

# Sandy Bay Ojibway First Nation



## POST SECONDARY HANDBOOK

Ratified by:  
Sandy Bay Ojibway First Nation  
Chief & Council

Chief Irvin McIvor

Councillor Chris Racette

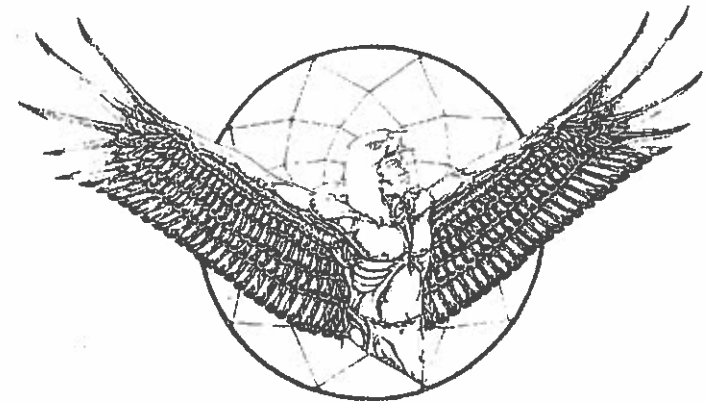
Councillor Lance Roulette

Councillor Herman Richard

Councillor Stanford Roulette

Revised April 1, 2011

POST-SECONDARY  
STUDENT SUPPORT PROGRAM  
STUDENT HANDBOOK



SANDY BAY POST SECONDARY PROGRAM

BOX 108

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Revised April 1, 2011

MISSION STATEMENT

*The Band will strive to ensure that each individual shall be provided with the opportunity to develop to his or her highest potential.*

*Therefore, the staff shall strive to develop in students the knowledge, skills, habits, understandings, attitudes and character traits that are essential for the sound choice of and participation in a vocation.*

*The outcomes to be achieved are the development of a sound moral character, appreciation of spiritual and cultural values; respect for tradition; a responsible approach towards life, respect and concerns for the rights of others regardless of race or creed; and a willingness to act in the best interests of the community.*

*The board believes that these objectives can be achieved only with the full cooperation and support of all individuals and agencies of the community life which share responsibility for the welfare and development of students. Among these, the responsibility of the home is most important.*

*The Band therefore encourages continuing communication and cooperation with parents, families and community agencies in the pursuit of these objectives.*

*Education must therefore be seen as a means to achieve these objectives, rather than an objective in itself.*

PREFACE

The Sandy Bay Post-Secondary Program is located in the IBMS school. The educational staff includes the Director of Education and the Education Counsellor. They are available to assist students in making application for educational assistance, budgeting and adjusting to college and university life.

The role of the Education Counsellor is to act as a liaison with instructors and staff members at all education institutions in which the students are enrolled.

OBJECTIVE

The objective of the Sandy Bay First Nations Post-Secondary Student Support Program is two-fold.

1. To assist Sandy Bay First Nation members to gain access to post-secondary institutions in order for them to graduate with the qualifications and skills needed to pursue individual careers; and
2. To contribute to the achievement of Native self-government and economic self-reliance.

INTRODUCTION

The Post Secondary Student Support Program provides financial support to eligible Treaty/Status members from the Sandy Bay Band towards the costs of their post-secondary education.

This document outlines the criteria to be met by applicants in order to qualify for financial assistance, the types and maximum levels of allowances and incentives available and the maximum duration of funding that is available for the different levels of post secondary education.

ELIGIBILITY

To be considered eligible for full-time or part-time educational sponsorship from the Sandy Bay Post-Secondary program, the applicant must:

1. be a treaty member of the Sandy Bay First Nation, or have been a treaty member of the Sandy Bay First Nation for at least 2 (two) consecutive years
2. First year university students will start in September or January of each year, but not during Spring or Summer Sessions.
3. Provide an acceptance letter for an eligible program from an eligible educational institution.
4. Provide a most recent transcript from the last education institution attended.
5. Provide details on the program and institution; ie; address, phone number & fax number to registrar and accounting offices, program content, program length, and all costs (tuition, books) associated with the program.
6. Previous applicants who were discontinued or terminated from their respective programs must wait a period of 2 years before applying for educational sponsorship. Once the two-year waiting period has been completed, the applicant must submit a plan of achievement goals, a plan of action, and if discontinuation may have been a result of addictions, the applicant must provide proof of completion of addictions counseling and treatment.
7. Must be a graduate with a Senior 4 high school or Mature Grade 12 diploma.

*(An exception may be made for older adults who may qualify to enter an institution on a Mature Student status.)*

8. Sign transcript release form for institute applying to attend;

#### PROGRAM ELIGIBILITY

1. Requires High School graduation/Mature Grade 12 for entrance. G.E.D graduates will not be considered for sponsorship.
2. Must be at least one academic year in length, but will not be less than eight months in duration.

#### INSTITUTION ELIGIBILITY

Applicants must attend an educational institution that offers their chosen program closest to their area of residence, i.e., students will not be relocated out-of-province if that same program is offered in a Manitoba educational institution or a student will not be relocated to Brandon or Winnipeg if that program is offered in Sandy Bay.

#### APPLICATION PROCEDURE

The student must complete the Sandy Bay Post Secondary Educational Assistance form, which can be obtained at IBMS school in Sandy Bay or online at Sandy Bay Ojibway First Nation website. This form must be completed by new applicants and by students requiring a renewal of assistance for continued study. The Education Counsellor is available to assist students in completing the application forms. The completed application for educational assistance form should be signed by the student and submitted to the Post Secondary Education Services office.

Students are not eligible for funding to start a new program or if they plan to move laterally academically. The student must progress naturally in his/her chosen field of studies.

When all documentation has been provided, all new applicants will be required to attend an interview at the Sandy Bay Ojibway First Nation at their own expense. The interview will provide the applicant with the opportunity to discuss his/her educational and career goals. The Education Counsellor will recommend interview sites and dates.

Application into special programs shall require additional screening processes. (E.g. interview with spouse for sponsorship into programs.)

