

NIPISHKOPAHK EDUCATION AUTHORITY

POST SECONDARY POLICY MANUAL

EFFECTIVE DATE: September 1, 1997



1. MISSION STATEMENT:

The mission of the Nipisihkopahk Education Authority's Post-Secondary Student Support Program is to provide sponsorship to qualifying Samson members towards the instructional and support costs of their post-secondary education.

The mission of the Nipisihkopahk Education Authority's Education Program is to assist and encourage in the educational development of Samson members at the post secondary level in order for members to successfully complete their educational endeavor and obtain a profession or occupation that will benefit themselves and the Samson Cree Nation.

The Federal Government of Canada has a first-line trust obligation for the education including post-secondary education of all Samson Cree Nation members under treaty right provisions existing between the Samson Cree Nation and the Crown.

To facilitate Samson students access to post secondary educational assistance, the Nipisihkopahk Education Authority has only assumed administrative control of post secondary assistance dollars allocated from the Department of Indian Affairs and has adopted this set of policies and guidelines in order for members to be aware of the types of assistance available to them.

Due to the fact that limited post secondary assistance funding is provided from the Government of Canada, it is recognized that it will be impossible to offer the assistance required in order to meet the needs of all Samson post secondary students.

2. OBJECTIVES:

The objectives of the Nipisihkopahk Education Authority's Post Secondary Program are as follows:

2.1 To support and provide sponsorship to qualifying Samson Cree Nation Members to

attend post-secondary institutions and to graduate with the qualifications and skills required to pursue individual careers and to contribute to the betterment of the Samson Cree Nation as a whole.

2.2 To compile and maintain a clear set of policies, procedures and guidelines in order that Samson members and students are aware of the rules and regulations of the post secondary program and what types of assistance are available to them.

2.3 To ensure that Samson members and students recognize and understand that post secondary education assistance is provided within the limits of funding allocated to the Nipisihkopahk Education Authority by the Department of Indian Affairs and Northern Development each fiscal year.

2.4 To ensure that Samson members and students recognize and understand that the administrative authority for the Samson post secondary education program rests with the Nipisihkopahk Education Authority.

2.5 To assist Samson students in providing information and obtaining financial assistance from sources other than Samson Education such as awards, bursaries, grants, scholarships and student loans.

To exercise and protect the treaty right to all levels of education including post secondary education under provisions of Treaty No. 6 on behalf of all members of the Samson Cree Nation.

3. DEFINITIONS:

- A. "*Samson Cree Nation Member*" means a person whose name appears on the **membership list** controlled by the Samson Cree Nation.
- B. "*Treaty No.6*" means Treaty No.6 of 1876 adhered to by the ancestors of the Samson Cree Nation with Her Majesty the Queen at Fort Carlton, Fort Pitt and Battle River.

