



COWESSESS FIRST NATION POST SECONDARY POLICY

Enacted April 6th, 2011
Amended: April 2nd, 2019

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1.0 DEFINITIONS

- 1.01 In this policy, the following terms shall have the meanings hereinafter ascribed to them, namely:
- (a) “Academic Probation” is an action plan created with expectations, performance indicators, and timelines placed on a student enrolled in a program of study and proceed with their education.
 - (b) “Academic Year” is a post secondary schedule that outlines the start and end patterns and dates associated with the delivery of program.
 - (c) “Certificate” an academic credential awarded to graduates from approved programs that are a minimum of 8 months to one year in length.
 - (d) “Continuing Students” are students who possess a clean student record.
“New Student” Individual who has not been previously sponsored.
 - (e) “Cowessess Education Committee” means a group of Cowessess First Nation members, appointed by Chief and Council, having supervisory or advisory powers within the Cowessess Post Secondary Support Program.
 - (f) “Cowessess First Nation (CFN) Member” means any person whose name appears on the Cowessess First Nation Band Membership List.
 - (g) “Degree” an academic credential conferred on graduates from approved programs that are a minimum three year in length.
 - (h) “Diploma” an academic credential awarded to graduates from approved programs that are a minimum of 2 years / 60 weeks in length.
 - (i) “Full-Time Students/Continuing Student” a student registered in 80% of the full course load. (i.e. University of Regina full course load is 15 credit hours, full time students must enroll in 12 credit hours.)
 - (j) “Good Standing” an individual who possess a clean record as determined by the Institution and/or Cowessess First Nation, which does not include: Required to Discontinue (RTD), no paper (NP), withdrawal (W) or recovery.
 - (k) “Non-Traditional Delivery” a method of study where knowledge and skill development occur through methods other than traditional delivery. This includes, but is not limited to, off campus training such as: Correspondence, Computer Assisted Learning, Televised Learning and/or other methods of Distance Education.

- (l) “Part-Time Students/Continuing Student” a student registered in less than 80% of the full course load, or any student who is not eligible to receive a living allowance.
- (m) “Post-Secondary Institution” is a degree, diploma, and certificate granting institutions which are recognized by the province or territory and include educational institutions affiliated with, or delivering accredited post-secondary programs by arrangement with a post-secondary institution.
- (n) “Private Post-Secondary Institution” Is a Canadian or foreign post-secondary institution which receives the majority of its funding from sources other than the government.
- (o) “Program” means a formally approved group of courses which lead to an academic credential.
- (p) “Required to Discontinue” (RTD) is a final decision from the post-secondary institution to discontinue studies for a period of time.
- (q) “Returning Student” Student who has taken an approved leave of absence for their post-secondary studies.
- (r) “Technical Institution” an institution providing facilities for instruction and practical experience in a professional, vocational or technical field that is authorized to grant diplomas.
- (s) “Traditional Delivery” a method of study where knowledge and skill development occur through classroom lectures, discussions, laboratory work, clinical experience(s) and/or shop work. Instructors monitor and evaluate academic process.
- (t) “University” an institution providing facilities for teaching and research and authorized to grant academic degrees

2.0 MISSION STATEMENT

The Post Secondary Support Program as administered by the Cowessess Education Committee, on behalf of the Cowessess Band Membership, is to provide both financial and academic support to Cowessess Band Members according to Policy.

3.0 OBJECTIVES OF THE POST SECONDARY SUPPORT PROGRAM

- 3.01 To assist Cowessess First Nation Band Members to acquire qualifications and skills to pursue their individual career goals.
- 3.02 To maintain the Treaty Right to post secondary education.
- 3.03 To ensure that the post secondary students understand their responsibilities and obligations to complete their education program.
- 3.04 Strongly encourage the Grade 12 students to participate in the transition program.

4.0 ELIGIBILITY CRITERIA FOR SUPPORT

- 4.01 The applicant must be a Registered Member of the Cowessess First Nation.
 - The applicant must have Grade 12, ABE 12, Adult 12, or equivalent GED 12.
 - The student must be registered in a program 8 months or longer that leads to a certificate, diploma, or degree.
- 4.02 An applicant who has transferred from another First Nation to Cowessess First Nation must sign a release of authorization form to access all previously attended post secondary education documentation.
- 4.03 The applicant must be accepted and/or enrolled in a program that is a minimum thirty-two (32) weeks, or 8 months in duration at an accredited institution. This program must lead to a certificate, diploma, or degree that will provide a career opportunity to the applicant.