Applications for funding must be received by:

- March 15 for Spring/Summer enrolment,
- May 15 for September enrolment
- September 30 for January enrolment.

An application will not be considered if the applicant has made prior arrangements and

has attended a post secondary institution on his/her own. Any commitments made to any organization without prior approval and/or application will be the student's own responsibility.

#### STUDENT CONFIDENTIALITY

Please note that only the student who is being given a funding allowance for educational purposes can inquire on personnel file, finances and other information pertinent to their program.

The Sandy Bay Post-Secondary Counsellor is here for the students' benefit and to provide them with any necessary help. Students' families and friends are considered third party and by rights do not have the authority to enquire on students behalf on any matters.

#### PRIORITY LIST

In the event that Sandy Bay Post-Secondary receives an excess number of applications over and above budget allocations, the Chief & Council will utilize the following priority list for selections as follows, provided the applicant has submitted a letter of acceptance and a most recent transcript .

*Exception: Potential High School and Mature Grade 12 diploma graduates will be given conditional approvals pending receipt of transcripts, funding history and acceptance letters.*

1. RETURNING STUDENTS
  - a. All continuing students who have not yet fulfilled the requirements of their diploma or degree programs, provided the criteria for a continuing student is met. Student must submit an education plan which will include current GPA, attendance record, no vw's and progressing towards goal.
  - b. Students who have graduated from one level and are continuing into the next level, i.e. from Bachelor level to Master level
  - c. Applicants who are changing programs for a legitimate reason i.e. from college to university or vice versa (provided the criteria for a continuing student is met, See Section VI)
2. HIGH SCHOOL GRADUATES (Mature Grade 12 included), provided that they are in good academic standing.
3. COMMUNITY BASED POST-SECONDARY PROGRAMS
4. WITHDRAWALS FOR JUST CAUSE – i.e. medical, personal

5. DEFERRED APPLICANTS - All deferred applicants who were not sponsored previously due to budget restrictions
6. NO PREVIOUS SPONSORSHIP
7. GRADUATE – changing career goals – waiting period of 4 years must be met.
8. PREVIOUSLY UNSUCCESSFUL – two-year waiting period must be met.

Mature students will be required to attend the University/College Preparation Program prior to attending a University or college. Students who have attended a university or college previously will not be eligible to be funded for the UCEP program.

Students with a grade average of less than C/2.0 will not be funded through the Spring/Summer sessions. These students will be placed on probation.

#### LEVELS OF ASSISTANCE

The Education Counsellor will assist the student in determining the level of assistance for which the student is eligible and in preparing a student budget. Living allowances are provided in regular payments to students during their attendance. Educational assistance allowances are based on budget negotiations with Indian and Northern Affairs, Canada and therefore are limited to those students who apply first and meet the criteria and conditions as stated in the Post-Secondary Student Support Program. Since there are many requests for funding, it is in the student's best interest to apply for assistance as early as possible.

The application must be accompanied by documentation of acceptance for enrolment by the college or university. To avoid delays in registration and funding, students should make application at least three months before the intended enrolment date.

The application must include documentation (e.g. T4 return) indicating that the applicant is providing care for his/her own children. The children must be in the custody of the applicant in order to claim them as dependants. If the applicant is unable to provide documentation, he/she will be deemed to be a single student and funded at that rate.

Applicants should represent this community to the best of their ability and any abuse or misinformation to social programs or other sponsoring agencies will be the student's own responsibility and this office will not be held liable for any student's infractions or wrongdoing. If a student misrepresents herself to other social agencies, he/she will be terminated immediately.

**FULL-TIME STUDIES** – are as defined by the Post Secondary Institution. In Manitoba, a minimum full course load at UNIVERSITY is 18 credit hours in the fall/winter term and minimum 12 credit hours in the spring/summer terms. Each province may have different minimum full course load requirements. COLLEGE students must be registered in a full-time college program and must be carrying the required course load. The Sandy Bay Post Secondary Program will provide the following financial assistance to full-time students:

- a. Tuition – full tuition will be provided for government funded post-secondary institutions.
- b. Registration fees, commitment fees, application fees, additional testing fees, CAAT testing fees that are required by the institution. Fees will be paid either directly to the educational institution or the applicant will have fees reimbursed to them provided receipts are submitted to the Post Secondary office.
- c. Conferences/Workshops/Cultural Camps that are compulsory by the institution may qualify for tuition and bus fare or gas allowance, whichever is less, upon receipt of documentation, such as a letter from the instructor, professor, or Dean or as outlined on the course syllabus.
- d. Tutorial assistance may be provided for University students and must be pre-arranged with the Post-Secondary Counsellor. College students may also be eligible for tutorial assistance if none are available through the institution. The initial number of hours for tutorial assistance will be four (4) hours per course. The Counsellor may approve additional hours depending on the level of difficulty that the student is experiencing in their course.
- e. Books:

University students: Accounts will be set up at the University Bookstore for textbooks and allotment will be based on an estimate of \$100.00 per course. Repeat courses are not eligible for textbook allowance unless the student can provide proof that the course requires a different textbook.

College students: Accounts will be set up at the College Bookstore for textbooks and allotment will be based upon the estimated costs of the program.

*Note: A course registration must be submitted to the Post Secondary office before a student's name will be included in the list of sponsored*

students supplied to the Bookstore.

- f. **Supplies:** Supplies money in the amount of \$100.00 will be issued to the student prior to the beginning of the academic year or the Spring/Summer sessions, but course registrations must be submitted first.
- g. **Travel Assistance** - equivalent to bus fare will be provided only to students and dependents that are required to relocate from their home to attend a post-secondary institution. Assistance will be available at the beginning of the academic year, Christmas, and at the end of the academic year. Students who attend Spring and Summer sessions will not receive travel assistance, but instead will receive a continuation of student allowance to replace travel. Travel assistance may also be provided to students who must travel to and from home to attend field experience as per the following rates: Accommodations - \$100.00 per night and Meals - \$30.00 per day. Travel Assistance is not available to students who choose to commute to attend school.
- h. **Relocation costs** - to offset relocation costs, Sandy Bay Post-Secondary will provide the following to students moving

<u>within the province:</u>	Single student - \$150.00; Family - \$250.00.
<u>out of province:</u>	Single student - \$500.00; Family - \$750.00.

