

ANIMBIIGOO ZAAGI'IGAN ANISHINAABEK



EDUCATION

POLICY

2011

Passed by Animbiigoo Zaagi'igan Anishinaabek Council March 24, 2011

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INTRODUCTION

The Animbiigoo Zaagi'igan Anishinaabek Education Department, with funding from Indian and Northern Affairs Canada's Post Secondary Student Support Program, provides financial assistance to eligible members of our First Nation to be used towards the costs of their Post Secondary Education. The final objective being, to have our members graduate with the qualifications and skills needed to pursue individual careers and to promote Economic Self Reliance.

As additional encouragement to the members of our First Nation to pursue a Post Secondary Education, the Council of Animbiigoo Zaagi'igan Anishinaabek has also committed to paying Application Fees and Mature Student Test Fees for each member to a maximum of three separate occasions. Each student must pay his or her Application Fee, or Mature Student Test Fee, and will be reimbursed upon presenting an official receipt to our Education Department.

This Education Policy defines the implementation of the Post Secondary Student Support Program as per Animbiigoo Zaagi'igan Anishinaabek.

This document outlines:

- 1) The criteria to be met by students in order to qualify for financial assistance.
- 2) The priority categories in which the approvals for assistance will be selected.
- 3) The responsibilities of the Sponsored Student and of the Education Department.
- 4) The maximum duration of support that may be provided with respect to various levels of Post Secondary Education.
- 5) The types and levels of allowance available through the Post Secondary Student Support Program as per Animbiigoo Zaagi'igan Anishinaabek.
- 6) The types and levels of incentives available through the Post Secondary Student Support Program with respect to various levels of Post Secondary Education.
- 7) The provisions of assistance or allowances available through the Post Secondary Student Support Program as per Animbiigoo Zaagi'igan Anishinaabek.
- 8) The position taken with respect to changing Programs of Studies as per Animbiigoo Zaagi'igan Anishinaabek.
- 9) The conditions of Academic Probation as per Animbiigoo Zaagi'igan Anishinaabek.
- 10) The conditions of terminating assistance from the Post Secondary student Support Program as per Animbiigoo Zaagi'igan Anishinaabek.
- 11) The appeals process to be followed regarding the Post Secondary Student Support Program as per Animbiigoo Zaagi'igan Anishinaabek.

DEFINITIONS

- 1) **“Resident”** means a person who has resided in Canada for twelve consecutive months prior to application. This also includes students who have been living outside of Canada as a result of their studies.
- 2) **“Post-Secondary Education”** means a program of studies, offered by a Post Secondary institution, for which completion of secondary studies or equivalent is a prerequisite.
- 3) **“Program of Studies”** includes all Post-Secondary programs greater than one academic year in duration, leading to a certificate, diploma, or degree.
- 4) **“Post Secondary Institutions”** are degree, diploma and certificate granting institutions which are recognized by a province and include educational institutions affiliated with, or delivering accredited Post-Secondary programs by arrangement with a Post-Secondary institution.
- 5) **“Canadian Public Institution”** is a Post-Secondary institution which receives the majority of its funding from federal and provincial governments.
- 6) **“Private Institutions” or “Career Institutes”** are primarily for profit organizations which offer compressed diploma or degree programs.
- 7) **“Full-Time Students”** and **“Part-Time Students”** are as defined by the Post-Secondary Institution.
- 8) **“Academic Year”** is as defined by the Post-Secondary Institution, but will not be less than eight months duration.
- 9) **“Dependant Spouse”** means a person who is married to the student or a person who has lived with the student as husband and wife for a period of at least one year prior to application for educational assistance. The person is dependent upon the student and does not receive income in excess of the level of income allowed for dependent spouse by Revenue Canada’s Income Tax Regulation. (Currently \$9600.00 but is subject to change)
- 10) **“Dependent”** means a person who is dependent upon the student as defined by the Revenue Canada Income Tax Regulations and who does not receive income in excess of the level of support allowed for a dependent by Revenue Canada Income Tax Regulations.
- 11) **“CEGEP”** is an abbreviation for College d’enseignement general et professionnel. CEGEP’s operate in Quebec.

SECTION 1

1. Eligibility

- (a) To be eligible for assistance under the Post Secondary Student Support Program through Animbiigoo Zaagi'igan Anishinaabek the applicant;
 - i) Must be a registered member of Animbiigoo Zaagi'igan Anishinaabek, who has completed probationary member period. *****Exception** If the applicant was a minor at the time of transfer.***
 - ii) Must have been a resident in Canada for twelve consecutive months prior to the date of application.
 - iii) Must have met university or college entrance requirements and have been enrolled or accepted for enrollment in a Post-Secondary Institution for a program of studies.
- (b) Post Secondary Programs are those that require a minimum grade twelve or equivalent diploma for admission. However, applicants who have been accepted as mature students are given equal consideration for post-secondary assistance. The applicant should contact the institution which he/she plans to attend, to clarify whether a program is considered as post secondary.
- (c) The applicant must make available a letter of acceptance and a Transcript of marks indicating promotion from a secondary or approval to continue studies, from a post-secondary institution.
- (d) The student must complete and sign an Educational Assistance Application Package, as attached in Annex B, which consists of, a Student Contract Form, a Transcript Release Form, an EI Disclosure Form, and a Student Budget Request Form. Each application is for one school year or summer or winter session. Continuing students must complete a new application each year or after their intercession or summer courses.
- (e) Assistance will be provided within the limits of funding set out by Indian and Northern Affairs Canada. If assistance for the number of eligible applicants exceeds the budget, applications will be deferred according to the rules set out in the First Nation's operating guidelines.