- C. *“INAC”* means Department of Indian and Northern Affairs Canada.
- D. *“Post-Secondary Education”* means a program of studies offered by a recognized post-secondary institution for which completion of a secondary school of studies or equivalent is a prerequisite.
- E. *“Program of Studies”* includes all post-secondary studies, greater than one academic year in duration, leading to a certificate, diploma, degree or post graduate degree. Programs such as pre-law, which are less than one academic year and which are prerequisites to post secondary programs of at least one academic year in duration are included.
- F. *“Post Secondary Institutions”* are degree, diploma and certificate granting institutions which are recognized by a province and includes educational institutions affiliated with, or delivering accredited post secondary programs by arrangement with a post secondary institution.
- G. *“Full-time Student”* and *“Part-time Student”* are as defined by the post secondary institution to which the student is attending.
- H. *“Correspondence Student”* are defined as a student taking a program of studies (only Athabasca University) are in correspondence in nature offered from a recognized post secondary institution.
- I. *“Continuing Student”* means a student who is presently enrolled and has successfully completed an academic year and will be continuing in their present program of studies for the next academic year. Includes those students who have withdrawn from their educational institution due to documented medical reasons and includes recent high school graduates.
- J. *“Deferred Student”* means an applicant who has been denied funding from the Samson Post Secondary Education Program for the previous academic year due to lack of allocated funding and who have met all the requirements and deadlines for the current academic year.
- K. *“Returning Student”* is a post secondary student wishing to return to a program of studies after a break in studies and was previously funded by Indian and Northern Affairs Canada or Samson Cree Nation Post Secondary Program.
- L. *“Maskwacis Cultural College Student”* is an applicant who is enrolled in a recognized program of studies at the Maskwacis Cultural College located on any of the Four Nations Reserves.
- M. *“Category I Resident”* is an applicant who continuously resides on any of the Four Nations Reserves and is attending or will attend a recognized Post Secondary Institution located on any of the Four Nations Reserves.
- N. *“Category II Resident”* is an applicant who continuously resides on any of the Four Nations Reserves and is attending or will attend any recognized Post Secondary Institution located off any of the Four Nations Reserves. Category II Resident is also an applicant who continuously resides off any of the Four Nations Reserves and is attending or will attend any recognized Post Secondary Institution. NOTE: Documentation may be required, ie; rent, utilities statement/payments, to determine category 1 or 2.
- O. *“Married Student”* means a student who is legally married or a student who has lived with a person as husband or wife for a period of at least 6 months prior to application for educational assistance.
- P. *“Unemployed Spouse”* means a spouse who is not employed either on a full-time or part-time basis and receives no earned income from self-employment or otherwise.
- Q. *“Academic Year”* is defined by the post secondary institution but will not be less than eight months in duration.
- R. *“Term” and/or “Semester”* refers to the part of the academic year, as defined by the post secondary institution. Semesters or terms usually cover periods from September to December, January to April, May to June, and July to August.
- S. *“Dependent”* means a biological, guardianship (documented), or legally

adopted child under the age of eighteen (18) who is under the full-time care, supervision and control of the student and who does not receive financial assistance directly or indirectly from any other person or agency. A student who has custody of a child under court order could claim such child as a dependent. A dependent **does not** include a spouse of the student.

- T. “*Part-time employee*” must clarify part-time employment while receiving living allowance, shall not be affected as long as employment does not exceed 35 20 hours/week.
- U. “*Full-time employee*” is a person who works full-time and receives a full salary from other sources than the Nipisihkopahk Education Authority’s Post Secondary Education Program.
- V. “*After-Degree Programs*” is a second undergraduate degree. A person in this program already possesses a baccalaureate degree from an accredited institution with a minimum of ninety (90) to a hundred and twenty (120) credit, half-courses or their equivalents.
- W. “*Diploma Programs*” is a two year program, with a minimum of twenty (20) university credit half-courses or their equivalents. This program allows students to continue on in a third year level in a recognized post secondary institution and are able to earn credits towards a university baccalaureate degree.
- X. “*Certificate Programs*” are programs that are two years in duration (shall be funded up to the limitation set out in section 8.13, level 1(B) of this policy manual only!).

4. ELIGIBILITY:

To be eligible to receive sponsorship under the Nipisihkopahk Education Authority’s Post Secondary Program the applicant must:

- Be a member whose name appears on the Membership list controlled by the Samson Cree Nation.
- Be accepted for enrolment at a recognized post secondary educational

institution for a program of studies. Assistance will be provided within the limits of post secondary education funding allocated by the Department of Indian and Northern Affairs Canada to the Nipisihkopahk Education Authority and in accordance with the policies and procedures adopted from time to time as deemed necessary by the Nipisihkopahk Education Authority’s post secondary education program in consultation with representatives of the Samson student body. Students will be deferred if the number of eligible applicants exceeds the annual approved budget.