Moving costs will be paid only at the beginning and the end of the study period, except in emergency situations, but these requests will be reviewed case by case and must have prior approval of the Counsellor. Students must provide proof of change of address prior to a relocation assistance cheque being issued. Full-time students commuting to their educational institution do not qualify for relocation assistance.

- i. **Emergency Travel** assistance will be provided due to illness or death of a Sandy Bay Band Member in the IMMEDIATE FAMILY. (mother, father, brother, sister, children, grandparent, and in-laws). Travel, equivalent to bus fare, within Manitoba will be provided. Airfare will be paid for those living out of province. A daily meal allowance of \$30.00 per day, for a maximum of 4 days, will be paid. Travel assistance is available only to those students who must travel to be with a sick family member or to attend a funeral outside of Sandy Bay unless the sick family member or the funeral is outside of the local area.

- j. **Clothing allowance** - students on field experience or work placement will receive \$300.00 for clothing allowance once only during their program of studies. Student must provide the details of work placement prior to assistance being issued.
- k. **Licensing/professional fees** - teacher, lawyer, medicine, etc. These fees will be paid once only after graduation. The graduate will pay any subsequent fees.
- l. **Bar exams, examination fees, exam rewrites** - fees will be paid once only.
- m. **Transcripts:** Post Secondary will cover the cost of one transcript when a student must provide transcripts to an educational institution with application. Additional transcripts must be paid for by the applicant/student.
- n. **Student Allowances** These rates are all inclusive for such items as food, shelter, daily transportation, daycare, and contingency funding.
- i. Student allowance will be paid twice a month to in-province students, on the 1<sup>st</sup> and 15<sup>th</sup> (delete 15<sup>th</sup> and 30<sup>th</sup>). If either date falls on a Saturday, Sunday, or Holiday Monday, then the issuance will be on that preceding Friday. For the summer months of July and August, in-province students will receive their student allowance on a monthly basis with deposits being made on the 30<sup>th</sup> of June for July allowance and 30<sup>th</sup> of July for August allowance.
  - ii. A student who is married or is known to be living in a common-law relationship with a spouse (see definition of spouse or common-law partner on page 15) who is employed, collecting employment insurance, or receiving social assistance benefits will have their student allowance adjusted to reflect the married with spouse category. If both applicants are students, only one applicant will be allowed to claim the children.
  - iii. Proof of legal guardianship (court documents or child tax benefit slip) required in writing if a child other than one's own is claimed as a dependent. Siblings are not to be claimed as dependents unless the student has legal guardianship of child (proof must be provided).

- iv. Children who are under the applicants' foster care and receiving maintenance from Child and Family Services maintenance cannot be claimed as dependents.
- v. All increases in the number of dependents must be reported in writing to the Post Secondary office, with supporting documentation. Children who no longer qualify as a dependent must also be reported in writing to the Sandy Bay Post Secondary office. Anyone claiming a dependent or dependents who do not qualify will be required to repay an overpayment to the Post Secondary program.
- vi. All first year students must attend the orientation sessions provided by the institutions. If the orientation is held in the previous month prior to student allowance eligibility, students will be provided with travel equivalent to bus fare, meals at \$30.00 per day, hotel accommodations up to \$100.00 per night or private accommodations at \$30.00 per night. The student will be required to provide proof of orientation before a travel allowance is issued.

#### PART-TIME STUDIES

Part-time Studies are as defined by the Post-Secondary Institution. In Manitoba, less than 18 credit hours at a university in the fall/winter term and less than 12 credit hours in the spring and summer term is considered part-time. Sandy Bay Post Secondary will provide the following financial assistance to part-time students:

- a. Tuition – paid directly to the institution
- b. Books – Accounts will be set up at the University or College Bookstore and allotment will be based on an estimate of \$100.00 per course.
- c. Supplies - \$50.00 per regular session and \$50.00 for Spring & Summer session.
- d. Graduation Assistance
- e. Academic and Graduation Incentives.

#### CORRESPONDENCE - INDEPENDENT STUDY - DISTANCE EDUCATION

In order for students to be considered for correspondence, independent study or distance education programs, the applicant;

1. Must be enrolled in an eligible, certificate, diploma, or degree granting program either on a part-time or full-time basis AND
2. Must have a legitimate reason, i.e., disabled, or course/program is available only through this method of instruction.

#### Limits of Support

Support will be provided for three levels of post-secondary education:

Level I	Community college diploma or certificate programs
Level II	University Undergraduate programs
Level III	(i) Professional degree programs, e.g. M.D., or (ii) Masters or Doctoral programs.

\*\*Please be advised that when a student has received their designation for a completed program, SBOFN Post Secondary Department is not obligated to fund further studies: Level III designated programs. Any proposed further funding will be subject to available funding for extended studies.

#### Weeks of Eligibility

The maximum number of student months for which the student is eligible for educational assistance is as follows:

Types of Programs	Student Months
University Doctoral Degree	Additional 24
University Master's Degree	Additional 24
University Bachelor's Degree	48
Diplomas, certificates, licences	20
University/College Entrance Preparation	10

The duration of support will accord with the official length of the program as defined by the post-secondary institution in which the student is enrolled. Any extension of funding length from the original approval will require re-application to the Sandy Bay Post Secondary Program.

For the purpose of determining previous post secondary months that a student has been funded, months from other administrative organisations, such as INAC, ASETS (T&E) and DOTC will also be considered.

#### Master's Degree

The Master's Degree enrolment means a program of study described by the university as sequential to the completion of the attainment of a university Bachelor's Degree (maximum of 24 student months).

A student is also considered to be engaged in a Master's Degree level of studies after successful completion of forty-eight (48) student months of university study in a continuous program such as medicine, law, or dentistry, and similar professions (maximum of 24 student months).

#### Ph.D.

In order to qualify as a Ph.D. level student, the student must be enrolled in studies in a program which is described by the university as being sequential to the attainment of a Master's Degree which is the normal academic pre-requisite for the university Doctoral program and through which the student is able to earn a Ph.D. Degree (maximum of 24 student months).