Sponsorship is always dependent on available funding and will be subject to the Priority Categories as set out in Section 2 of this Policy.

SECTION 2

2. Student Priority Categories

a) Applications received from eligible students after the post secondary education budget is exhausted will be *deferred* until the following year or until the budget for this program is reallocated.

b) **Approval of all applications shall be based on the priority categories listed below:**

- i) Students who were enrolled in post secondary studies or graduated from High School or a college entrance preparation program in the preceding year with a 60% average and who are continuing in a post-secondary program of studies. This included the student who completes an undergraduate degree and continues on to an advanced degree program of studies.
- ii) Students whose applications for assistance were deferred from previous year for lack of funds and who are reapplying for assistance, and who attended a full-time post secondary program through other financial sources (OSAP, or at their own expense) and have at least a 60% average.
- iii) Other new mature post-secondary students and students enrolled in university and college entrance preparation programs.
- iv) Students returning to studies after having completed any Level I, II, III or CEGEP program and are applying for either part-time or full-time funding towards a second certificate, diploma or degree, which is not advancement in a previously funded field. These students must wait 5 full calendar years from the date of graduation or the last month of eligibility.
- v) Students returning to studies after having withdrawn from any previous post secondary program; also, students who were unsuccessful in previous attempts at post-secondary studies. In the event that the student has been expelled or withdrawn, the student must wait 2 full calendar years from the date of expulsion or withdrawal, to reapply. Special consideration may be given if funding is available, providing the circumstances and situation is brought forward by the Education Department, to Chief and Council for review. Documentation and proof will be requested.
- vi) Students over the age of 18 which are new transferees to Animbiigoo Zaagi'igan Anishinaabek, who are still considered probationary members (being members for less than the two year probationary period)

SECTION 3

3. Student Applications

(a) Receiving Applications

Applications for financial assistance received by the Education Department must include as a minimum:

- i) A completed application package issued by the Animbiigoo Zaagi'igan Anishinaabek as outlined in ANNEX B.
- ii) Documentary proof, (Status Card), that the applicant is a member of Animbiigoo Zaagi'igan Anishinaabek. Also documentation confirming dependants. (Statement of Family Allowance Benefits)
- iii) Documentary proof of acceptance into a post secondary program of studies.(College/University Acceptance Letter)
- iv) Documentary proof of Budget Request. (Book Quote, Supply Quote, Equipment Quote)

Applications lacking the above documentation will not be processed until all documentation is received, as outlined in Section 1, of this Policy.

Animbiigoo Zaagi'igan Anishinaabek will make every effort to assist applicants to complete their applications and may request additional documents or information (education plan) after receipt of application.

(b) Dates of Application

For September Enrollment.....	June 15th
For Winter Enrollment.....	October 1st
For Intercession or Summer Enrollment.....	April 1st

Applications received on and prior to the above dates will be prioritized according to Animbiigoo Zaagi'igan Anishinaabek's Priority Categories, as set out in **Section 2** of this Education Policy.

Applications received after the above application deadline dates must be held until it can be determined if funds are available after processing the above first batch of applications. If funds are not available, these late applications will be treated as deferred applications.

***** Deferred applications are those eligible applicants refused support for lack of funds at regional level.*****

SECTION 4

4. Roles and Responsibilities

(a) Education Counsellor

The Education Counsellor will advocate on behalf of the student. They will make recommendations to Council with regard to the student; however final approval will lie with the Council of Animbiigoo Zaagi'igan Anishinaabek.

i) Receipt of Application

A letter will be provided to the applicant **upon receipt of application** to confirm receipt and to request any additional information from applicant.

ii) Approved Applications

A letter will be provided to the **approved applicant** with the following:

- A Summary of Assistance Letter
- A Copy of the Sponsorship Letter

iii) Deferred Applications

A letter will be provided to the **deferred applicant** with the following:

- Date that the application was deferred
- Reason why the application was deferred

iv) Institution Notification

The Institution is notified in writing by a Letter of Sponsorship of Animbiigoo Zaagi'igan Anishinaabek's role and responsibility for payment of tuition

(b) Approved Applicant or Sponsored Student

The Sponsored Student must comply with all guidelines as set out in this Policy and it is the responsibility of the Sponsored Student to provide accurate and honest representation of their current situation.

Sponsored Students must make all communications through the Education Department.

Any dialogue with another staff member or a member of Council is not communication with the Education Department and may slow the process of any request.

A Sponsored Student must provide the Education Department with all requested information, failure to do so may result in review of Sponsorship Arrangement.

SECTION 5

5. Limits of Assistance

To continue with full time sponsorship, you must move upward on the educational ladder (Diploma – Bachelors – Masters – Doctorate), and not move backward or remain at the same level. Full-time sponsorship *may* be considered at the same level of education after five calendar years from the date of graduation.

(a) Assistance may be provided for three **Levels** of post secondary education:

Level I - Community College, UCEP, and CEGEP programs.

Level II – Undergraduate Programs (University)

Level III – Advances or Post Graduate Studies.

Post – Graduate Studies

The Masters Level follows the successful completion of an Honors B.A. It takes approximately 2-3 years of full-time studies to complete or 12 terms of part-time studies. A student who has successfully completed four years of Medicine, Law, Dentistry, etc. will be considered to be in Masters Studies.

