must not be receiving education funding/social assistance/unemployment benefits.

“Living Assistance” shall refer to the monthly payment issued to each eligible sponsored student

## **SECTION D REGULATIONS/ELIGIBILITY**

The following Regulations will be used in the execution of this policy:

1. Applicant must be a recognized registered member of the Fort William First Nation. (Verification from Membership Clerk may apply.)
2. Application for enrollment must be received by the Education Department by the last Friday of May of each year.
3. All applications will be Date Stamped when received.
4. Application completed after these deadlines will be considered only if funding becomes available. Applicants must reapply if they wish to attend in September of the following year.



5. Incomplete applications may not be considered.
6. Continuing students must complete a new application each year or when requested.
7. A student may be funded to receive only one certificate/diploma/degree at either college or university. To continue with sponsorship, a student must move upward on the educational ladder.

**(IE. Certificate  Diploma  Bachelor  Degree  Masters  Doctorate)**

- a. A student is not eligible for full-time sponsorship in a college program if she/he has already completed a University Program. (Special cases will be dealt with between students/Education Manager/Education Committee)
- b. Students are encouraged to research educational pursuits in order to avoid transferring programs and make the best use of available funding. Students can transfer within their first year to a different program (one-time only switch). Student must discuss this decision with the Education Manager.
- c. In extenuating circumstances. (Such as illness), students may be granted one (1) additional year to complete their studies. Documentation from a student's physician verifying such illness is required to be eligible for the additional one year.

**SECTION E      PROCESS**

1. As part of the Application Process, Applicants must sign:
  - a. Declaration
  - b. Release of Information Form
  - c. Student Contract and if applicable an Attendance and Probation Form
  - d. Direct Deposit Form
  - e. Affidavit for common law relationship (if applicable)
2. All applicants must submit along with their Application Forms, a written request explaining their educational and career goals. (This will apply to new applicants and/or students entering a different level of funding, or first year students changing programs.)



3. Applicants will be selected according to Fort William First Nation's Student Priority & Level Categories (See Section F and Section G).
4. Full time Students are not eligible for full time employment with Fort William First Nation (or Vis versa).
5. Applications received from a First Nation Member who is incarcerated will be placed on hold and only considered when applicant has been released.
6. Students who owe money to the Fort William First Nation Education Department will not be eligible for sponsorship until full payment has been received and all outstanding issues dealt accordingly. Or, an acceptable payment plan is in place. Mortgages and any other Account Receivables must be in good standing

## **SECTION F PRIORITY CATEGORIES**

### **1. Priority One**

- a. Grade 12/13 Graduates entering into a College/University for the first time.
- b. Adult Education Graduates receiving a diploma/GED entering College/University for the first time
- c. High school/GED Graduates who have not received funding, with a One Year Grace Period
- d. Exceptional students will be considered under this category on an individual basis. (For the purpose of this section exceptional students are: Student's with a learning or physical disability or Special Program in Secondary School or Special accommodations needed by the College or University.)

### **2. Priority Two**

Continuing students attending College or University who have successfully completed their studies with a 60% average or higher – Students must return a copy of their Final Reports for each semester to qualify as a continuing student.

### **3. Priority Three**

Mature Students enrolling in a College or University Program (Students will be selected on a first come basis in order of original stamped date of application).



4. **Priority Four**

Students successfully completing a Post-Secondary Program – i.e. Students graduated 2020 and would like to pursue a higher education in 2021

5. **Priority Five**

Students previously withdrawing or unsuccessful in a program of study –Students must be out of school for at least a full two-year period before being considered for funding. There will be exceptions made for students who withdrew due to medical reasons (i.e. for physical health and/or mental health). A doctor's note must be submitted to the Education Department.

6. **Priority Six**

Students who have been previously suspended from Post-Secondary Funding (Students will be selected on a first come basis in order of original stamped date of application).