A student is also considered to be engaged in Ph.D. Degree level studies after successful completion of seventy-two (72) student months of university study in a continuous program such as medicine, law, and similar professions (maximum of 24 student months).

#### Other Assistance

The Sandy Bay Post Secondary Program considers itself as the primary support for sponsored students. Any information provided to other social agencies and sponsors from a student is the responsibility of each student. Sandy Bay Post Secondary Program will not be held liable for any false, inaccurate or incomplete information, for any infractions or any wrongdoing on behalf of any of its students.

In the event that a student misinforms any other agency or sponsor, funding will be terminated immediately.

#### UNIVERSITY/COLLEGE ENTRANCE PREPARATION (UCEP)

The following are terms and conditions under which the Sandy Bay Post-Secondary Program would provide financial support to Treaty/Status Indian students who are enrolled in University and College Entrance Preparation (UCEP) programs offered by

Canadian post-secondary institutions. These are programs offered by Canadian universities and community colleges for students to attain the academic level required for entrance to degree and diploma credit programs.

To be eligible to receive support as a UCEP student, it is necessary that:

1. The applicant must qualify under the mature student admission requirements of the post-secondary institution;
2. The applicant is aged 18 years or older on the first day of September in the year in which he/she makes application for financial support;
3. The applicant provides a statement from the post-secondary institution offering the UCEP program that:
  - (i) The student can attain the academic level for university or college entrance within the period of one academic year;
  - (ii) The student will be accepted as a student of a regular university or college credit program upon successful completion of the UCEP program;
4. The applicant has not been financially supported previously for post-secondary programs. Exemptions to this condition may be made for medical reasons.

#### Support Limits

1. UCEP students approved for financial support as full-time students will receive support during the UCEP program up to a total time period of two semesters of the institution offering the UCEP program.
2. UCEP students accepted as part-time students will be provided support for tuition, registration, books and supplies required by the institution.
3. For all UCEP students, the maximum time limit for financial support will be two semesters of the institution offering the program or, in the case of part-time students, the time period equivalent to two semesters.
4. At the end of the first semester of the UCEP program, students will provide, to the Sandy Bay Post Secondary program, a statement from the institution confirming the first semester of the UCEP year and is expected to attain the pre-requisites for entry into credit programs. The issuing of further financial support to UCEP students for the second semester will be subject to the Sandy Bay Post Secondary program receiving the above confirmation of student progress.



The support for tuition, travel and living costs for UCEP students will be similar to that provided to post-secondary students.

#### CRITERIA FOR CONTINUED SPONSORSHIP

To be eligible for continued sponsorship in any program, the following conditions must be met:

1. Maintain a minimum of a "C" (2.0 or 50%) sessional grade point average per semester in the previous session/terms;
2. Provide a transcript to Sandy Bay Post Secondary after each semester;
3. Complete and sign an application form for educational assistance sponsorship before the applicable deadline dates:
  - > May 15 for September (Fall Term)
  - > September 15 for January/February (Winter Term)
  - > March 15 for May (Spring & Summer)
4. NOT have withdrawn from any courses without proper authorization from the Sandy Bay Post Secondary Counsellor. Any intent to withdraw must be made in writing to the Sandy Bay Post Secondary Counsellor and must be approved by Chief & Council, in writing.
5. NOT have exceeded their allotment for funding and duration of assistance. Example: A 3-year Bachelor of Arts degree must be completed within a 3 year period (32 months) if that student has received funding continuously through Regular sessions and Spring/Summer sessions. If a student has received funding during Regular sessions only, then the degree must be completed within a 4-year period (32 months).
6. Level I and Level II students will NOT be sponsored for spring and summer courses unless they provide proof that they have successfully completed their studies during regular session. ie: no F's, no unauthorized VW'S, no INCOMPLETES from previous sessions, no marks below a "C" (2.0), and must have carried the minimum required course load of either 18 or 24 credits, depending on the year of study.

#### ATTENDANCE

1. Students must attend class everyday as required by the institution.
2. Excused absences, which must be phoned in daily to the institution, include the following:
  - a. Medical; a doctors note must be provided after 3 days of continuous absence
  - b. bereavement – 4 days (due to illness or death of a Sandy Bay Band Member in the IMMEDIATE FAMILY -mother, father, brother, sister, children, grandparent, and in-laws);
  - c. court;
  - d. inclement weather;
  - e. compassionate – up to 10 days per academic year;
  - f. relocation/emergency moving – 2 days;
  - g. road conditions; and
  - h. sick children – maximum number of days will depend on the circumstances;

*Note: Students who will be unable to catch up in their studies after a lengthy period of absence from school for any of the reasons noted above are expected to make a responsible decision as to whether they should continue or postpone their studies to the next academic term. The final decision as to whether or not to continue sponsorship will depend on a further review of the student's education plan, by Chief & Council.*

#### PROBATION

Students will be put on probation and be required to sign a probation contract with Sandy Bay Post Secondary under the following conditions:

1. When the sessional and/or cumulative grade point average has fallen below 2.00 (50%).
2. When there is a marked decrease in attendance without justifiable reason.
3. Previously unsuccessful students who have subsequently been approved to return to their studies.

- Other conditions that may be deemed warranted as reasons to be put on probation.

The Post Secondary Counsellor, in consultation with the student and the Director of Education will determine the length of the probation period.

#### TERMINATION OF SPONSORSHIP

The Chief & council terminate sponsorship at any time should a student not abide by the Sandy Bay Post Secondary Policy Manual or the educational institution's policies.

- While on probation or after probation, if the sessional grade point average has not been raised to or maintained at a minimum grade point average of "C" or 2.0 (50%).
- Where a student is absent from school for up to 10 days during the sponsorship period without medical or other justifiable reasons.
- Students who have had their educational sponsorship withdrawn or have been discontinued by the educational institution will have a two-year waiting period before an application will be considered by the Post Secondary office.
- Abuse, either verbal or physical, by the student or by family members of students, towards Post-secondary staff will not be tolerated and will result in immediate discontinuation of sponsorship.