The PhD Level follows the successful completion of a Masters Degree. A student who has successfully completed six years of full-time studies or maximum of 18 terms of part-time studies in Medicine, Law, Dentistry, etc. will be considered a Ph.D.

(b) Assistance may be provided for the number of academic years of the program as defined by the post secondary institution in which the student is enrolled and will be predetermined, at time of application.

(c) Students enrolled in all levels (Level I, II, and III) may be assisted for up to one additional academic year per level, for medical or personal reasons if such extension is approved in writing by the institutions Dean, and Animbiigoo Zaagi'igan Anishinaabek Education Department.

(d) Students with a Level II Diploma with or without assistance from this program are not eligible for Level I or II assistance within the time period limitations (5 years).

(e) Students with a Level III Degree, with or without assistance from this program are not eligible for Level I or II assistance within the time period limitations (5 years).

(f) For a change their program of studies, a student must contact Animbiigoo Zaagi'igan Anishinaabek Education Department to discuss options. ***Change of Programs, throughout the year is only supported as per Section 9 of this Policy.***

(g) Due to the limits of funding available, Upgrading Programs which lead to a Secondary School Diploma or Equivalent (GED) will not be considered for funding, through this Post Secondary Student Program.

SECTION 6

6. Types of Assistance for Full Time Studies

The Education Department will make every attempt to assist as many students as possible within an Academic Year to acquire a Post Secondary Education.

All amounts set out in a Student's Budget Request are subject to approval, and are not guaranteed to be issued to each student.

The Council of Animbiigoo Zaagi'igan Anishinaabek reserves the right to select which requested amounts are necessary for the student to successfully complete their Academic Year, thereby possibly allowing more Members of Animbiigoo Zaagi'igan Anishinaabek to pursue a Post Secondary Education.

(a) Tuition

The Institution is notified in writing by a Letter of Sponsorship of Animbiigoo Zaagi'igan Anishinaabek's role and responsibility for payment of tuition.

Tuition fees are approved for payment after the Education Department has received an official Invoice from the Institute.

Tuition Assistance may be provided for:

- i) Students attending Canadian Public Institutions at the normal rate charged by the institutions for a Canadian student.
- ii) Students attending Private or Foreign Institutions **may** be assisted at the same rate of the Canadian Institution where a similar program is offered, nearest to the student's place of residence when applying. All costs over and above this amount are the sole responsibility of the student.

(b) Books

Support for books will only cover textbooks officially listed as **required** by the institution for a student's program of studies.

Funding for books will be paid **directly** to the college or university bookstore. Bookstores will be notified by a Letter of Sponsorship of Animbiigoo Zaagi'igan Anishinaabek's responsibility for the invoicing and payment. Students must notify the Education Counsellor of contact information of book store at time of application.

(c) **Residency**

The student will inform at time of application if they wish to live in residency. The amounts for living in residence and subsequent meal plans are to be listed in the Student Budget Request Form as set out in **ANNEX B**. The student must contact the Institute for actual residency and meal plan amounts and submit them on the Student Budget Request Form. The Education Counsellor will notify the Institution upon approval of application.

(d) **Living Allowance**

*****The Maximum Levels of Living Allowances are set out in ANNEX A. *****

This support for living expenses is expected to cover such costs as food, shelter, daily transportation, child care, and contingency funding. Students receiving a Living Allowance are required to notify the Education Department of a change in their employment situation. If there is a failure to report full time employment, or a change in employment situation, the student **may** be required to repay the living allowance amounts that they have received for the time that the increase or change has been in effect.

Some programs are listed as full time while students are still able to hold a full time job (35 hrs per week) while completing their studies.

Living allowance will be paid at the end of each month and students must supply a valid bank account prior to the beginning of the school year to deposit the living allowance. No advances on living allowance will be made to any student during the course of the school year.

*****Those students having Full Time Employment (35 hrs of work per week) are not eligible to receive Living Allowance benefits. *****

(e) **Special Equipment**

Students enrolled in programs that require special uniforms or equipment officially listed as **required** by the university or college (Nursing, Electronics, etc.) **may** receive assistance for these items, **if the required funds are available**. The student must have documented cost estimates for these supplies or equipment verified by a program official and submitted in their budget at time of application. If supplies or equipment are not available on campus, arrangements **may** be made with the Supplier for payment from Animbiigoo Zaagi'igan Anishinaabek upon approval.

(f) Computer Incentive

Full-time PSE students for the purchase of a computer (desktop or laptop)
If the required funds are available.

Students are responsible for the purchase of their computer/laptop.
Funds will be distributed in 2 payments. The first payment (maximum \$500) will be made upon Animbiigoo Zaagi'igan Anishinaabek receiving the computer receipt from the student.

Students will not receive the second and final payment (maximum \$500) until ***after the successful completion of the first year of their current program.*** Transcripts verifying successful completion must be received by the Education Department prior to the distribution of funds.

Funding will not be provided over and above the cost of the computer. Should the purchase price fall below the maximum amount allowable, funds will only be distributed for the actual cost of the computer. Proof of purchase (receipts) must be submitted.