5.0 APPLICATION PROCESS

- 5.01 All students are required to apply for each semester.
- 5.02 All applications must be received before application deadline dates.
- 5.03 The application form must be completed in its entirety. Failure to complete the application form may result in sponsorship delays, or placement on the wait list.
- 5.04 Applicants will be informed of their sponsorship status approximately one week after the application deadline dates.
- 5.05 Students are responsible for submitting applications by the deadline dates.

Institution Semester	Deadline
Spring/Summer Intersession (May to August)	Last calendar day in February
Fall (September to December)	Last calendar day in June
Winter (January to April)	Last calendar day in October

5.1 CONTINUING STUDENTS

- 5.1.0 Students who were sponsored in the last semester are considered as continuing students.
- 5.1.1 Must provide transcript from preceding semester(s) indicating completion of minimum course load as per Student Policy requirements.
- 5.1.2 Must provide confirmation of course registration forms or class schedule.
- 5.1.3 Must provide confirmation of dependants, as determined by the Canadian Child Tax Benefits Notice.
- 5.1.4 Any additional requested documentation must be submitted to the Post Secondary Support Program. Financial support will be delayed pending all documentation.

5.2 NEW AND RETURNING STUDENTS

- 5.2.0 This includes all applicants who were not sponsored in the last semester.
- 5.2.1 Must provide a letter of acceptance from the accredited institution. Technical and private vocational students must also submit a program outline from the institution calendar.
- 5.2.3 Must provide course registration forms or class schedule.
- 5.2.4 Must complete the education plan form which includes: what, where, duration, estimated cost of program, expected completion date, career opportunities, etc.
- 5.2.5 Must provide confirmation of dependants, as determined by the Canadian Child Tax Benefits Notice.
- 5.2.6 Any additional requested documentation must be submitted to the Post Secondary Support Program. Financial support will be delayed pending receipt of all documentation.

5.3 PART TIME STUDENTS

- 5.3.0. Includes those students attending programs or institutions utilizing non-traditional and traditional delivery methods.
- 5.3.1 There is no Living Allowance associated with sponsorships considered as part time.
- 5.3.2 Must provide transcript from preceding semester(s).
- 5.3.3. Must provide confirmation of course registration forms or class schedule.

5.4 SPRING/SUMMER INTERSESSION

- 5.4.0 Students are encouraged to actively seek employment during Spring/Summer months.
- 5.4.1 Spring/Summer – Continuing Students as required by program

Continuing students who have already completed part of their program are encouraged to apply for the spring/summer term and must meet the following criteria:

- GPA 70 percent or higher
- At the written recommendation of an academic advisor
- When required course will allow for early graduation

- 5.4.2 Attendance at Spring/Summer intersession will only be considered if:
 - (a) The student is enrolled in a program that runs less than one year unless otherwise supported through program requirements.
- 5.4.3 Students must complete their studies as per request for sponsorship.

6.0 PRIORITIZATION OF APPROVAL FOR FUNDING

- 6.01 Students are limited in the sponsorship time available for post-secondary studies. There is a possibility the time required for students to complete a program may be more than sponsorship time remaining. Where a student requires more time to complete a program, this additional time will be at the student's expense.

Level 1:	Certificate/Diploma
Level 2:	Undergraduate Degree Program
Level 3:	Graduate Degree/Advanced or Professional Degree
Level 4:	Doctoral Degrees

6.02 To ensure that applicants are considered on a fair and equitable basis, students will be placed in categories based upon their present academic standing. Sponsorships will be considered in the following priority. Priority is based on academic study, status in the post-secondary support program and sponsorship is prioritized on the following criteria.

6.1 CATEGORY I

6.1.0 Continuing Students who were sponsored in the last semester and who have sponsorship time remaining and are in good standing with the Post Secondary Support Program.

6.1.1 Students must have completed the required course load and be continuing their studies.

6.2 CATEGORY II

6.2.0 Applicants who have graduated from a Grade 12 High School program This shall include ABE12, Adult 12 and GED 12

6.2.1 Students who have not applied in the current academic year will be placed in Category 3.

6.3 CATEGORY III

6.3.0 Students who have not applied in the current academic year & who have not received sponsorship by the post-secondary support program.