#### STUDENT ALLOWANCE RATES AND PAYMENT SCHEDULES

- Sandy Bay Post Secondary will NOT BE RESPONSIBLE for any personal debts incurred by the student.
- Advances may be allowed only under exceptional circumstances and on a case-by-case basis. Re-payment will commence on the next allowance date.
- Student Allowance will be issued according to the following schedule of payments.

CODE	ASSISTANCE CATEGORY	MONTHLY
S1	Single Student living with employed parent-delete this section	345.11
S2	Single Student	803.28
S3 - 1	Single Parent with 1 dependent	1243.29
S3 - 2	Single parent with 2 dependents	1434.00
S3 - 3	Single Parent with 3 dependents	1612.50
S3 - 4	Single Parent with 4 dependents	1672.00
S3 - 5	Single Parent with 5 dependents	1731.50
S3 - 6	Single Parent with 6 dependents	1791.00
	Each additional dependent	59.50
M1 - 0	Married Student with employed spouse	803.28
M1 - 1	Married Student with employed spouse/ 1 dependent	1011.53
M1 - 2	Married Student with employed spouse/ 2 dependents	1225.74
M1 - 3	Married Student with employed spouse/ 3 dependents	1434.00
M1 - 4	Married Student with employed spouse/ 4 dependents	1493.50
M1 - 5	Married Student with employed spouse/ 5 dependents	1553.00
M1 - 6	Married Student with employed spouse/ 6 dependents	1612.50
	Each additional dependent	59.50
M2 - 1	Married Student with dependent spouse	1243.50
M2 - 2	Married Student with dependent spouse/ 1 dependent	1434.00
M2 - 3	Married Student with dependent spouse/ 2 dependents	1612.50
M2 - 4	Married Student with dependent spouse/ 3 dependents	1672.00
M2 - 5	Married Student with dependent spouse/ 4 dependents	1731.50
M2 - 6	Married Student with dependent spouse/ 5 dependents	1791.00
M2 - 7	Married Student with dependent spouse/ 6 dependents	1850.50
	Each additional dependent	59.50

\* Employed – includes receipt of Employment Insurance Compensation (EI) OR in receipt of Social Assistance.

\* Dependent - means a person who is dependent upon the student as defined by Revenue Canada's Income Tax Regulations and who does not receive income in excess of the level of income allowed.

\* Spouse – is a person to whom you are legally married.

**Common-law partner** – a person with whom you are living in a conjugal relationship, and to whom at least one of the following situations applies: a) has been living with you in a conjugal relationship for at least 12 consecutive months; b) is the parent of your child by birth or adoption; or c) has custody and control of your child (or had custody or control immediately before the child turned 19 years of age) and your child is wholly dependent on that person for support. NOTE: “12 continuous months” includes any period that you were separated for less than 90 days because of a breakdown in the relationship. (As per Revenue Canada definition on internet site 2006)

There are no advances or loans from the Sandy Bay Ojibway First Nation or the Sandy Bay Post-Secondary Program. The Sandy Bay Ojibway First Nation will not assume responsibility for any student loans or any other costs than those specifically identified in the initial funding approval. The Sandy Bay Post-Secondary Program will not pay for a student's hydro, gas, telephone or any other utility bills. Students who continually cause problems through negligent payment of bills and cause damage to rented apartments/housing will be counselled and could ultimately be terminated from funding.

#### Travel Costs

Upon request, seasonal travel costs will be allowed from the student's usual place of residence to the closest educational institution offering the student's course of studies. The student shall receive a travel allowance equal to the cost of two (2) return trips from the student's residence to the closest educational institution for each year covered by his/her enrolment. Travel costs will be paid for the student and his dependants by the most direct and appropriate means of travel.

#### Tuition

The student will receive funding for the actual amount of tuition and fees billed by the institution. The institution will invoice the Sandy Bay Post-Secondary Program directly for tuition costs.

#### Books and Supplies

The cost of textbooks, supplementary reading materials, supplies, copying and typing, required by the educational institution, will be paid in full upon receipt of the billed amount. Students will be allowed \$50.00 per term for supplies. Additional supply costs must be pre-approved. Supply allowances may be granted for reference materials and professional journal subscriptions needed for a course of study. All textbooks must be returned to Sandy Bay Post-Secondary Program at the end of each term.

#### Special Tutorial Support

Upon a student's request and recommendation of the Education Counsellor, an allowance will be paid on behalf of the student for the cost of special tutorial services.

#### Student Registration Fees

The cost of student fees may be provided for students participating in extra-curricular activities such as sports, music and arts, or other events sponsored by the institution.

#### Special Clothing and Equipment

The cost of specialised clothing for purchase or rental of special equipment will be allowed if the items are specified by the college or university as necessary to the course of study. Items such as tools, drafting equipment, etc. are included in this category.

#### INCENTIVES AND AWARDS

Academic incentives will be awarded at the end of a session (i.e. regular or spring/summer) and will be based on the student transcript, provided that no INCOMPLETES, no unauthorized V.W.'S, and no RDNA'S are listed on the transcript and the minimum required course load was carried.

1. For university students carrying a minimum of eighteen credit hours and college students in two or three year programs carrying the required course load in the regular session, the following financial awards will be given according to the sessional grade point average (g.p.a.)/percentage achieved:
  - a. 4.0 and up or 80% and up(A & A+).....\$300.00
  - b. 3.5 to 3.99(B+)or 76% to 79%.....\$250.00
  - c. 3.0 to 3.49(B)or 68% to 75%.....\$200.00
  - d. 2.5 to 2.99(C+)or 61% to 67%.....\$150.00
  - e. 2.0 to 2.49(C)or 50% to 60%.....\$100.00
  
2. For U.C.E.P./Mature Grade 12 students and college students in one year programs carrying the required course load in the regular session, the following financial awards will be given according to the grade point average (g.p.a.)/percentage achieved:
  - a. 4.0 and up or 80% and up(A & A+).....\$250.00
  - b. 3.5 to 3.99(B+)or 76% to 79%.....\$200.00
  - c. 3.0 to 3.49(B)or 68% to 75%.....\$150.00
  - d. 2.5 to 2.99(C+)or 61% to 67%.....\$100.00
  - e. 2.0 to 2.49(C)or 50% to 60%.....\$ 50.00

3. For university students carrying a minimum of twelve credit hours in the spring and summer session and college students carrying the required course load.
  - a. 3.5 and up (B+ or up).....\$150.00
  - b. 3.0 to 3.49 (B).....\$100.00
  - c. 2.5 to 2.99 (C+).....\$ 75.00
  - d. 2.49 and under(C or less).....\$ 50.00 per "A" grade
4. Part-time students will receive \$50.00 per each "A" grade achieved in regular or spring/summer sessions.