5. APPLICATION PROCEDURES:

Each applicant who satisfies the eligibility requirement must:

- 5.1 Make an application to the post secondary educational institution of their choice before the deadline set by that institution and make any necessary payment for registration fees. The registration fee will be reimbursed to the student upon proof of payment and on a one-time basis only.
- 5.2 Provide written proof of acceptance or conditional acceptance from the post secondary educational institution. Conditional acceptance and final acceptance from a post secondary educational institution DOES NOT GUARANTEE in any way that sponsorship/financial assistance will be automatically approved by the Nipisihkopahk Education Authority’s post secondary education program.
- 5.3 Complete and sign an application and any additional documentation provided from the Nipisihkopahk Education Authority’s post secondary education program for sponsorship. Students must apply to the Nipisihkopahk Education Authority’s post secondary education program before the following application deadlines:

Term/Semester:

Fall (September)	July 7	June 15th
Winter (January)		November 15 th
Spring (May to June)	March 15	March 31st
Summer (July to Aug)	May 15	March 31st

Please Note: Summer only applies to Spring applicants, also exceptions will be reviewed by the Post Secondary coordinator, this only applies if the course is required by respective faculty.

5.4 Notify the Nipisihkopahk Education Authority's post secondary education program of any new address or telephone number.

5.5 Maintain copies of all applications including Nipisihkopahk Education Authority's post secondary education program application and any correspondence and documents related to their post secondary education.

6. PRIORITY SYSTEM:

Due to limited funding allocated by the Department of Indian Affairs to the Samson Cree Nation for the post secondary education program, the Nipisihkopahk Education Authority has found it necessary to impose restrictions and develop a priority system for sponsorship of students attending post secondary institutions. It is the position of the Samson Cree Nation that the Government of Canada, through its Department of Indian Affairs, has violated and breached its treaty, trust, fiduciary and other obligations to the Samson Cree Nation and its members by limiting and "capping" post secondary funding. Until such time as negotiations or legal proceedings improves the availability of funding allocated from the federal government, a priority system will be used.

6.1 The following criteria will be used by the Nipisihkopahk Education Authority's post secondary education program approval process. The priority number assigned to

each applicant will be in accordance with the following criteria:

PRIORITY 1 CONTINUING STUDENT

A continuing student is a student who is presently enrolled and had successfully completed an academic year in his/her present program for the next academic year or a student who withdrew from their educational institution due to a medical reason which is documented by a valid written medical certificate will be considered a Priority 1 when they re-apply. Priority 1 includes recent high school graduates.

PRIORITY 2 DEFERRED APPLICANT

Are applicants who were denied funding from Nipisihkopahk Education Authority's post secondary education for the previous academic year due to lack of allocated funding and who have met all the requirements and deadlines for the current academic year.

PRIORITY 3 RETURNING STUDENT

A post secondary student wishing to return to a program of studies after a break in studies and was previously funded by Indian and Northern Affairs Canada or Samson Cree Nation OR Nipisihkopahk Education Authority's post secondary education Program.

PRIORITY 4 MATURE STUDENT

University and College preparation program or other educational programs deemed as Priority 4 by the Nipisihkopahk Education Authority. Priority 4 will also be assessed to individuals who do not possess their high school diploma and are entering into their first year of a post secondary program.

PRIORITY 5 PROBATION

Students who have withdrawn or failed fifty (50%) percent or more of their courses in an academic year (for other than medical reasons) or discontinued in their program of study will automatically be placed on probation for two (2) academic years before re-applying for sponsorship.

7. LATE APPLICATIONS:

Any application received after any deadline as set out in section 5.3 of this policy, will be considered late. Priority status may be affected. **It is the applicant's responsibility to be aware of all deadlines set by the Nipisihkopahk Education Authority's post secondary education program.**

7.1 A. Deadlines which fall on a weekend, will be accepted on the next business working day, (ie.; Monday).

B. All applications received after any deadline will be assigned a late status. Late applications are dealt with according to the actual date received.

C. Due to restrictions in allocated funding, late applications will only be considered if funding is available.

8. TYPES OF SUPPORT:

8.1 **TUITION:** Tuition fees will be paid based on the actual amount identified by the educational institution's fee statement to the student. Tuition fees will be paid directly to the post secondary institution by the Nipisihkopahk Education Authority's post secondary education program. (Maximum tuition fee payment is ~~\$5000~~ \$6,000 [Canadian currency] per academic year per student).

8.2 REGISTRATION/APPLICATION FEES:

It is the responsibility of the student to pay for all application/registration fees. Upon acceptance from a post secondary institution, the cost of ONE application or registration fee will be reimbursed providing that a proper receipt is submitted to the Nipisihkopahk Education Authority's post secondary education program.