(g) Practical Assistance

Practical Assistance ***may*** be provided, ***if funds are available***, to practicals that occur away from the school they are attending. The Practical Assistance ***may*** include mileage (\$0.36 / km), meals (\$50/day) and accommodations (\$90/day) for the time period that the student will be away. Students ***must*** submit a budget for Practical Assistance at time of application. If the student does not submit this in their budget at the time of application, it is likely that the Education Budget will be expended before these Practical's occur.

***** Students are responsible for making their own arrangements while they attend any Practical's, and are expected to budget themselves accordingly. *****

(h) Travel Grant

Students who are required to live away from their permanent place of residence ***may*** qualify for a travel grant, ***if funds are available***. Students ***may*** receive allowances to travel between home and school for four (4) one way trips each school year. September, December, January, April.

*****Exceptions to this policy occur when continuous registration occurs after April. i.e. Intercession courses. Such students will not receive return travel in April. *****

8. Types of Assistance for Part Time Studies

(a) Tuition

The Institution is notified in writing by a Letter of Sponsorship of Animbiigoo Zaagi'igan Anishinaabek's role and responsibility for payment of tuition.

Tuition fees are approved for payment after the Education Department has received an official Invoice from the Institute.

Tuition Assistance may be provided for:

- iii) Students attending Canadian Public Institutions at the normal rate charged by the institutions for a Canadian student.
- iv) Students attending Private or Foreign Institutions **may** be assisted at the same rate of the Canadian Institution where a similar program is offered, nearest to the student's place of residence when applying. All costs over and above this amount are the sole responsibility of the student.

(b) Books

Support for books will only cover textbooks officially listed as **required** by the institution for a student's program of studies.

Funding for books will be paid **directly** to the college or university bookstore. Bookstores will be notified by a Letter of Sponsorship of Animbiigoo Zaagi'igan Anishinaabek's responsibility for the invoicing and payment. Students must notify the Education Counsellor of contact information of book store at time of application.

(c) Residency

Part Time Students are **not** eligible for Residency Assistance.

You must be enrolled in full time studies to be eligible

(d) Living Allowance

Part Time Students are **not** eligible for Living Allowance Assistance.

You must be enrolled in full time studies to be eligible.

(e) Special Equipment

Students enrolled in programs that require special uniforms or equipment officially listed as **required** by the university or college (Nursing, Electronics, etc.) **may** receive assistance for these items, ***if the required funds are available***. The student must have documented cost estimates for these supplies or equipment verified by a program official and submitted in their budget at time of application. If supplies or equipment are not available on campus, arrangements **may** be made with the Supplier for payment from Animbiigoo Zaagi'igan Anishinaabek upon approval.

(f) Computer Incentive

Part Time Students are *not* eligible for the Computer Incentive.
You must be enrolled in full time studies to be eligible

(g) Practical Assistance

Practical Assistance *may* be provided, *if funds are available*, to Practicals that occur away from the school they are attending. The Practical Assistance *may* include mileage (\$0.36 / km), meals (\$50/day) and accommodations (\$90/day) for the time period that the student will be away. Students *must* submit a budget for Practical Assistance at time of application. If the student does not submit this in their budget at the time of application, it is likely that the Education Budget will be expended before these Practicals occur.

***** Students are responsible for making their own arrangements while they attend any Practicals, and are expected to budget themselves accordingly. *****

(h) Travel Grant

Part Time Students are *not* eligible for the Travel Grant.
You must be enrolled in full time studies to be eligible

SECTION 7

6. Incentives

*****Each Fiscal Year, Animbiigoo Zaagi'igan Anishinaabek will provide the types of incentives listed in this section,***

(a) Incentives for students enrolled in Level III programs:

A student enrolled in a Level III program will receive an incentive from Animbiigoo Zaagi'igan Anishinaabek of **\$1,000.00**.

Students will only be eligible for this incentive upon commencement of the second year of their program of studies.

(b) Incentives for students enrolled in Level II programs:

A student enrolled in a Level II program will receive an incentive from Animbiigoo Zaagi'igan Anishinaabek of **\$1,000.00**.

Students will only be eligible for this incentive upon commencement of the second year of their program of studies.

(c) Incentives for students enrolled in Level I programs:

A student enrolled in a Level I program will receive an incentive from Animbiigoo Zaagi'igan Anishinaabek, subject to a maximum of **\$1,000.00**.

These Incentives are of a competitive nature and the following attachments are required with your application:

- i) The Incentive application
- ii) Letter from the student describing:

*Why they believe themselves to be the best candidate for the scholarship.

*How the program of studies they are pursuing directly contributes to economic self-reliance.

*Involvement in Animbiigoo Zaagi'igan Anishinaabek activities or events such as Band meetings, Health Fairs, Career Fairs, Community gatherings, Committees, etc.

- iii) Official Transcript from the Institute

*****Students must complete and submit a scholarship application as set out in ANNEX C to the Education Department prior to deadline to be eligible to receive an incentive.*****

The Deadline for Incentive Applications is July 31st.

SECTION 8

9. Provision of Assistance

In order to receive living allowance, eligible students must be registered as a Full Time student with the educational institution they are enrolled in. Students must maintain this standing at all times, otherwise, they will be considered Part-Time. **Part-Time and Summer Vocational students do not receive a living allowance.**

***Those students having Full Time Employment (35 hrs of work per week) are not eligible to receive Living Allowance benefits. ***

When mid-term/final grade reports are released you must submit the report to the Education Department within 30 days. Failure to do so may result in a delay of your living allowance until the Education Department has a copy of your report.

