



LUCKY MAN CREE NATION

POST- SECONDARY & TRAINING POLICY

Date Effective: March 20th, 2010

TABLE OF CONTENTS

INTRODUCTION	3
DEFINITIONS:	3
1. OBJECTIVE	4
2. ELIGIBILITY CRITERIA	4
3. POST-SECONDARY STUDENT APPLICATIONS.....	4
SUBMITTING APPLICATIONS:	4
DEADLINES:.....	5
RECEIVING APPLICATIONS:.....	5
PRIORITY OF APPROVAL:	5
NOTIFICATION.....	5
4. FUNDING FOR FULL-TIME STUDENTS	6
TUITION:.....	6
TEXTS/SUPPLIES:	6
TRAVEL:	6
LIVING EXPENSES:	6
REQUIRED DOCUMENTATION:.....	6
5. PRIVATE INSTITUTION FUNDING.....	7
6. FUNDING FOR PART-TIME STUDENTS	7
TUITION:.....	7
TEXTS/SUPPLIES:	7
TRAVEL:	7
LIVING EXPENSES:	7
REQUIRED DOCUMENTATION:.....	7
<u>7.</u> LIMITS OF SUPPORT.....	8
LEVELS OF POST-SECONDARY EDUCATION:	8
8. WITHDRAWAL OF FUNDING SUPPORT.....	10
9. OUT OF PROVINCE FUNDING.....	10
10. OUT OF COUNTRY FUNDING	11
11. APPEAL PROCESS	11
12. ADOPTION	12

APPENDIX A.....All Forms MUST Be Completed by Student/Applicant

APPENDIX B.....All Forms MUST Be Completed by Lucky Man Cree Nation

Introduction

To be eligible to apply for support under the Student Support Program, an applicant must be a member of the Lucky Man Cree Nation Band.

Definitions:

“Band Member” is a registered Indian who is eligible to be a Band Member of Lucky Man Cree Nation according to the Lucky Man Cree Nation Band Membership Act.

“Institution” means a recognized/accredited post-secondary institution.

“Grade 12” means completion of a high-school diploma, ABE Grade 12 or equivalent (GED 12) at the time of application.

“Full-Time Student” means students who have been excepted into a recognized/accredited post-secondary institution and are taking a minimum course load so as to be considered full-time by the institution.

“Part-Time Student” means students who have been accepted into a recognized/accredited post-secondary institution and are taking less than a minimum course load so as to be considered part-time by the institution.

“Classified Student” means students who have been accepted by a recognized/accredited post-secondary institution into a regular college or faculty program or course of study.

“Unclassified Student” means students who have been accepted by a recognized/accredited post-secondary institution but not into a regular college or faculty program.

“Private Institution” means a non-public institution offering a recognized/accredited course of study.

“Post-Secondary Program of Studies” means a recognized/ accredited transferable program of studies of not less than 8 months that requires a **Grade 12** entrance.

“Academic Year” means eight (8) months of training normally September to April, two semesters.

“Student Months” means every month that a student has received full-time education support. One academic year (September to April) will equal eight (8) student months.

“Training Course” means a training session of more than one-half day approved by Chief and Council.

“Training Subsidy” means the funding support provided to a member by the Band to attend a training course.

1. OBJECTIVE

The objective of the Student Program is to support Lucky Man Cree Nation Band members in order to gain access to post secondary education and to graduate with the qualifications and skills needed to pursue individual careers and to contribute to the achievement of Indian self-government and economic self-reliance.

The policy provides different levels of financial support to Lucky Man Cree Nation Band members based on the Indian & Northern Affairs Canada (INAC) post-secondary resources available to Lucky Man Cree Nation.

2. ELIGIBILITY CRITERIA

To be eligible to apply for support under the Lucky Man Cree Nation Post-Secondary Student Support Program:

- a) The applicant must be a member of the Lucky Man Cree Nation.
- b) The applicant must be enrolled and accepted as either a **Full-Time** or a **Part-Time Student** in an **Institution** or a **Private Institution** in a **Post-Secondary Program of Studies**.