8.3 BOOKS/SUPPLIES:

The cost of textbooks and supplies officially listed as required by the post secondary institution for a student's program of studies will be funded up to a **MAXIMUM of \$1000.00 per semester for a full-time student "ONLY IN SPECIAL CIRCUMSTANCES"**. Funding will be provided at the beginning of each term/semester at a cost of one hundred dollars (**\$100**) per half course. Students maintain receipts and a full accounting of expenditures for books and supplies. In exceptional circumstances, additional costs for books and supplies will be considered providing that receipts and a letter from a faculty or department head is provided verifying need and costs.

Please Note: Limitations: Supplies do not include clothing, athletic gear, uniforms, and equipment such as computers, software, calculators, tape recorders, etc.

8.4 ASSISTANCE FOR LIVING ALLOWANCE:

A monthly living allowance will be provided in accordance with the rates set out in Section 11.2 of this Policy.

8.5 TRAVEL ASSISTANCE:

~~Travel assistance is available for students whose program is outside of Canada as set out in section 14.3 of this policy.~~ Any travel costs for students whose program of studies are in Canada have been incorporated into the living allowances set out in section 11.2 (e) for this policy.

8.6 LATE FEES:

The Nipisihkopahk Education Authority's Post Secondary Education Program will NOT be held responsible for or pay any late fees or charges incurred by a student.

8.7 FULL-TIME STUDENTS:

Shall receive assistance for tuition fees, books and supplies, and living allowance in accordance with this policy manual as adopted from time to time.

8.8 PART-TIME STUDENTS:

Shall receive assistance for tuition fees, books and supplies only and in accordance with this policy manual.

8.9 CORRESPONDENCE STUDENTS:

Shall receive assistance for tuition fees, and books and supplies only in accordance with this policy manual. Correspondence students are defined as a student taking a program of studies (only Athabasca University) which are correspondence in nature offered from a recognized post secondary institution; and as long as assessment is completed by the Post secondary coordinator.

8.10 Any eligible student who wishes to take a course during Spring or Summer semester to complete any grade twelve 30 level course for qualification to a post secondary institution, shall have their tuition fees paid and receive sponsorship for one (1) month.

8.11 Samson Students Union are a type of support (See Students Union Handbook regarding Goals and Objectives).

8.12 MASKWACIS CULTURAL COLLEGE:

Levels of support eligible to Maskwacis Cultural College students are the same as that provided under the Nipisihkopahk Education Authority's Post Secondary Education Program with the exception of Levels of Living Allowance~

levels of allowance will be governed by the Attendance Allowance Policy (see Section 11.8).

8.13 In an effort to encourage students to complete their programs in a timely manner, students funded from the post secondary program will be funded in the following levels:

Level 1 ~UCEP University College Entrance Program. (10 months).

Level 1(B) ~Community College and diploma or Certificate programs. (16 months).

Level 2 ~Undergraduate degree programs (Bachelors) [32 months, plus 1 year extension {10 months}].

Level 2(AD) ~After Degree Program (Second Undergraduate Degree) [16 months]

Level 3 ~(I) Professional degree programs (Medicine and law) (24 months, plus 1 year extension {10 months}).

~(II) Master & Doctoral Degree Program (24 months, plus 1 year extension {10 months}).

Please Note: *if an extension is required a letter from the faculty/Dean or advisor is required and will be assessed by the respective Post secondary coordinator and Manager. Extensions may be granted if within a reasonable amount of time.*

PLEASE NOTE: THE MONTHS OF AVAILABLE FUNDING FOR THE ABOVE MENTIONED ARE ONLY IN REGARDS TO THE LIVING ALLOWANCE.

9. CERTIFICATION PROGRAMS:

Certificate programs shall be funded up to the limitations set out in section 8.13, level I (B) of this policy manual only!