**GRADUATION INCENTIVES AND ASSISTANCE**

1. Post Graduation Incentives will be provided to students upon completion of their program. An official letter or transcript from the institution must be forwarded to Sandy Bay Post Secondary as proof of convocation. Awards will be as follows:

UCEP/Mature Grade 12/High School	\$100
Level I a) One (1) Year Program	\$100
Level II a) Three (3) Year Program	\$300
b) Four (4) Year Program	\$400
c) Graduate Diploma	\$100
Level III a) Masters	\$1,000
b) Doctoral	\$1,500

2. Graduation Costs will be provided at a rate of \$300.00 to offset ALL costs related to convocation – photos, gown rentals, etc.
3. Sandy Bay Post Secondary will incur travel expenses for ONE family member, who must be a Sandy Bay Band Member, to attend graduation ceremonies if no other relatives reside in the city where the student is attending a post secondary institution.
  - out-of-province – airfare or equivalent to airfare/busfare, whichever is most economical, hotel (only if necessary), and meals.
  - in-province – travel equivalent to bus fare, hotel if necessary and meals.

Students are encouraged to apply for other bursaries and scholarships that they may be eligible for. This will not affect the amount of financial assistance or bursaries that a student is eligible to receive from the Sandy Bay Post-Secondary Education Program.

1. Students who receive a scholarship that is intended to be used toward tuition costs can make arrangements with their respective educational institution to have a cheque sent to them for the amount of the scholarship and Sandy Bay Post Secondary will pay the full tuition costs, or
2. The student can provide a letter from the institution stating that the scholarship amount will be applied toward the tuition costs and that Sandy Bay Post Secondary will pay to the student the amount equivalent to the scholarship.

**PENALTIES AND RECOVERY OF FUNDS**

To prevent and/or reduce the abuse and fraudulent claims of student funding/sponsorships, penalties will be applied as follows:

1. Student who receive travel assistance, student allowance, or any other funds to attend an orientation session and do not attend will have the total amount received by the student deducted in one lump sum from their student allowance;
2. Students who withdraw from their program of studies without notifying the educational institution and/or the post secondary office of their intent to withdraw will have the following penalty imposed: Any funds received as sponsorship dollars during the said period, i.e. student allowance, textbook money, relocation, etc. will be set up as an accounts receivable in the Post Secondary finance records until said dollars have been repaid in full. Should the Sandy Bay Band subsequently employ said person, arrangement\’s will be made through the entity to deduct through payroll.
3. Students who do not voluntarily withdraw from their courses upon discontinuing their program of studies for any reason shall be dealt with in the following manner: Any tuition fees incurred due to not withdrawing/canceling from the course will be set up as an accounts receivable in the Sandy Bay Post Secondary finance records until said dollars have been repaid in full. Should the Sandy Bay Band subsequently employ said person, arrangement\’s will be made through the entity to deduct through payroll.
4. Students whose transcripts indicate RDNA (Registered Did Not Attend) shall be dealt with in the following manner: Any funds received for student allowance, textbook dollars, relocation, tuition fees, etc for that course in that time period

will have that total amount set up as an accounts receivable in the Sandy Bay Post Secondary finance records until said dollars have been repaid in full. Should the Sandy Bay Band subsequently employ said person, arrangement\ s will be made through the entity to deduct through payroll.

5. Students who are found to have claimed dependents that do not qualify will have any overpayments deducted from their student allowance in the pay period immediately following the discovery.
6. Students who receive social assistance while receiving a student allowance shall be dealt with in the following manner: Any overpayment to Social Services shall be deducted from the student allowance over four (4) pay periods.
7. Overpayments for any other monies will be deducted over 4 pay periods or the amount will be set up as an accounts receivable in the Sandy Bay Post Secondary finance records until said dollars have been repaid in full. Should the Sandy Bay Band subsequently employ said person, arrangement/s will be made through the entity to deduct through payroll.
8. Should a student prematurely withdraw from their studies before repaying any overpayments or advances and said student is subsequently employed by a Sandy Bay Band entity, the accounts receivable shall be deducted by the employer of the Sandy Bay Nation through payroll.

#### GENERAL INFORMATION

The following guidelines are to be observed by students applying for and receiving post-secondary educational assistance from the Sandy Bay Post Secondary program:

1. Students must adhere to all rules and regulations of the educational institution they are enrolled in.
2. Students must abide by all the rules, regulations, and procedures established and outlined in this handbook or face suspension or termination of sponsorship.
3. 1<sup>st</sup> year University students are required to carry a minimum of three courses per term during the regular sessions. That is, three (3 credit hour) courses per term or three (6 credit hour) courses per academic year. Students must be able to complete 18 credit hours per academic year. Anything less will be considered part time. All other students are expected to take 5 courses per term.
4. University students are required to carry a minimum of one course each term during the spring sessions and one course each term during the summer sessions. Anything less will be considered part time. There are two terms in the spring

session and two terms in the summer session. Students should be able to attain a minimum of six (6) credits for each session.