***This applies to all students. ***

Living allowance will be allocated monthly and deposited into the student's bank account on the **LAST DAY** of each month.

The student must notify Animbiigoo Zaagi'igan Anishinaabek of the official last day of their course (*including final exams*) to ensure the proper disbursement of living allowance is made.

It is the responsibility of each student to notify Animbiigoo Zaagi'igan Anishinaabek regarding their mailing address, contact information and for direct deposit, any banking information required for the direct deposit service. This information is to be completed on your application.

Living Allowance Disbursements will be as follows:

- 1) Last day of August (31st) is first allowance**
- 2) Last day of March (31st) is final allowance**

A partial allowance *may* be given to those students whose courses run into May, if the Education Department is notified of your correct final date – **this includes final exams**.

SECTION 9

10. Changing Program of Studies

Animbiigoo Zaagi'igan Anishinaabek will not support the voluntary transfer of programs and/or institutions throughout any year. Occurrence of such activity will subject the student to termination of their assistance as outlined in **Section 12 (a)** of the policy.

In the event that the situation is beyond the student's control, the student must contact Animbiigoo Zaagi'igan Anishinaabek to discuss their options.

SECTION 10

11. Academic Probation

If a Sponsored Student fails to comply with the regulations as set out in this policy, the Education Department will recommend that the Student be placed on Academic Probation, for a minimum of 1 semester, and the sponsorship will be reviewed.

A student will be placed on Academic Probation when;

- i) The student fails 25% or more courses on their mid-term or final grade report.*
- ii) The student's attendance and progress is not acceptable (i.e. unexcused absences, assignments/tests failed, missing or late, etc.*

Sponsorship may be immediately suspended, if the Education Department receives no reasonable explanation or discussion regarding the above mentioned situations. ***Communication with the Education Department is essential in this instance.***

A student will be required to sign a "Student Academic Probation Contract" as set out in ANNEX D, before further sponsorship is continued.

While on probation, you **must** maintain minimum grades of "Satisfactory" ("S"), 60% ("C"), or a G.P.A of 2.5 for all courses at mid-terms and finals.

The student will be required to submit bi-weekly attendance sheets as set out in ANNEX E; this must be initialed by your instructor, and submitted to the Education Department until the student has been notified that the Probation has ended.

While on probation, if, at any time, the students' attendance and progress remains to be not acceptable (i.e. unexcused absences, assignments/tests missing or late, etc.), he/she will be discontinued as a Full-Time student, therefore they will no longer be eligible to receive a living allowance.

Each Academic Probation situation will be reviewed at the middle and end of each semester. The decision of when to end the probationary period will lie with the Council of Animbiigoo Zaagi'igan Anishinaabek.

If the student is not making any attempt to improve, the sponsorship may be discontinued. If a student is discontinued, he/she may reapply for Full-Time sponsorship after two complete calendar years. All eligible guidelines will apply. After such time, this student must maintain a minimum grade of 60% or "C" for the remainder of his/her studies at the same level of education.

If a student withdraws without consulting the Education Department, they may be asked to refund all expenses incurred by Animbiigoo Zaagi'igan Anishinaabek. They will not be eligible for funding again until all amounts are repaid to the First Nation, and two complete calendar years have passed.

SECTION 11

12. Termination of Sponsorship

Animbiigoo Zaagi'igan Anishinaabek will terminate sponsorship:

- (a) when the transfer of programs and/or institutions by the student occurs at any time throughout the school year, without Animbiigoo Zaagi'igan Anishinaabek notification or approval.
- (b) if at any time, the student, has any unexcused absences exceeding 10 days. Supporting documentation must be submitted to the Education Counsellor for excusable absences (i.e. sick, death in family, etc.)
- (c) if the student fails to keep up with eligibility criteria as outlined in Section 1 (a)(i) of the policy.
- (d) until a student enrolls in a more advanced program if:
 - (i) He/she has met graduation requirements for in College diploma or University degree.
 - (ii) He/She has used up the total number of student months allocated for any one Level.
- (e) when the student on academic probation fails to improve his situation, as outlined in **Section 11** of the policy.

The Education Department will make every effort to assist all students in maintaining their Sponsorship through communication and counseling.

The final decision to Terminate Sponsorship will be made by the Council of Animbiigoo Zaagi'igan Anishinaabek.

Any and all appeals of this decision are subject to the terms outlined in Section 13 of this policy.

SECTION 12

13. Appeal Process

To ensure fairness and equitable treatment under the policy, administering organizations must have an appeal process in place. This process must incorporate the following basic elements:

- (a) Formal statement and public distribution of the said policy and said procedures.
- (b) Ensuring that the student has the right to an established appeal process. This includes the existence of an impartial appeal board.
- (c) Ensuring that the student has the right to have support in the form of an advisor or advocate.
- (d) The establishment of specific time frames for the appeal hearing to be set and for decisions to be made.
- (e) Confirmation that all parties will abide by the Appeal Board's decision.

*****Students may not appeal to the Department of Indian Affairs on decisions made by the Council, Education Department, or Appeal Board, regarding the Post Secondary Student Support Program.*****

Application

- i) When a student is convinced that the Animbiigoo Zaagi'igan Anishinaabek guidelines are not being fairly applied to his/her situation then the student has access to an appeal hearing.
- ii) There is no appeal against refusal of assistance because funds are not available.
- iii) The student is to address the appeal to the Animbiigoo Zaagi'igan Anishinaabek Education Department.