**SECTION G LEVELS(S) OF POST SECONDARY EDUCATION**

1. **Level 1** – College or University Prep Program (One Year or 8-month course – IE. Pre-Health, Pre-Technology or College Entrance Program).
2. **Level 2** – Up to 12-24 months/2-3 academic years for a Community College Diploma Program.
3. **Level 3** – Up to 32 months/4 academic years for a University Graduate Program.
4. **Level 4** – Up to 32 months/4 academic years for Professional Degrees and additional qualifications: Bachelor of Education or other specialized training required to complete a program of study.
5. **Level 5** – Up to 40 months/5 academic years for University Masters, Law and Doctorate Programs.

**SECTION H PART TIME/SPRING/SUMMER COURSES**

1. **Due to funding restraints, Fort William First Nation will consider spring/summer programming based on funding availability.**



2. Students requesting to take either night courses or part time day courses during the regular school term will be assessed under the same priority as full time students. If approved they will have their tuition paid. The Education Department will reimburse expenses for books upon presentation of original receipts and a required book list from the College or University.
3. Part time courses must be from an accredited College or University Program.
4. Students who are attending Part time courses will not receive living assistance payments or book allowance payments. They will be reimbursed for books upon submittal of receipts.

**SECTION I ON-LINE COURSES**

1. On-Line courses will not be funded unless the accreditation they are seeking is not available at a Post-Secondary Institution in their immediate area.

**SECTION J EDUCATION ASSISTANCE ALLOWANCE**

1. For Full-Time Students (All in Canadian funds):

Single Student	\$800.00
Married W/employed Spouse	\$800.00
1 Dependent	\$975.00
2 Dependents	\$1,125.00
3 Dependents	\$1,275.00
\$60/Month – Each Additional Dependent	
Married Student W/unemployed Spouse	\$1,000.00
1 Dependent	\$1,175.00
2 Dependent	\$1,325.00
3 Dependent	\$1,450.00
\$60/Month – Each Additional Dependent	
Single Parent	
w/1 Dependent	\$1,150.00
w/2 Dependent	\$1,300.00
w/3 Dependent	\$1,425.00
\$60/Month – Each Additional Dependent	



2. Every sponsored full time student who is ***not*** receiving assistance from any other source is entitled to \$800.00 per month minimum living allowance (with exception see Section E #4).
3. In order to receive a living allowance, a student must be officially registered as a full time student with an accredited College/University. Full time status must be maintained throughout a student studies, otherwise, a student will be considered a part time student and ineligible for a living allowance.
4. Allowance Rates are established at the time of enrolment and remain fixed to the end of the school year for budgeting purposes. I.e. Changes in the number of dependents during a current school year do not take effect until the next school year.
5. Payment will be by Direct Deposit, Payment made on the 1<sup>st</sup> ***banking date*** of the month. Students are required to complete the direct deposit form as a requirement for funding.
6. Advance payments are not permitted and students must adhere to pay periods as indicated.
7. Residence fees; full-time students will have the option to pay the residence fees themselves or have FWFN pay them on their behalf. The maximum amount FWFN can pay is 4 months. If FWFN is paying Residence fees on a student's behalf, that amount will be deducted from the amount of living allowance they are receiving.
8. Students claiming spouses and/or dependents must verify dependents by providing proper documentation (i.e. Child Tax Benefit Statement/ Summary or a copy of their latest income tax return, custody papers).
9. Failure to provide information on dependency will result in single student rates being applied.
10. Education staff is required to forward names of sponsored students, for the purposes of tracking and collecting debt owed to Fort William First Nation, to Social Services, Accounts Receivable, and to Employment and Training to prevent duplication of services.
11. If an eligible student is receiving unemployment insurance or other forms of payments that student may have their tuition paid on their behalf. The cost of textbooks will be reimbursed upon submission of a required book list and original receipts. The student is not eligible for a living assistance payment.

**SECTION K BOOKS AND SUPPLIES**





1. For Full-Time Students (All in Canadian funds):

	September	January
College	\$400.00	\$400.00
University	\$400.00	\$400.00
University (American)	\$400.00 (CDN)	\$400.00 (CDN)

2. Amounts presented include a \$50.00 allowance each Semester for Supplies (Binders, Pens & Paper.)

3. If the budget permits: (an additional \$400.00)

- a. Students are required to submit receipts for **all** books and supplies purchases, to the Education Department to be retained on file before approval can be given for amounts exceeding the original budgeted allocation.
- b. Students requiring the extra \$400 allotment, may be reimbursed for any mandatory books/supplies provided she/he submits the following information:
  - a. Official course outlines with mandatory text supplies list (item by item).
  - b. All original receipts (including the initial allotment). Students will be reimbursed only after they receive their January allotment.
  - c. Hand written receipts will not be accepted.