5. College students are required to carry a minimum 80% course load of the regular classes required. Any thing less will be considered part time.
6. Students must maintain a Grade C/2.0 average or better to be eligible as a continuing student.
7. Students must attend all scheduled classes and tutoring sessions, or face a suspension or termination of allowances.
8. Students must provide the Education Counsellor with all final grade reports and transcripts of grades.
9. Students must inform the Education Counsellor if they intend to voluntarily withdraw or terminate their studies.
10. Students will not be allowed to transfer after registering in their course of studies.
11. Students encountering academic difficulties must participate in a learning assistance program or seek tutorial assistance.
12. A student's academic progress will be monitored closely by the Education Counsellor.
13. Students must return all books that are acquired through funding at the completion of studies.
14. Students must consult with the Education Counsellor whenever difficulties arise in program of studies, housing, financing or even personal problems.
15. Students will not be funded any further than the time requested and approved at the initial application interview, unless approved by the Sandy Bay Post Secondary program.
16. Students who are suspended, withdraw from courses completely or who quit without reason, will have their educational assistance suspended and be placed on the deferred waiting list for future funding.

### SUSPENSIONS AND TERMINATIONS

The Sandy Bay Post Secondary Counsellor may suspend or terminate educational assistance to a student who fails to attend classes regularly, fails to satisfy the academic requirements of the post-secondary institution in which he is enrolled or fails to manage the assistance funds in a manner which ensures that all educational fees and expenses are paid when due.

Academic suspensions by the University or College will also result in automatic termination of all funding.

Educational assistance may be denied to students who have been previously funded and failed to complete their programs of study. If a student is suspended, terminated, or denied additional funding, the student may find it difficult to secure funding since his/her application will be given careful scrutiny on any re-application to the SBPSP.

Students could also be placed on probation by the SBPSP for any infractions of rules or for low grades. These students will be given terms and conditions to be met before being removed from probationary status. A breach of probation could result in termination.

### APPEAL PROCESS

- A. To ensure fairness and equitable treatment, the Sandy Bay Post Secondary Program has an appeal process in place.
- B. Where an applicant is convinced that the Sandy Bay Post Secondary guidelines are not fairly applied to his or her situation then the student shall have access to an appeal hearing with the Chief and Council within 15 working days after an applicant has been notified of non-approval or discontinuation of sponsorship. The appeal hearing will be conducted at a duly convened council meeting.
- C. Students may not appeal to Indian & Northern Affairs Canada on decisions made by the quorum of Chief and Council.
- D. There will be no appeals for refusal of assistance because funds are not available.

### PROCEDURE

1. The student shall contact the Post-Secondary Counsellor in writing of the intent to appeal.
2. The applicant or student must provide the following information:
  - Name, address, and telephone number;

- The institution attended or intending to attend and program of studies enrolled in;
  - the reason for the appeal, citing the relevant sections of the Post-Secondary Program Policy Manual; and
  - a letter of support from the post-secondary institution may be included.
3. Sandy Bay Post-Secondary will confirm receipt of the appeal request in writing and set a date to hear the appeal.
  4. Sandy Bay Post-Secondary will arrange with the student the date, place, and time of the appeal hearing. Appeals may be conducted via conference calls for students who are unable to attend an appeal hearing or as a cost effective measure.
  5. The Chief and Council ruling will be based on a majority vote and decisions made by same shall be final.

The Sandy Bay Post Secondary program may terminate sponsorship at any time to a student who has not abided by rules outlined in this handbook or has not shown any willingness to meet academic and financial criteria.

If a student is convinced that rules and regulations have not been observed or have not been fairly applied in his/her situation, the student will have access to a duly constituted Appeal Board. The Appeal Board shall be comprised of the Sandy Bay Ojibway First Nation, an advocate as identified by the student, the Education Counsellor and one Elder.

The Appeal Board will sit to hear appeals three times a year. The hearings will be scheduled for Mid-April, Mid-July and Mid-November.

It is the responsibility of the student to initiate the appeal by a formal written request to the Sandy Bay Ojibway First Nation. The student will present his/her case at the duly convened meeting. The decision of the Appeal Sandy Bay Ojibway First Nation is to be consistent with the established rules, regulations, and policies and is final and binding.

### AMENDMENTS OF THIS POLICY

1. No Chief or Council member shall have the right to change, alter, or rescind any part of this policy unless authorized by a majority vote of the Band Council, at a duly convened Chief and Council meeting.
2. The sole power to amend, or repeal any part of this Policy rests with the Band Council and no amendments shall be in effect unless it is approved by a majority of Council, at a duly convened Chief and Council meeting.

3. This revised policy shall be in force and in effect on the date of adoption, at a duly convened Chief and Council meeting.
4. Any further amendments shall be in force and in effect on the date of adoption.

This student handbook shall be reviewed, revised and amended as the Sandy Bay Post Secondary program deems it necessary.

At a duly convened meeting of the Sandy Bay Ojibway First Nation, this 28th day of March, 2011, motion that:

"The Sandy Bay Post Secondary Program Student Handbook is adopted as manual for the administration of the Post Secondary Student Support Program for the Sandy Bay Ojibway First Nation".

Chief & Council reviewed and passed the following motion:

MOTION #2011.03.21.02

Motion to accept and adopt the Sandy Bay Ojibway First Nation Post Secondary Education Policy, with revisions and amendments as indicated March 28, 2011. The SBOFN PSE Policy will replace the SBOFN PSE Policy dated April 25, 2006, effective April 1, 2011.

Moved by: Councillor Lance Roulette  
 Seconded by: Councillor Stanford Roulette  
 All in favour: Carried

Signed on behalf of the  
 SANDY BAY OJIBWAY FIRST NATION

  
 CHIEF

  
 COUNCILLOR

  
 COUNCILLOR

  
 COUNCILLOR

  
 COUNCILLOR

ORIGINAL SIGNED BY SANDY BAY CHIEF AND COUNCIL.

## SERVICES

### Treaty Status Card

Treaty status students who are 16 years of age and over may apply for their certificate of Treaty Status by contacting the Sandy Bay Band Membership Clerk. The applicant must provide a passport-size photograph of her or himself and complete the application form. For more information and application, contact:

Elizabeth Aitkens  
 Band Membership – Program Manager  
 Sandy Bay Ojibway First Nation  
 Box 109  
 Marius, Manitoba  
 RoH oTo Phone: 843-2207

Lisa Starr-Roulette  
 Band Membership Clerk  
 Sandy Bay Ojibway First Nation  
 Box 109  
 Marius, Manitoba  
 RoH oTo Phone: 843-2207

### Medical

The Education Counsellor can recommend doctors, clinics, etc., and advise on procedures. Always let the receptionist know that you are Treaty/Status and that your records and forms are available from:

Sandy Bay Health Centre  
 Box 110  
 Marius, Manitoba  
 RoH oTo Phone: 843-2304

### Dental

Band members are entitled to free dental care. Students can have up to \$200.00 dental work done without approval from Medical Services. After \$200.00, approval must be given by Medical Services.