3. POST-SECONDARY STUDENT APPLICATIONS

Submitting Applications:

Applications for financial support submitted to Lucky Man Cree Nation must include:

- a) A completed Post-Secondary Assistance Application form (*See “Appendix A”*)
- b) Documentary proof of acceptance into an accepted post-secondary program of studies.
- c) It is the band member’s responsibility to ensure that all documentation is submitted and the application package is completed appropriately.

- d) Applicants lacking the required documentation will be notified and the application will be held until the required information is received.

Deadlines:

Applications for financial support submitted to Lucky Man Cree Nation must be received by:

- a) **June 30 for the Fall** (September Semester) Session.
- b) **October 30 for the Winter** (January Semester) Session.
- c) **February 28 for the Spring** (May Semester) & **Summer** (August Semester) Sessions.

Receiving Applications:

- a) Applications will be date-stamped upon receipt.
- b) Applicants will be immediately notified of any lack of documentation.
- c) Applications will be processed in order of receipt.
- d) Applications received after deadlines will be held to determine if funds are available after processing those applications received on or before the due date. If funds are not available, the late applications will be refused.

Priority of Approval:

Lucky Man Cree Nation will make every effort to provide Post-Secondary Educational assistance to all qualified applicants, however, if sufficient funds are not available, applications will be processed in the following priority:

- a) Continuing Full-Time Students meaning:
- b) Students currently enrolled in a post-secondary program of studies, and being sponsored by Lucky Man Cree Nation.
- c) Students currently enrolled in a post-secondary program of studies, and have met the requirement to continue into the next year of their program.
- d) New Full-Time Applicants who have submitted their application on or before the deadlines required by Lucky Man Cree Nation.
- e) Returning Full-Time Students who have submitted their application on or before the deadlines required by Lucky Man Cree Nation.
- f) New Full-Time Applicants who have submitted their application after the deadlines required by Lucky Man Cree Nation.
- g) Returning Full-Time Students who have submitted their application after the deadlines required by Lucky Man Cree Nation.
- h) Part-Time Students.

Notification

- a) Applicants will be notified in writing regarding the decision of Lucky Man Cree Nation on their application.
- b) Applicants who have been refused funding may appeal the decision (*See Section 11*)

4. FUNDING FOR FULL-TIME STUDENTS

Tuition:

- a) Regular tuition fees.
- b) Other mandatory fees as required by the institution
- c) Registration fees for other program activities (Admission interviews, practicums, tutorials etc).
- d) Mandatory examination fees.
- e) Other required fees may be considered.
- f) Paid directly to the institution. Refunds for dropped classes are to be returned to Lucky Man Cree Nation.
- g) Lucky Man Cree Nation will not “purchase” seats in programs.
- h) Late registration fees and fines will not be approved.

Texts/Supplies:

- a) Lucky Man Cree Nation will provide up to two hundred and fifty (250) dollars per semester directly to the student to cover the costs for required texts and supplies.
- b) Amounts in excess of two hundred and fifty (250) dollars per semester, for required texts and supplies may be reimbursed to the student (receipts of **all** expenditures and verification of requirements must be supplied).
- c) Only required texts and supplies will be covered under this policy, any suggested or recommended texts and supplies are not eligible.

Travel:

No travel expenses will be paid to full-time students.

Living Expenses:

- a) Living expenses are expected to cover normal daily costs (food, rent, transportation, utilities, clothing, day care, damage deposits etc).
- b) Living expenses will be paid at the same rate for all Post-Secondary students, as described in Appendix 1. Students with dependants will be expected to access Revenue Canada’s National Child Benefit program.
- c) Living expenses will be paid in advance at the commencement of the program and in advance of the beginning of each month thereafter.
- d) Living expenses are paid in Canadian dollars.
- e) Students who are employed full-time and are enrolled in a full-time program do not qualify for living expenses.
- f) There will be no advances in between pay periods.
- g) Living expenses will be paid for Christmas break and study breaks.