6.4 CATEGORY IV

6.4.0 Masters, professional studies, Ph.D.-Students must be employed in their field of study for 2 years before they are eligible to apply for their Masters.

6.5 CATEGORY V

6.5.0 (a) Previously sponsored students who can complete a program in one academic year.

(b) Previously sponsored students who can complete a program in two academic years.

(c) Previously sponsored students who can complete a program in three academic years.

(d) Previously sponsored students who can complete a program in four or more academic years.

6.6 CATEGORY VI

All students who have expended eligible sponsorship time at their level of studies.

7.0 RECOGNIZED PROGRAMS AND INSTITUTIONS

Institutions must have provincial, national, or international accreditation.

8.0 LIMITS OF SUPPORT

Level 1:	Certificate/Diploma
Level 2:	Undergraduate Degree Program
Level 3:	Graduate Degree/Advanced or Professional Degree
Level 4:	Doctoral Degrees

- 8.01 Sections regarding limits of support are in compliance with the Cowessess Post Secondary Support Program.
- 8.02 Support to students will be provided on a fair and equitable basis. In the interests of fairness, applications received on time and fully completed are considered before those applications that are incomplete.
- 8.03 Support will be provided for the length of the individual program, in accordance with their education plan. Students must apply every semester enrolled.
- 8.04 The program of studies must use traditional delivery methods for course instruction.
- 8.05 There will be no Living Allowance associated with non-traditional delivery methods. Students in these programs will be eligible for tuition and books only, to the maximum levels allowed under this policy.
- 8.06 Part time students will be eligible for tuition and books only, to the maximum levels allowed under this policy.
- 8.07 University and college students must maintain a minimum of 80% of their institution's full course load throughout the semester.
- 8.08 Support will be provided for eight (8) months of the calendar year unless a student is in a twelve (12) month or less program.
- 8.09 Students may be allowed to transfer programs or institutions upon completion of their first year. Students must get approval from the Post Secondary Support Program before changing their program of

study. All courses must be transferable to the new program or institution.

- 8.10 Students in good standing may take a leave of absence from their studies for one year and not lose their position for funding purposes. It is the student's responsibility to inform the Post Secondary Support Program by written notice prior to the application deadline date.
- 8.11 University and College Entrance Program (UCEP) students are allowed a maximum of 12 months to meet the requirements to transfer into a faculty. Where students require more time to enter a faculty sponsorship will be limited to part time studies.
- 8.12 Undergraduate students in good standing will be allowed:
 - (a) a maximum of 16 months for a certificate;
 - (b) a maximum of 32 months to pursue a diploma;
 - (c) a maximum of 48 months to pursue a degree.

Any months over must be prior approved with supporting documentation provided.

- 8.13 Masters students will be allowed a maximum of 16 months to complete their program. Any months over must be prior approved with supporting documentation provided.
- 8.14 Ph.D. candidates will be allowed a maximum 32 months to complete their programs. This will include the writing of the dissertation and the defense.
- 8.15. No student shall receive Living Allowance beyond 96 months for their 1 lifetime, to be disbursed as outlined herein.

9.0 LIVING ALLOWANCE

- 9.0.1 Eligible Living Allowance and book payments will be made by Direct Deposit, on or before the last banking day of every month. When the first falls on a weekend it will be deposited on the Friday before.
- 9.0.2 To be eligible for a living allowance, students must be enrolled full time program.
- 9.0.3 The Canada Child Tax Benefit notice (Family Allowance) and/or other court documents will be used to confirm the eligibility of dependents.
- 9.0.4 Dependent children must be less than 18 years old. In cases where a dependent is over the age of 18 years, medical

documentation will be required. Dependent children must not be receiving other income (e.g. Child and Family Services).

- 9.0.5 Dependent spouse means a person who is married to the student or a person who has lived with the student as husband or wife for a period of at least one year prior to application for education support. This person is dependent upon the student and does not receive income in excess of the level of income allowed for a dependent spouse by Canada Revenue Agency.
- 9.0.6 You must be the biological parent or be in possession of documents indicating legal adoption/guardianship to claim a dependent.
- 9.0.7 Living Allowance will be determined as follows:

Student with no dependent	\$1,000.00
Student with 1 dependent	\$1,155.00
Student with 2 dependents	\$1,310.00
Student with 3 dependents	\$1,465.00
Each Additional dependent	\$75.00

9.1 TUITION

The maximum tuition that the Post-Secondary Support Program will pay is \$6,500.00 payable in Canadian funds on an annual basis.