Procedures

1. The student informs the Animbiigoo Zaagi'igan Anishinaabek Education Department in writing of the intent to appeal.
2. The student will provide the following information when appealing:
 - (i) Student's name, address, email contact, and telephone number.
 - (ii) Institution attended and program of studies.
 - (iii) Reason for appeal, citing relevant sections of the Policy.
 - (iv) Name, address, and telephone number of student's representative.
3. The student will send the appeal letter to the Animbiigoo Zaagi'igan Anishinaabek Education Department.
4. The Education Department will confirm receipt of the appeal in writing and set a date to hold the appeal process.
5. The Appeal Board will conduct hearings as they are required.
6. An Appeal Board will be set up with the following members:
 - i) 1 Chief or Council Member.
 - ii) 1 Band Administrator of Animbiigoo Zaagi'igan Anishinaabek.
 - iii) 1 Elder Band Member agreed upon by both parties.
 - iv) 1 Former Graduate of the Post Secondary Student Support Program who is a Band Member, agreed upon by both parties.
 - v) 1 Official from another education authority, excluding DIAND employees.
7. The Education Department will arrange with the Board Members and Student, the date, time and location of the appeal hearing.
8. Animbiigoo Zaagi'igan Anishinaabek **will not** provide the costs for Appeal Board Members, Advocates or Students to attend the appeal hearing.
9. The Appeal Board's ruling will be based on the majority decision.
10. The Appeal Board's ruling must be consistent with the intention of the Post Secondary Student Support Program Policy and Guidelines.
11. The appeal and its hearing will be kept on file for reference.
12. The Appeal Board's decision is final.

ANNEX A

MAXIMIUM LEVELS OF MONTHLY LIVING ALLOWANCES

a) Single Student living with employed parents	\$425
b) Single Student living on own	\$900
c) Student with	
Employed Spouse	\$800
1 additional dependent	\$1025
2 additional dependents	\$1250
3 additional dependents	\$1450
4 additional dependents	\$1500
5 additional dependents	\$1575
d) Student with	
Dependent Spouse	\$1075
1 additional dependent	\$1250
2 additional dependents	\$1450
3 additional dependents	\$1625
4 additional dependents	\$1675
5 additional dependents	\$1725
e) Single Parent with	
1 dependent	\$1325
2 dependents	\$1450
3 dependents	\$1625
4 dependents	\$1675
5 dependents	\$1725



ANIMBIIGOO ZAAGI'IGAN ANISHINABEK

ANNEX B

204 Main Street, P. O. Box 120
Beardmore, Ontario P0T 1G0
Phone: 807-875-2785 EXT. 34 Fax: 807-875-2786
Education Counsellor: **Judy Manning** jmanning@aza.ca

APPLICATION INSTRUCTIONS

Whether you are considering entering into Post Secondary education for the first time, or are returning for another year this package will help us determine your eligibility, and update our files for any changing information.

Please read and complete **all required forms** carefully and ensure that all **supporting documents are attached**. Missing information, signatures or supporting documents, will render the application incomplete, delaying processing and possibly affecting the student's entrance into their chosen school.

Applications for financial educational assistance must include the following:

1. A completed "Application for Educational Assistance Form"
2. A signed and dated "Student Contract Form"
3. A completed "Transcripts Release Form"
4. Documentary proof as follows:
 - **copy of your status card**
 - **letter of acceptance from school, or copy of transcripts.**
 - **copy of family allowance benefits for dependents, if applicable**
 - **proof of dependent / employed spouse, if applicable**
5. A budget of costs - tuition(**paid directly to institute**), books(**paid directly to institute**), special equipment and travel -**with documents of proof**, (Course Outline, Bookstore Quote etc.)
6. Banking Information: Living allowance is **directly deposited** to your account on the last day of the month, so please include your bank account number, transit number and bank number; **you can call your branch to send you a paper with this info on it.**
7. A completed EI Disclosure Form.

Application Deadlines:
April 1st for Summer Enrollment
June 15th for September Enrollment
October 1st for Winter Enrollment

Mail your completed Application to the Education Department at the above address.
Include any other relevant Contact Names and Numbers from your school on a separate sheet.
Should you have any questions on completing the application, please feel free to call me for help.

Thank you and good luck in your Post Secondary years.

Judy Manning
Education Counsellor
807-875-2785 EXT.255
Animbiigoo Zaagi'igan Anishinaabek

Revised March 24 / 11



ANIMBIIGOO ZAAG'IGAN ANISHINAABEK
 204 Main Street, P. O. Box 120
 Beardmore, Ontario P0T 1G0
 Phone: 807-875-2785 EXT. 255 Fax: 807-875-2786
 Education Counsellor : Judy Manning jmanning@aza.ca

Application for Post Secondary Educational Assistance

STUDENT INFORMATION

Surname	Given Name	<input type="checkbox"/> Male	<input type="checkbox"/> Single
		<input type="checkbox"/> Female	<input type="checkbox"/> Married / Common-law
DOB (mm/dd/yyyy)	Status #	SIN #	
Address			
Phone #	Fax #	Email:	
Banking Information – For Direct Deposit purposes only....			
Bank Name	Bank#	Transit #	Account #
Is Living Allowance Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Residency Fees
<input type="checkbox"/> Employed Full Time	<input type="checkbox"/> Employed Part Time		<input type="checkbox"/> Unemployed
<input type="checkbox"/> Spouse Employed Full Time	<input type="checkbox"/> Spouse Employed Part Time		<input type="checkbox"/> Spouse Unemployed
Dependant Name	Relationship	Date of Birth	