10. DURATION OF SUPPORT:

Assistance will be provided to qualifying students attending:

10.1 Undergraduate programs including bachelors degrees, professional degrees.

10.2 After degree program, diplomas and certificates as defined by section 3 of this policy manual.

10.3 Graduate programs, including advanced or professional degree programs at the Masters or Doctoral level.

10.4 The duration of assistance will be the **official length of the programs as defined by the post secondary institution.**

10.5 **Students enrolled in undergraduate level programs will be assisted for up to one additional academic year leading to graduation of program if an extension is approved in writing by the Faculty Chair or the program's Dean and provided to the Nipisihkopahk Education Authority's PostSecondary Education Program.**

10.6 Students may be supported in Level 1 studies after dropping out of Level 2 studies. If a student resumes Level 2 studies, the previous time spent at Level 1 will be counted for support purposes.

10.7 Students who have completed a Level 2 program with or without support from this program, are ineligible for Level 1 program support.

10.8 Students who have completed a Level 3 program with or without support from this program, are ineligible for Level 1 or Level 2 program support.

10.9 When students change programs within this level, it will be counted for support purposes.

11. LEVELS OF LIVING ALLOWANCE:

Living allowances represent maximum levels of support and are intended to cover all expenses.

Allowance will vary according to where a

student resides and where a student attends a recognized post secondary institution. See description of categories in Section 11.1 below.

Allowances will vary according to the number of dependents a student has. Students can claim up to a maximum of four (4) dependents. A dependent is defined as a biological or legally adopted child under the age of eighteen (18) who is under the full-time care and control of the student and **does not receive financial assistance from any other person or agency.** A student who has custody of a child under a court order could claim such child as a dependent. **A dependent does not include a spouse (husband or wife) of the student.**

11.1 CATEGORY I RESIDENT

A Category I resident is an applicant who:

a. Continuously resides on any of the Four Nations Reserves and is attending or will attend a recognized Post Secondary Education Institution located on any of the Four Nations Reserves.

CATEGORY II RESIDENT

A Category II resident is an applicant who:

a. Continuously resides on any of the Four Nations Reserves and is attending or will attend any Post Secondary Education Institution located off any of the Four Nations Reserves; and also....

b. Continuously resides off any of the Four Nations Reserves and is attending or will attend any recognized Post Secondary Education Institution.

11.2 Basic Living Allowance Rates are as follows:

MAXIMUM MONTHLY LIVING ALLOWANCES

	Category 1 Resident	Category 2 Resident
A. Single Student	\$700.00	\$1015.00
B. Single Parent		
With 1 dependent:	\$975.00	\$1295.00
With 2 dependents:	\$1135.00	\$1455.00
With 3 dependents:	\$1285.00	\$1605.00
With 4 dependents:	\$1335.00	\$1655.00
C. Married Student		
With EMPLOYED Spouse:	\$600.00	\$925.00
With 1 dependent:	\$780.00	\$1100.00
With 2 dependents:	\$860.00	\$1280.00
With 3 dependents:	\$1135.00	\$1455.00
With 4 dependents:	\$1185.00	\$1505.00
D. Married Student		
With UNEMPLOYED Spouse:	\$700.00	\$950.00
With 1 dependent:	\$975.00	\$1295.00
With 2 dependents:	\$1135.00	\$1455.00
With 3 dependents:	\$1285.00	\$1605.00
With 4 dependents:	\$1335.00	\$1655.00
E. TRAVEL ALLOWANCE:		
ON RESERVE STUDENTS:	\$100.00/YEAR	
OFF RESERVE STUDENTS:	\$300.00/YEAR OR 50% OF RENT UP TO A MAXIMUM OF \$300.00	

11.3 Should there be any increase or decrease in the number of dependents a student has, or change in employment status of a spouse, students must notify the Post Secondary Coordinator of the changes immediately.

11.4 **Retroactive payments of tuition fees, costs for books and supplies and for living allowance(s) will not be made under any circumstances** by the Nipisihkopahk Education Authority's Post Secondary Education Program.

11.5 Advances or advanced payments for living allowance, books and supplies or tuition fees will not be made under any circumstances by the Nipisihkopahk Education Authority's Post Secondary Education Program. Cheques will not be issued prior to the dates approved by the Nipisihkopahk Education Authority's Post Secondary Education Program.