The maximum tuition payable for Band Members attending foreign institutions or private institutions will be equal to the tuition for the closest public post-secondary institution that offers a similar program.

- 9.1.0 Tuition, according to policy maximums, will be paid directly to the institutions on behalf of the student and includes registration fees, application fees and all required student fees. In order for application fees to be reimbursed the student must be accepted into the program, registered in the current academic year and approved for funding. This does not include library fines, printing costs, or other fees not directly associated with tuitions and required fees.
- 9.1.1 The Post Secondary Support Program does pay for dental, health and insurance fees for students and their dependents.
- 9.1.2 The Post Secondary Support Program will reimburse sponsored students in the current academic year for tutorials or examination fees upon individual application with documentation.

9.1.3 Students attending private or foreign (including out-of province) post secondary institutions will be eligible for tuition support at the rates allowable in this policy (payable only in Canadian funds). The maximum tuition fee is \$6,500.00 with an allowable 2%-3% inflation rate.

9.2 BOOKS

9.2.0 When the cost of books is not included in tuition, students will receive a book allowance of \$150/class. Students are encouraged to purchase used books where appropriate.

9.3 OTHER STUDENT RELATED EXPENSES

Sponsored students must request all items in this section by written notice within the current academic year.

9.4 PRACTICUM ALLOWANCE

9.4.1 The Students are eligible to receive a practicum allowance in the amount \$250.00. The practicum must be a required part of the student's program. Documentation must be provided from the institution.

9.5 ACADEMIC INCENTIVES

Academic incentives will be awarded to full-time students, once per Fiscal Year (April 1 to March 31), as follows:

Average (% age)	Incentive
70 %	\$150
75 %	\$200
80 %	\$250
85 %	\$350
90 %	\$450
95 %	\$600

9.5.0 Students who are not currently sponsored by the Cowessess First Nation Post Secondary Support Program must apply to receive an academic incentive.

9.6 GRADUATION EXPENSES

All students will receive \$600 to cover tickets, cap and gown fees, photos, travel and accommodations, upon written confirmation from the institution.

9.7 GRADUATION INCENTIVES

Graduation incentives, will be awarded once per Fiscal Year (April 1 to March 31), as follows:

Level of Post Secondary Program	Incentive Award
Certificate – Programs of a minimum of one year	\$300.00
Diploma – Programs of a minimum 2 years in length.	\$500.00
Degree – Programs of a minimum 3 years in length.	\$600.00
Special Incentive – Explanation Follows.	\$1,250.00

9.8 SPECIAL NEEDS

Students with special needs (i.e. physically disabled persons or learning disability) requiring additional support related to the individual's post secondary program plan will have their requests considered on an individual basis upon submission of documentation to the Cowessess First Nation Post Secondary Support Program.

9.9 STUDENT GUIDELINES/ACCOUNTABILITY

- 9.9.0 Students must maintain a course average as required by respective institutes. Students who complete a semester with less than a 60% average will be placed on academic probation with the Post Secondary Support Program.
- 9.9.1 Students who have failed more than one class in the last academic year of studies will be placed on academic probation with the Post-Secondary Support Program. The Pos-Secondary Coordinator will require the student's permission to access marks from the Institution.
- 9.9.2 Cowessess First Nation Post Secondary Support Program has the authority to place students on academic probation.
- 9.9.3 Students on academic probation will be Required to Discontinue from the Post Secondary Support Program if they:
- (a) Complete a semester with an average less than a 60% average.
 - (b) Receive a mark of withdraw, incomplete or absent in any course.
 - (c) Complete a semester with less than the classes required of a full-time student.

- 9.9.4 Students that are placed on academic probation must complete an action plan.
- 9.9.5 Students who receive a withdraw, incomplete or absent from all classes in a semester will be considered as a voluntary withdraw.

10.0 STUDENT LEAVES

10.0.1 Maternity or Parental Leave

Students will be allowed a leave of absence from their studies for one year. Students must apply for this leave and meet all funding application deadlines upon their return.

10.0.2 Medical Withdraw

A medical withdrawal will include all classes in which a student registers for that term. Students with medical withdrawals will remain on the continuing students list for one year.

Any students requiring more time off due to medical reasons shall have their circumstances reviewed on an individual basis. Students requiring this consideration must meet funding deadlines.