Required Documentation:

Lucky Man Cree Nation requires that all full-time students submit copies of registration forms for each semester showing classes registered and credit hours prior to any funding being released. **It**

is the student's responsibility to provide this documentation. Failure to provide this will result in student support being placed on hold.

5. PRIVATE INSTITUTION FUNDING

If the student is attending school on a full-time basis as determined by the institution they will qualify for all funding levels for Full-Time Students (see Section 4. "*Funding for Full-Time Students*") with the exception of "Travel" and "Living Expenses" which will be the financial responsibility of the student.

6. FUNDING FOR PART-TIME STUDENTS

Tuition:

- a) Regular tuition fees.
- b) Other mandatory fees as required by the institution
- c) Registration fees for other program activities (Admission interviews, practicums, tutorials etc).
- d) Mandatory examination fees.
- e) Other required fees may be considered.
- f) Paid directly to the institution. Refunds for dropped classes are to be returned to Lucky Man Cree Nation.
- g) Lucky Man Cree Nation will not "purchase" seats in programs.
- h) Late registration fees and fines will not be approved.

Texts/Supplies:

- a) One hundred and twenty-five (125) dollars per class to a maximum of two hundred and fifty (250) dollars per semester is paid directly to the student.
- b) Amounts in excess of approved texts and supplies may be reimbursed to the student (receipts of expenditures and verification of requirements must be supplied).
- c) Only required texts and supplies will be covered under this policy, any suggested or recommended texts and supplies are not eligible.

Travel:

Part-time students are not eligible for travel funding.

Living Expenses:

Part-time students are not eligible for living expenses.

Required Documentation:

Lucky Man Cree Nation requires that all part-time students submit copies of registration forms for each semester showing classes registered and credit hours prior to any funding being released. **It is the student's responsibility to provide this documentation.** Failure to provide this will result in student support being placed on hold.

a) 7. LIMITS OF SUPPORT

Levels of Post-Secondary Education:

Level I: Community College, Technical Institute.

- Community college programs of studies which have a prerequisite completion of secondary school or equivalent and which result in the awarding of a certificate or diploma;
- Technical institute program of students which have as a prerequisite completion of secondary school or equivalent;
- The programs may range from eight months to one or more academic years.

Applications for support for Level I programs must provide documentary evidence that the community college or technical institute program of studies requires completion of secondary school (Grade 12) or equivalent as a prerequisite and that the program is at least one academic year in duration.

Level II: Undergraduate Programs.

- Undergraduate programs (degree, certificate, diploma); and
- Bachelor degree programs which have as a prerequisite an undergraduate degree.

Applications for support for Level II programs must provide documentary evidence that the additional bachelor degree program has as a prerequisite an undergraduate degree (e.g. In some provinces a B.Ed. requires a first undergraduate degree)

Level III: Professional (M.D.), Masters, Ph.D.

- Level III Programs include all programs established as graduate degree programs by post secondary institutions.

Applications for support for Level III programs must provide documentary evidence that they are enrolled or accepted for enrolment in a graduate studies program.

- a) The duration of support will vary according to the official length of the program, as defined by the Post-Secondary Institution.
- b) Support provided by Lucky Man Cree Nation will be provided for the number of academic years as defined by the institute offering the program. This applies to levels I, II and III.