### Optical

Band members are eligible for free eye care. Students are required to pay the difference if they wish to purchase frames other than those approved by Medical Services.

Manitoba Health Services Commission Certificate

The MHSC is available from the following address:

Manitoba Health Services Commission  
P.O. Box 925  
WINNIPEG, Manitoba  
R3C 2T5

Phone: 786-7101

Student Card

This card can be obtained from the institution the student is enrolled in. The cost for this card is the responsibility of the student.

Birth Certificate

Anyone born in Manitoba can apply for a Birth Certificate by mail or in person at the following address:

Office of Vital Statistics  
254 Portage Avenue  
WINNIPEG, Manitoba  
R3C 0V8

Phone: 945-3701

A fee of \$25.00 is required for the certificate.

Social Insurance Number

Anyone over 16 can apply for a Social Insurance Number by going to a Canada Employment Centre with two documents of identification. These could be birth certificate, treaty card, or one of the other documents such as Driver's License, MHSC medical number or school ID card. (No cost for 1<sup>st</sup> time applicants, other \$10.00 per card)

SERVICE ORGANIZATIONSPortage La Prairie

Human Resource Development Centre 239-1212

Central Human Resources Opportunity Centre 857-7895  
2100 B Saskatchewan Avenue

Dakota Ojibway Housing Authority 239-1570  
Yellowquill College  
Crescent Road West

Portage Clinic 857-3445

Portage Hospital 857-8781

Portage Friendship Centre 239-6333  
21 Royal Road

Brandon

Brandon Clinic 728-4440  
620 Dennis Street

Brandon General Hospital 728-3321  
150 McTavish Avenue

Brandon Friendship Centre 727-1407  
836 Lorne Avenue

Human Resource Development Centre 727-0583  
153-11th Street

Indigenous Peoples Centre (B.U.) 727-7353

Dakota Ojibway Tribal Council 729-3682  
702 Douglas Street - Box 1148  
Brandon, Man. R7A 6A4

Legal Aid 727-0633  
155-9th Street

Medical Services 727-6491  
Health and Welfare  
Brandon Health Centre  
136-11th Street

Office of the Rentalsman 727-0627  
B6-217 - 10th Street

DOTC Housing Authority Inc. 729-3603  
Box 1415  
Brandon, Man. R7A 6N2



Winnipeg

Human Resource Development Centre 344 Edmonton Street	949-5363
Indian & Northern Affairs Canada Education 275 Portage Avenue - Rm. 900	983-2338
Health Services Centre 700 William Avenue	787-3661
Legal Aid 325 Portage Avenue	947-6501
Manitoba Human Rights Commission 200-323 Portage Avenue	944-3007
Manitoba Indian Education Association 305-352 Donald Street Winnipeg, Man. R3B 2H8	947-0421
Medical Services York Avenue	949-4199
Office of the Rentalsman 307 Kennedy Street	956-1010
University of Manitoba University Centre Winnipeg, Manitoba R3T 2N2 Admissions: Bookstore:	474-8800 474-8321
University of Winnipeg 515 Portage Ave. Winnipeg, Manitoba R3B 2E9 Admissions: Bookstore:	786-9159 Fax: 786-8656 786-9136 Fax: 783-4781

Native Students Counselling Office: 786-9467

Winnipeg Clinic 957-1900  
425 St. Mary Avenue

AWARDS AND OTHER SOURCES OF FINANCIAL ASSISTANCEStudent Aid

Educational Assistance for Post-Secondary students is also available from the Manitoba Student Aid Program:

Student Aid Branch  
693 Taylor Avenue  
Winnipeg, Manitoba  
R3M 3T8

1-800-262-8802 or (204) 452-3100

Prince of Wales/Princess Anne Bursary

Awards of \$200.00 are made annually to Treaty Status students who require financial assistance to attend a post-secondary institution. These awards are administered jointly with the First Nations Confederacy. Applications can be obtained from the DOTC Educational and Counselling Services, Student Aid Branch, or First Nations Confederacy.

Canada Student Loan

Any Manitoba resident in attendance at a post-secondary institution may apply for a Canada Student Loan by filling out a Student Aid application. Financial need must be demonstrated before an award can be made. Application forms are available from post-secondary institutions and the Student Aid Branch.

Manitoba Citizen's Bursary Fund for Native People

Awards are allocated to Native students who are currently enrolled at the University of Manitoba, University of Winnipeg, and Brandon University. For further information, student should contact:

Manitoba Citizen's Bursary Fund  
Trustee: The Kiwanis Club of Winnipeg Foundation Inc.  
c/o Royal Trust  
Box 748  
Winnipeg, MB R3C 2M2

**Omer Bradwin Peters Memorial Scholarship**

This scholarship, which is for the amount of \$1,000.00 is presented annually at the Assembly of First Nations. The following are the criteria for application: a post-secondary Native student who has successfully completed at least one year of studies; athletic and academic performance; demonstrated leadership abilities among Native people either at the community, school, or reserve level; and a letter of recommendation from the Chief or a Band member is preferred.

For more information, please write or telephone:

Assembly of First Nations  
222 Queen Street, Suite 500  
Capital Square Building  
Ottawa, Ontario  
K1P 5V9  
Phone: (613) 236-0673

**Faculty of Education Alumni Association Bursaries**

These bursaries are for students wishing to enter the Faculty of Education at the University of Manitoba and who are in need of financial assistance. Applications are available from:

Dr. J. Stapleton, Dean  
Faculty of Education  
University of Manitoba  
WINNIPEG, Manitoba  
R3T 2N2  
1-800-432-1904 or (204)474-9001