Immediate medical documentation must be submitted to the Cowessess Post-Secondary Support Program. The Cowessess Education Committee will limit any student to part time sponsorship in consideration of the student's health.

10.0.3 Compassionate Leave

Compassionate leave is a period of time in which a student is granted an absence or pause of studies from their post-secondary program due to personal circumstances. Ex: family death.

Sponsored students must submit a written request and must be in good academic standing. For the purpose of this section, "immediate family" is defined as a partner, parent, guardian, sibling, grandparent, grandchild, aunt, uncle, niece or nephew of a student or a student's partner.

11.0 STUDENT VOLUNTARY WITHDRAW

11.1.0 Students may not withdraw from a program without contacting the Post-Secondary Support Program first. Any student who withdraws from academic studies without a legitimate reason will:

- (a) Relinquish sponsorship for a period of two years.
- (b) Be eligible to apply after two years.

12.0 STUDENT REQUIRED TO DISCONTINUE (RTD)

12.1.0 Approved Institutions may have students Require to Discontinue (RTD) for academic or behavior reasons. Any student who is required to discontinue will:

- (a) Relinquish sponsorship for a period of one year.
- (b) Be eligible to apply after one year.
- (c) Students will relinquish Category I status.

12.1.1 Exceptions will be made for students who have created an academic plan with post-secondary institution and meet all reapplication deadlines.

12.1.2 A copy of the academic plan shall be provided to the Cowessess First Nation Post-Secondary Support Program.

13.0 CONFIDENTIALITY

Confidential information regarding students will not be released unless the situation is warranted. Information will be released to other parties if students request (in writing) the other parties' involvement in the situation. The student will be advised of information released. The Post-Secondary Coordinator will sign an oath of office to ensure that confidential student information is protected.

14.0 POST SECONDARY COORDINATOR

The Post-Secondary Coordinator is responsible for the daily administration of the Post Secondary Support Program. The Coordinator does not have the authority to approve any funding for a student. The Coordinator presents his/her recommendations to the Committee for approval. The Coordinator must follow the Student Policy. The Coordinator shall not access or copy confidential student information, other than for the student's best interests.

15.0 GRIEVANCE/DISPUTE RESOLUTION

- 15.1.0 For the purpose of this section the term “grievance/dispute” shall be defined as any matter involving the application or interpretation of this Policy. It is the intention of the Education Committee to try to resolve all disputes arising in a fair equitable manner.
- 15.1.1 In instances where a dispute arises between a Student and the Post Secondary Support Program regarding any of the aforementioned items identified in subsection 1.0, the student shall outline their dispute in writing for review by the Education Committee.
- 15.1.2 The grievance/dispute will be reviewed at the regular Education Committee meeting.
- 15.1.3 An action plan for resolving the concerns shall be written out and signed by the respective parties and placed on the student’s file.
- 15.1.4 Students shall not take the grievance/dispute to the Chief or any individual Council Member.
- 15.1.5 When the Education Committee is dissolved (during elections), grievances/disputes will be handled by the Post-Secondary Coordinator, Education Director and the Executive Director.

16.0 POLICY REVIEW

- 16.1 The Cowessess Education Committee will be responsible for interim policy adjustments in cases of policy inadequacies until formal adoption by Cowessess Chief and Council.
- 16.2 The Post-Secondary Coordinator/Representative will make every attempt to present the Post Secondary Policy to the students for review and input.
- 16.3 Upon adoption by the Cowessess Education Committee any policy changes must be submitted to the Cowessess First Nation Chief and Council for presentation and adoption; then made available to the general public.
- 16.4 The Committee shall meet from time to time to review and amend the policy.

17.0 AMENDMENTS

- 17.1 The provisions of this policy may be amended, altered or varied by written resolution as adopted by the Cowessess Education Committee upon approval to the said amendments having first being obtained from the Chief and Council of the Cowessess First Nation.
- 17.2 Amendments adopted pursuant to subsection 17 (a) shall be incorporated into the within policy and shall take effect at the time or times specified in the written resolution adopting the amendment.
- 17.3 Copies of all amendments adopted by the Cowessess Education Committee pursuant to the provisions of subsection 17 (a) hereof shall:
- (a) be provided to all post secondary students;
 - (b) be provided to the Council of the Cowessess First Nation for their records; and
 - (c) be kept at the Band Administration Office and made available for inspection by students, parents or guardians of students, or any members of the Cowessess First Nation at any time during normal business hours.