STUDENT EDUCATION PLAN

Type of School	<input checked="" type="checkbox"/> Community College	<input checked="" type="checkbox"/> University Diploma	<input checked="" type="checkbox"/> B. A.	<input checked="" type="checkbox"/> M. A.	<input checked="" type="checkbox"/> Ph. D
<input type="checkbox"/> New Student	<input type="checkbox"/> Full Time	<input type="checkbox"/> Final Acceptance		Length of Program _____ Year of Study	
<input type="checkbox"/> Re Enrollment	<input type="checkbox"/> Part Time	<input type="checkbox"/> Continued Acceptance			
		<input type="checkbox"/> Conditional Acceptance			
Course Description and Code					
Start Date					
End Date					
School Name					
Address					
Phone Number					
Fax Number					
Enrollment Councilor or Contact					
Contact Email or Phone Extension					
Academic Level Completed					
<input type="checkbox"/> High School	<input type="checkbox"/> Level I	<input type="checkbox"/> Level II	<input type="checkbox"/> Level III	<input type="checkbox"/> UCEPP	

For Office Use - Only	<input type="checkbox"/> Priority	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended	<input type="checkbox"/> Funding Dependent
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PLEASE NOTE: This application **SHALL NOT** be considered complete and **WILL NOT** be processed until **ALL** supporting documents as listed on Cover sheet of Application Package are attached and received by the Education Department.



ANIMBIIGOO ZAAG'IGAN ANISHINAABEK

204 Main Street, P. O. Box 120

Beardmore, Ontario P0T 1G0

Phone: 807-875-2785 EXT. 255 Fax: 807-875-2786

Education Counsellor: **Judy Manning** jmanning@aza.ca

STUDENT CONTRACT FORM

As a student receiving financial assistance for Post Secondary purposes you must comply with the following:

1. Attend your classes regularly.
2. Should you miss two or more days, a justified reason is required (ie: doctor certificate).
3. Should you not have just cause for your absence a deduction will be made on your next allowance.
4. Should this continue, your assistance will be disqualified and you will no longer receive assistance from the Band for Post Secondary education purposes.
5. You cannot use this assistance program for personal gain. (Car payments, credit cards, personal expenses, etc).
6. Should you use this assistance for personal gain, you will be disqualified and you will no longer receive assistance from the Band for Post Secondary Education purposes.

I have read the above terms and conditions, and agree to abide by them.

Student Signature _____

Dated _____

Education Counsellor Signature _____

Dated _____



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TRANSCRIPTS RELEASE FORM

College or University:	Student Name:
	Student Number:

I, _____, hereby authorize, _____
Student Name School Name

to release my transcripts and attendance records to the Animbiigoo Zaagi'igan Anishinaabek Education Authority while I am enrolled in the following program.

Program/Course Program Length Year of Study

In the event that I have to withdraw from the above program, notification shall be sent to the Animbiigoo Zaagi'igan Anishinaabek Education Authority, and any tuition to be refunded shall be made payable and sent to:

ANIMBIIGOO ZAAGI'IGAN ANSISHINAABEK
PO Box 120
Beardmore, Ontario
P0T 1G0

Student Signature _____

Dated _____

Education Officer Signature _____

Dated _____



Animbiigoo Zaagi'igan Anishinaabek

204 Main Street, PO Box 120

Beardmore, ON P0T 1G0

Phone: 807-875-2785 EXT.255

Fax: 807-875-2786

Education Counsellor : Judy Manning jmanning@aza.ca

Student Budget Request Form

NAME			
SCHOOL			
COURSE OF STUDY			
START DATE		END DATE	

Submit COMPLETE BUDGET for the year. Once all budgets are reviewed by the Education Department and possibly accepted, any additional costs after application deadlines will be considered a request to Council, and approval will be subject to the sole discretion of Council.

PARTICULARS	REQUESTED AMOUNT Student to fill out	AMOUNT APPROVED For office use only
TUITION (Total for the Year)		\$
BOOKS (Total for the Year)		\$
RESIDENCE FEES – from school # ___mos X \$ _____per mos = → MEAL PLAN – from school # ___mos X \$ _____per mos = →	_____ _____	\$
OR		
LIVING ALLOWANCE # ___mos X \$ _____per mos = → (See education policy for eligible amounts.)		\$
SPECIAL EQUIPMENT (REQUIRED to complete course (Scrubs, snowshoes, stethoscope) see course Outline <i>if funds available</i> _____(enter items that you need) _____(please get a quote from supplier)	_____ _____	\$
COMPUTER / LAPTOP (Max \$1000) <i>if funds available</i> (full time students only – purchase & submit receipt before we pay-half (max \$500) –other half at year end (max \$500).		\$
PRACTICALS–Ask instructor-see Course Outline(ONLY travel REQUIRED for completion of course(out of town Workshop/Practicum) <i>if funds available</i> Attach sheet with Dates and Locations. (See education policy for eligible amounts.) Location _____ # of Trips _____ # of Days _____		\$
TRAVEL GRANT - Travel to and from school Sept, Dec Jan, Apr Least expensive mode of transport (max 4 – 1way trips) <i>if funds available</i> # Trips ___ X mileage (.36 per km) \$ _____ or (Air/Bus) Fare \$ _____		\$

For Office Use Only	Amount Requested	\$	Amount Approved	\$
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Student Signature _____ AZA Signature _____

REQUEST FOR DISCLOSURE OF EI PROGRAM ELIGIBILITY

I, _____ do hereby consent to the disclosure and/or use of
Name of Individual
Personal information dealing with current & dormant Employment Insurance Claims only for the purpose of establishing eligibility for EI Supports and Measures.