- c) Lucky Man Cree Nation will verify the duration of the student's program of study and it will be expressed in student months.
- d) To be considered for support under this program, a program of study must be a minimum of one (1) academic year or eight (8) student months.
- e) Funding will not normally be provided for Spring and Summer Sessions (May to August). In exceptional circumstances it will be considered:
 - i) If the student will graduate with his/her academic qualifications at the end of the summer.
 - ii) If the student is a teacher returning to attend summer school in order to complete or upgrade his/her academic qualifications.
 - iii) If the student has special conditions which may apply only to Spring and Summer Sessions.
- f) Additional academic year (8 months) of support:
 - i) If a student is enrolled in a Level I or Level II program, he/she may be supported for up to one (1) additional academic year (8 months) if such an extension is approved in writing by the institutions Dean or the Head of the Department.
 - ii) A student requesting an extension must do so as an appeal. See Section 10. Regardless of the decision of the Appeals Committee, the student may still be eligible for tuition and required texts and supplies.
 - iii) It is the student's responsibility to obtain the letter of explanation for the additional academic year from the Dean or the Head of the Department.
 - iv) It is the student's responsibility to ensure that the Appeals Committee is aware of all circumstances that may be involved in his/her request for an extension of support.
- g) Funding may be provided to students changing Levels (i.e. Level I to Level II, Level II to Level I etc) provided that:
 - i) The student has not completed the higher-level program before dropping to a lower level one.
 - ii) The student has not withdrawn or been required to discontinue from one level before switching to another.
 - iii) Once the student has completed a program, they are not eligible to move to a lower level.
 - iv) In most cases, the student is only eligible to take one program within the same level.
 - v) Students who have taken programs without the assistance of Lucky Man Cree Nation will not have these student months counted as funding time. Students in this circumstance who withdrew from or were required to discontinue their program

of study are not eligible to apply for funding for two (2) years from that date.

8. WITHDRAWAL OF FUNDING SUPPORT

- a) Funding to Full-Time Students will be withdrawn and the student will not be eligible to receive funding from Lucky Man Cree Nation for two academic years if/when:
 - i) The student has dropped out of his/her program of studies.
 - ii) The student fails, on request by Lucky Man Cree Nation, to provide verification of their status in their program of studies.
 - iii) The student has been required to discontinue from their institution of study.
 - iv) The student ceases to be a full-time student, as defined by their institute of study.
 - v) The student's status changes from full-time enrolment in a college to being an unclassified full-time student as a result of faculty action.
 - vi) The student withdraws from or is required to discontinue a Level I, II or III program.
 - vii) The student fails to complete 50% of the classes registered in.
- b) Funding to Part-Time Students will be withdrawn if/when the student withdraws from, or is required to discontinue, a part time course of studies, regardless of Level. The student will not be eligible for either full-time or part-time funding support for two academic years from the date of withdrawal.
- c) When fraudulent action (i.e.: the act of deception with the intent of personal gain) is suspected, Lucky Man Cree Nation may take action to reclaim funds expended with respect to tuition and living allowances. In addition, the student may also be charged with fraud.
- d) Students who intentionally defraud Lucky Man Cree Nation will be expected to repay costs that were misused. They will also be requested to pay their own tuition, which will be reimbursed upon successful completion of the academic year.

9. OUT OF PROVINCE FUNDING

Students who have been accepted into a recognized/accredited institution out of province may be eligible for education funding from Lucky Man Cree Nation provided that the program of studies is not available locally.

10. OUT OF COUNTRY FUNDING

- a) Students who have been accepted into a recognized/accredited institution out of country may be eligible for education funding from Lucky Man Cree Nation provided that the program of studies is not available locally.
- b) The program must meet Canadian standards for certification and diplomas or degrees issued must be recognized.
- c) Students, if approved, will receive funding in Canadian dollars.