This reimbursement will only be done after ALL books for the whole year are purchased upon submittal of receipts (generally in January after the second semester books are purchased). FWFN will not reimburse after only one semester if the student is attending two semesters or longer.

- c. Special Equipment: Students enrolled in programs such as Nursing, Graphic Arts, Electronics, Forestry, requiring special equipment, may receive additional funding, upon request, by providing cost to the Post-Secondary offices. All cost estimates must be verified in writing by the instructor. All original receipts must be given to the Post-Secondary office. Failure to do so will result in the outstanding amount being deducted from the next living assistance payment. Fort William First Nation will NOT cover the cost of computers or computer programs.

**SECTION L EXAMINATION COST**



1. The cost of exam fees will be covered once only during the year of graduation for students, who are required to take an exam in order to be registered, certified and/or licensed in their field of study.
2. In the event that a student fails the exam(s) and is required to take a review/refresher course, the cost for taking the review/refresher course and the subsequent exam will be the sole responsibility of the student.

**SECTION M TRAVEL ALLOWANCE**  
(Seasonal & Emergency)

1. Seasonal Travel Allowance (Full time students only): Students are entitled to a travel allowance at the beginning and end of the school year, and a return trip at Christmas – which equals 4 trips per year. (The most economical form of travel assistance [bus/air fare] will be provided). This amount is determined by Education Staff.
2. Payment for travel is based on travel to the closest College/ University offering the program a student is interested in.
3. Students are not entitled to a travel allowance if the program they are enrolled in is offered in their immediate living area.
4. Emergency Travel Allowance: The Education Manager can approve Emergency travel subject to the availability of funds. A full time student may receive some emergency travel assistance for the student to be with family in the case of serious illness/death in the immediate family members. (Your spouse, son, daughter, parent, aunt, uncle, sister, brother, grandparent, mother/father-in-law, sister/brother-in-law, niece, nephew & grandchildren). This amount will be based on the most economical form of travel available. Any student receiving emergency travel from the Post-Secondary Department is not entitled to emergency travel funds from any other Fort William First Nation Department. As such, information will be made available to other Departments on a need to know basis. The Finance Department will require documentation of the emergency. The Emergency fund will be for the Post-Secondary Student only.

**SECTION N TUITION**

1. Tuition Assistance includes student fees for registration, and mandatory tuition. Fort William First Nation will not cover the cost of any optional fee such as parking or health fees. Non-Insured Health Benefits is available to all status members of Fort William First Nation. The optional Health Fees are a duplication of services.



2. A maximum ceiling on tuition is not to exceed \$8,000.00 per fiscal year at College or University; the exception being Masters Programs, Medical School, or Law School. (Masters Programs maximum: \$15,000.00; Law & Medical School maximum \$20,000.00)
3. Students will be reimbursed for their Ontario College/University Application fee. Students must bring/send a copy to the Education Department for a reimbursement of fees. Fort William First Nation Application for Post-Secondary Assistance must be completed before reimbursement.
4. Sponsorship letters will be sent out to Colleges/University during the month of June for students who have been approved for funding.
5. Tuition payments are processed once receipt of the student's acceptance letter into a program is received at the Post-Secondary office. The training institution is requested by a sponsorship letter to invoice Fort William First Nation for tuition and mandatory fees. Fort William First Nation will not pay the cost of currency exchange rates. Reimbursement for tuition fees will not be paid directly to the student.
6. Students may attend a foreign University or College, provided the program of studies is not offered in Canada or the immediate area. Travel cost paid only to the closest College/University offering course, any additional cost is the student responsibility. Tuition will be based on the cost of the same course in Canada. We will not cover the cost of exchange rates.
7. Travel will not be paid if a similar course is offered in the students' home town area.
8. Approval can only be given for a student to attend a foreign University or College if the training received is recognized by Canadian Training Institutions.
9. If attending a foreign institute, the living allowances are payable in "Canadian funds".
10. Payment of tuition fees will be paid in Canadian dollars (i.e. if tuition is \$5000.00 U.S. FWFN will pay \$5000.00 CDN). The remainder of the tuition is of that student's responsibility.