For which purpose my personal information has been requested by and may be disclosed to:

ANISHINABEK EMPLOYMENT AND TRAINING SERVICES AND

ANIMB JIGOO ZAA GI'IGAN ANIS HINAABEK.

a) Current BPC c/w _____ Start Date: _____
Anticipated Expiry Date: _____ Benefit Rate \$ _____/Week
Date of First Week Benefits are Payable _____
Or
b) Dormant BPC c/w _____ Date of Last Week Benefits Paid _____
(Reachback Client's who have qualified for EI in Past 3 Years)
Or
c) Dormant Maternity/Parental/Sick BPC c/w _____ Start Date: _____
(Reachback for Special Benefits Recipients Commencing Within the Past 5 Years)
Comments if any: _____

(Signature of Individual Giving Consent)

(Date)

(Address)

(_____) _____
(Telephone Number)

**Note: If the individual wishes to refuse consent he/she should destroy this form.

Verified by: _____ Date: _____ Time: _____



Animbiigoo Zaagi'igan Anishinaabek

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Beardmore, ON P0T 1G0

Phone: 807-875-2785 EXT.255

Fax: 807-875-2786

Education Counsellor : **Judy Manning** jmanning@aza.ca

Revised March 24 / 11

CHECKLIST FOR EDUCATION PACKAGE

This Checklist for New and Continuing Students has been created to ensure that all applications are fully completed, **NO APPLICATIONS WILL BE ACCEPTED THAT ARE INCOMPLETE**, and that all students are aware of the responsibilities that they will be facing as a full time student.

Applications:

HAVE YOU:

- **Fully Completed** all required Sections in the Application
- Attached A Copy of your Status Card
- Attached Your Acceptance Letter
- Attached any required proof, Course Outline –Quotes – Proof of Dependants (Family Allowance Statement)
- Attached Direct Deposit Banking Paper(contact your branch) or Filled in Correct Banking Info
- Completed and signed Student Contract
- Completed and signed Transcript Release Form
- Completed Budget Request- the more information on your **True or Complete** course cost, the quicker Council can decide on your application. These numbers need to have required proof (Book Store quote, Course Outline, Proof Of Required Practicals)
- In the Practicals and Travel Grant Areas, The AZA Education / Finance Office will Calculate the cost – **BUT WE NEED TO KNOW HOW MANY TRIPS AND TO WHERE YOU NEED TO TRAVEL AND ON WHICH DATES**
- Completed and signed EI Disclosure Form

It is the responsibility of the student to:

- Contact Your Enrollment Councilor or Student Councilor (Native Liaison) and Bookstore To obtain all of your necessary information, ie. Contact Information, Course Outline, Tuition Fees Residency Fees, Book Fees (**get written quote from Bookstore**) etc. if you do not already have this information.
- Finance their own moving costs and any deposits for utilities, such as gas, hydro, telephone, etc.
- Arrange for accommodations that will be affordable based on the amounts stated in your approval letter.
- Ensure that accommodations are at a reasonable distance from the school or institution so that you are able to commute to and from school in a timely, affordable manner. (ie. Public transit, walking.)
- Budget yourself according to the amount stated on the approval letter. This allowance is to be used for groceries, rent, utilities, transportation, parking and any other necessities.

Revised March 24 / 11



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Phone: 807-875-2785 EXT. 255

Fax: 807-875-2786

Education Counsellor : **Judy Manning** jmanning@aza.ca

Application for Post-Secondary Studies Incentive

Surname	Given Name	Date of Birth M D YR
Address		
Telephone No.	Fax No.	Sex M <input type="checkbox"/> F <input type="checkbox"/>
Status No.	Email Address	

I am applying for: **Level III incentive**
 Level II incentive
 Level I incentive

Program of Study/Course Description				
Level of Program:			Attendance	
Community College	University Diploma	B.A.	M.A.	PhD
Full-time		Part-time		
Length of Program	Years of Attendance	Graduation Date		Current GPA
Yrs.		M	YR	
Name of Institution				
Institution Address				
Telephone No.		Fax No.		
Highest Level of Academics Completed				
High School	Level I	Level II	Level III	CEGEP

All applications must include a letter describing:

1. Why they believe themselves to be the best candidate for the scholarship.
2. How the program of studies they are pursuing directly contributes to achieving self-government and economic self-reliance. (Strategic Studies Scholarship only)
3. Your involvement in Animiigoo Zaagi'igan Anishinaabek activities or events such as Band meetings, Health Fairs, Career Fairs, Community gatherings, Committees, etc.

AND -- A copy of your most recent school transcript or grades.

**** PLEASE NOTE: APPLICATIONS WILL NOT BE PROCESSED IF INCOMPLETE OR MISSING DOCUMENTATION.****

Please send to: Animiigoo Zaagi'igan Anishinaabek
Attn: Education Department
204 Main St. Box 120
Beardmore, ON
P0T 1G0

****DEADLINE FOR SUBMISSION OF APPLICATIONS IS JULY 31.****

Revised March 24 / 11