11.6 Payments for damage deposits to students are not made by the Nipisihkopahk Education Authority's Post Secondary Education Program under any circumstances. See Section 11.2 (e) of this policy regarding rent.

11.7 The levels of Living Allowances for eligible Maskwacis Cultural College students will be in accordance with Section 11.2 with the exception that if a student attends less than seventy (70%) percent of their classes during the pay period, the levels of living allowance will be changed to the Attendance Allowance Policy as outlined in Section 11.8.

11.8 Attendance Allowance Policy is used for (All first year students) Maskwacis Cultural College students who fail to attend ninety (90%) percent or more of their courses. The student's living allowance will be based upon their attendance record.

A. DEDUCTIONS ARE AS FOLLOWS:

$$\frac{\text{living allowance}}{\text{\#of scheduled classes/wk.}=\text{Living allowance/}}{\text{class}}$$

$$(\text{living allowance/class}) \times (\text{\# of scheduled classes missed}) = \text{Deduction}$$

$$(\text{living allowance}) - (\text{deduction}) = \text{attendance allowance}$$

Example:
 \$1205.00/20 classes=\$60.25/class
 \$60.25 X 5 scheduled classes missed=
 \$301.25

Therefore, \$1205.00- \$301.25=**\$903.75** =
 {Attendance Allowance}

B. Attendance Allowances will be paid only when all attendance reports are received by the Nipisihkopahk Education Authority's Post Secondary Education Program.

C. If a student attends less than ninety (90%) percent of their classes during a pay period, the only excusable absence accepted will be when a student provides Nipisihkopahk Education Authority's Post

Secondary Education Program with an original note from a physician explaining the absence due to medical reasons.
D. Maskwachees Cultural College students are bound by all other relevant sections of the Nipisihkopahk Education Authority's Post Secondary Education Program's policy manual including Section 15 regarding discontinued sponsorship.

12. OVERPAYMENT:

12.1 When a student receives more support than he/she is eligible for under an application with the Nipisihkopahk Education Authority's Post Secondary Policy Manual, then that student has been overpaid. It is the student's responsibility to repay any overpayment situation that may exist. Any student in an overpayment situation may have future funding affected.

Procedures students should do:

- **MUST** fill out a form stating/explaining that the student understand the procedures and guidelines under this policy manual regarding overpayment situations.
- Student **MUST** come into office and make necessary arrangements with the Nipisihkopahk Education Authority's Post Secondary Education Program to clear the overpayment and is agreed upon by both parties.

12.2 A potential overpayment situation may exist in one of the following ways:

- Post secondary staff reviews documentation (transcripts, receipts) submitted by that student indicates that he/she has received more than he/she is eligible for.
- Information from a college/university or third party indicates that a student has withdrawn from class yet is still on pay-list.
- Review of payroll, payment record by co-

ordinator/clerk identifies payment beyond eligibility.

13. TRANSFER:

NOTE: Transfers are not encouraged by the Nipisihkopahk Education Authority's Post Secondary Education Program.

A student transferring from one post secondary education institution in the middle of any academic term to another post secondary institution will be required to submit the following documentation:

- Letter of permission from the original education institution enrolled in.
- Letter of acceptance and a list of all transferable courses from the institution the student is transferring to, providing that the majority of courses are transferable to program of study.

14. PROGRAMS OUTSIDE CANADA

14.1 **Tuition \$6000.00 and under** (Canadian Currency). A student is encouraged to enrol in a post secondary education institution nearest their place of residence. Proof by documentation must be provided that the program is not available in Canada, tuition fees will be paid directly to the post secondary institution up to a maximum of \$6000.00 (Canadian Currency) per academic year. Living allowance and books and supplies will be paid to the student in accordance with this policy manual and in Canadian currency only. See section 8.3 and 11.2 of this manual. Students will be responsible for any outstanding balance.