***All student expenses (eg. books, tuition, travel) must be submitted before March 31<sup>st</sup> of each year  
to be considered for reimbursement***



## **SECTION O     TERMINATION & PROBATION**

1. Students are responsible for advising Fort William First Nation Post-Secondary Program if for any reason they discontinue their program during the semester of term. Students who neglect to do this in a timely manner will no longer be eligible for sponsorship. Overpayment of funds (living assistance, supplies, tuition) received must be reimbursed to the First Nation, before an application for future funding will be approved. Students are responsible to provide proof of attendance up to the date they withdrew from program.
2. As per Contract signed in the Application for Post-Secondary Educational Assistance, each student has agreed to attend all classes, and complete all requirements of their programs. If, at any time, on probation or not, the students' attendance and/or progress is not acceptable, she/he will be discontinued as a full time student, and will be suspended from receiving and education assistance for a full two-year period.
3. A student can be placed on probation:
  - a. At the start of a semester,
  - b. For the remainder of the current semester (based on mid-terms), or
  - c. For the next semester attended (based on grades) for the following reasons:
    - i. Due to poor academic history, and/or
    - ii. Attendance records, and/or
    - iii. The post-secondary institution has placed the student on academic probation/warning.
    - iv. harassment/misconduct to staff at FWFN.
4. While on probation: The student will attend every class, as well as maintain a minimum grade of "Satisfactory" (S), or 60% (C) in all courses for the remainder of their studies at that level of education or she/he will be discontinued and suspended.
5. While on probation a student must obtain attendance verification from each instructor. Students will bring the Fort William First Nation Education Department a copy of his/her timetable.
6. All Students must check in with Education Department monthly. Failure to check in with the Education Manager or Education Assistant by the 15<sup>th</sup> of every month will result in a delay of living assistance payments. A check in can be made by phone call or email.



## **7. Grounds for Termination: Student may have to repay funding under these circumstances**

a. A student who is verbally/aggressive/disrespectful towards staff of FWFN and/or Education Staff will be terminated indefinitely for Post-Secondary Funding.

“Fort William has a zero tolerance policy with respect to verbal and physical abuse. The Education Department will adhere to this policy.”

b. Falsifying or tampering with attendance or reports will result in a student being dismissed immediately from the program, and terminated indefinitely for Post-Secondary Funding.

c. For 2-year suspension period (based on grades) for the following reasons:

- i. Due to poor academic history, and/or
- ii. Attendance records, and/or
- iii. If she/he has failed more than one course on his/her mid-term or final grade report.
- iv. Failure to meet the requirements of his/her academic probation.

8. Any student’s transcripts that have very low grades will be interpreted as non-attendance. These students will be suspended for a 2-year period and will have to repay any funding paid on their behalf. This includes Book, Living, Tuition and Travel money.

## **SECTION P APPEAL PROCESS**

1. Student submits a letter of appeal to the Education Manager and Education Committee outlining the reason for the appeal and all relevant and supporting information. Students have up to 10 business days to submit an appeal letter.

2. The Education Department will set up an Appeal Committee within 10 working days with the following members:

- a. Director of Health and Community Services or appointed representative
- b. One member of Council
- c. CEO or appointed representative



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3. The Education Manager will present the students assistance summary and any documentation necessary for review by the Appeal Committee at the meeting. The Education Manager & Education Assistant **do not** have a vote.
4. The Appeal Committee will review all students & Education Managers information & render a decision that is consistent with the intent of the Fort William First Nation Post-Secondary Policy/Guidelines.
5. The Appeal Committee's decision will be forwarded to the student within one week of meeting date. This report will include names and positions of the Appeal Committee members, the decision and if any, conditions to be adhered to.
6. Student submitting the appeal has the right to be present at the Appeal Committee's meeting and is encouraged to bring a representative for support.
7. All decisions made by the Appeal Committee are final.