11. APPEAL PROCESS

- a) To ensure fairness and equitable treatment under this policy, Lucky Man Cree Nation will have an appeal process in place.
- b) A student may lodge an appeal within thirty (30) days after a decision is received. The student must lodge the appeal by forwarding, by registered mail, the written notice of appeal, with the particulars, to the Lucky Man Cree Nation, to the attention of the Lucky Man Cree Nation Band Manager.
- c) In the event of an appeal, the Band Manager shall designate a Band Employee to make the following arrangements:
 - i) To co-ordinate the appointment of an Appeal Board.
 - ii) To arrange a time and location for the meeting of the Appeal Board.
 - iii) To ensure that the student is notified of the Band's receipt of the appeal and time and place of the appeal.
 - iv) To ensure that all documentation and information relevant to the initial decision regarding the student is available for the appeal.
 - v) The Appeal Board shall consist of:
 - 1 Lucky Man band member who has no relation to Chief, Council and the student/appealer
 - The identity of this individual shall remain confidential in order to avoid any conflict of interest.
- d) The Appeal Board is to reach a decision based on the documentation and information presented by both the student and the Lucky Man Cree Nation's representative.
- e) The Appeal Board will reach its decision based on proper application of the Lucky Man Cree Nation Post-Secondary Education & Training Policy.
- f) The student will be responsible for his/her own expenses incurred during the appeal process.

g) The decision of the Appeal Board is final and binding.

12. ADOPTION

Lucky Man Chief & Council do hereby acknowledge and verify that the Lucky Man Cree Nation Post-Secondary & Training Policy has been revised to reflect current standards and principles. The signatures below indicate formal ratification and adoption:

CHIEF (Signature)

Dated

COUNCILLOR (Signature)

Dated

COUNCILLOR (Signature)

Dated

COUNCILLOR (Signature)

Dated

COUNCILLOR (Signature)

Dated



APPENDIX A

TO BE FILLED OUT BY STUDENT

APPENDIX A

TO BE FILLED OUT BY STUDENT

APPLICATION FOR POST-SECONDARY EDUCATION ASSISTANCE

Application must be filled out completely and all required documents submitted by the applicant before it will be considered.

Part 1: Student Information

Name:		
<i>First</i>	<i>Middle</i>	<i>Last</i>
Current Address (including Postal Code):		Phone Number/s (including cell)
Marital Status (circle one): Single Married Common Law		Date of Birth: <i>Day Month Year</i>
Next of Kin (Emergency Contact) Name:	Next of Kin Address:	Next of Kin Phone/s (including cell):

Part 2: Family Status:

List Dependents, their age and if they are residing with you:			
Name	Age	Residing with you?	Comments

Part 3: Previous Education & Training

I am applying for assistance for funding to enroll at a post-secondary program/s at which I have been accepted. The details are as follows:			
Continuing Student (circle one)?		New/First Time Applicant (circle one)?	
YES	NO	YES	NO
Has Previously Applied for Post-Secondary Funding from Lucky Man Cree Nation (circle one)?		Was the Course/Program Completed successfully if previously applied for funding (circle one)?	
YES	NO	YES	NO
If course was not completed please explain why?			

Starting Date (for the year):	Completion Date (for the year):
Program/Course of Study:	Attendance (circle one): Full Time Part Time
Institution Acceptance (<u>circle one</u>) YES NO UNKNOWN	REMINDER TO APPLICANT: Formal Acceptance Letter/Documentation to the Institution MUST be Attached to this Application. Applications will be sent back if this document is not attached.
Type of Program (<u>circle one</u>): <div style="display: flex; justify-content: space-around;"> University Entrance University Bachelor University Ph.D. </div> <div style="display: flex; justify-content: space-around;"> College Preparation Technical Private Institution </div> <div style="display: flex; justify-content: space-around;"> Community College Other (specify)_____ </div>	

I certify that the above information is true and complete and that I am not receiving any other funding for this request. I understand that if I provide false or misleading information in this contract, I will be responsible for repaying tuition, texts and living allowances, and any future application for education funding will be denied.

I understand that if I drop out or am requested to discontinue, I will not be eligible to receive funding from Lucky Man Cree Nation for two academic years.

I understand that I have the right to appeal any decision made with respect to my application for sponsorship.

I make this solemn declaration believing it to be true and knowing that it is of the same force and effect as if made under oath.

Applicant Signature

Date

AUTHORIZATION FOR RELEASE OF INFORMATION

TO BE FILLED OUT BY STUDENT

- I hereby authorize and consent to the release of files and file information contained in your files and records as they pertain to me.
- I hereby authorize you to provide true copies of such files and records both financial and academic, results of examinations, evaluations, assessments, attendance records, disciplinary actions of any other information that relates to my academic performance.
- All information that relates to my academic performance shall be forwarded to:

**ATTN: Post-Secondary Coordinator
Lucky Man Cree Nation
Ste. 103-103B Packham Avenue
Saskatoon, SK. S7N 4K4
F: (306) 934-2853**

Name of Student (PRINT): _____

Student Number: _____

Name of Institution Attending: _____

College/Faculty: _____

Address of Institution: _____

Release Effective for Session(s): _____

Applicant Signature

Date

TO BE FILLED OUT BY STUDENT
CONTRACT
BETWEEN
LUCKY MAN CREE NATION
&

(Print your Name)

I understand and agree to abide by the following conditions for sponsorship by the Lucky Man Cree Nation for Post-Secondary Studies:

- 1) I will accept the responsibility to adhere to school regulations and meet the standards required by the school for continuation of my course of studies. I will do so within the standard timeframe allowed to achieve the degree/certificate/diploma for my area of study. I will maintain a 60% overall average.
- 2) I agree to attend classes regularly.
- 3) I agree to consult with my academic advisor/school counselor if any problems arise academically. Emotionally, physically and financially.
- 4) If my institution does not provide Lucky Man Cree Nation with required academic documentation (i.e.: marks, credit union earned, attendance, etc.) I shall do so upon request from Lucky Man Cree Nation.
- 5) I agree to report any changes to my school/faculty advisor &/or program status promptly. I understand that it is a serious matter to provide false information.
- 6) I authorize Lucky Man Cree Nation to obtain information from persons, agencies or organizations to determine &/or verify my eligibility for benefits or services under the post-secondary student assistance program. I also authorize the educational institute I am attending to release any and all required academic documentation to Lucky Man Cree Nation upon request by Lucky Man Cree Nation.
- 7) I understand I have the right to appeal any decision made with respect to my application for sponsorship.
- 8) If I drop classes I must seek approval in writing from Lucky Man Cree Nation. I understand that Lucky Man Cree Nation may not be responsible for tuition or drop class fees.
- 9) If I drop out or discontinue I must wait for two years before I will be considered for post-secondary funding.

I declare that all I have fully read these conditions and agree to them fully. I declare that all information I have provided is true and complete. I make this solemn declaration believing it to be true and knowing it is of the same force and effect as if made under oath.

Signature of Applicant/Student

Dated

DIRECT DEPOSIT INFORMATION

TO BE FILLED OUT BY STUDENT

To expedite the funding process we ask that you enable us to pay your monthly allowance via direct deposit. To do this, please provide us with information about the bank account into which you would like funds to be deposited.

Either:

1. Send us an original or photocopied VOID cheque for the account; OR
2. Fill out the following form:

Bank Name (i.e. Royal Bank): _____

Transit or Branch Number: _____

Account Number: _____

Institution Number: _____

Name on the Account: _____

Ensure that all information is correct. Should your banking information change, please notify the Band Office **immediately** to avoid any delays.



APPENDIX B

TO BE FILLED OUT BY OFFICE
PERSONNEL

APPENDIX B

TO BE FILLED OUT BY OFFICE PERSONNEL

COSTS

Name of Student: _____

Session Dates: _____

Student Months Utilized: _____

Month	Tuition	Texts	Allow	Travel	Other	Notes

Month	Tuition	Texts	Allow	Travel	Other	Notes
Total:						

APPROVAL RECOMMENDATION

TO BE FILLED OUT BY OFFICE PERSONNEL.

Name of Student: _____

Session Dates: _____

- ☐ This application is approved for full-time studies, tuition, books & supplies and living allowance.
- ☐ This application is approved for part-time studies, tuition, and books & supplies.
- ☐ This application is refused for
 - ☐ Financial Reasons
 - ☐ Other (Specify) _____

Comments _____

Chief's Signature

Date

Councillor's Signature

Date