14.2 **Tuition over \$6000.00** (Canadian Currency). Sponsorship to an American post secondary institution is not guaranteed for tuition amounts exceeding \$6000.00 (Canadian Currency). **IT IS THE STUDENT'S RESPONSIBILITY TO PROVIDE WRITTEN PROOF THAT THE OUTSTANDING**

AMOUNT OVER AND ABOVE \$6000.00 (CANADIAN CURRENCY) WILL BE COVERED OR SPONSORED BY ANOTHER FUNDING AGENCY, PROGRAM OR PERSON. FAILURE TO PROVIDE PROOF OF SPONSORSHIP OF THE OUTSTANDING AMOUNT MAY RESULT IN A DENIAL OF THE STUDENT'S APPLICATION OF FUNDING.

14.3 **TRAVEL**

~~Assistance for travel for students whose program is not available in Canada is available up to a maximum of \$200.00 per semester for the fall (September to December) and winter (January to April) semesters only. For more information on travel assistance for on-reserve students traveling to post secondary institutions off-reserve, see section 11.2 (e) of this policy manual.~~

15. DISCONTINUED SPONSORSHIP

The Nipisihkopahk Education Authority's Post Secondary Education Assistance Program will discontinue full/partial sponsorship for any one or more of the following reasons:

15.1 Incomplete information as required by Nipisihkopahk Education Authority's Post Secondary education application form.

15.2 False or fraudulent information in any form will disqualify a student from obtaining assistance and further sponsorship for a minimum of two (2) academic years. There is no appeal in this case.

15.3 Notification from the institution of withdrawal/dropping out of program of study.

15.4 **FAILURE TO ATTEND ALL SCHEDULED COURSES.**

15.5 Inexcusable absenteeism from courses that is affecting academic performance exceeding consecutive instructional days or as defined by the post secon-

dary institution.

15.6 When a student has exceeded the duration of support as defined by the post secondary institution.

15.7 When **full-time status has changed to part-time status** it is the student's responsibility to notify Nipisihkopahk Education Authority's Post Secondary Education program of any status change.

15.8 **Termination by a recognized post secondary institution.**

15.9 **When a student is incarcerated during the academic year for a period exceeding thirteen (13) continuous days.**

Note: Incarceration does affect academic performance (ie; the student is no longer able to attend school for a period of time). See section 15.5.

16. APPEAL PROCESS:

Nipisihkopahk Education Authority's Post Secondary Education Program provides an appeal process for continuing students wishing to appeal a decision of the Post Secondary Program.

This will ensure any applicant fair and equitable treatment in accordance with the policies, procedures and guidelines adopted by the Nipisihkopahk Education Authority's Post Secondary Education Program including the restrictions found therein.

PROCEDURE:

16.1 **The appeal process is available only to those applicants who have complied with all of the application procedures set out in section 5 of this policy manual.**

16.2 Applicants, students and employees of the Nipisihkopahk Education Authority's Post Secondary Program must comply with all

of the policies, procedures and guidelines adopted by the Nipisihkopahk Education Authority's Post Secondary Education Program.

16.3 Applicants and students who wish to appeal must do so within one (1) week from the time of receipt of a written decision from the Post Secondary Education Program Coordinator.

16.4 Applicants and students are required to **submit their appeal in writing to the Coordinator** of the Nipisihkopahk Education Authority's Post Secondary Education Program outlining their grounds for appeal and all supporting documentation. **Appeal forms are available from the Nipisihkopahk Education Authority's Post Secondary Education Program office upon request.** The Coordinator of the Nipisihkopahk Education Authority's Post Secondary Education Program will attempt to resolve the matter under appeal.

16.5 If the matter cannot be resolved by the Coordinator, the matter will be forwarded and reviewed by the Manager of the Nipisihkopahk Education Authority who will attempt to resolve the matter under appeal.

16.6 If the matter cannot be resolved by the Manager, the matter under appeal will be forwarded to the Appeals Committee to be placed on the agenda for final resolution. The decision of the Committee is final and no further appeals are permitted.

17. POLICY REVIEW:

The Nipisihkopahk Education Authority's Post-Secondary Program policies will be reviewed annually by the Nipisihkopahk Education Authority's Post Secondary Education Program Board annually for possible changes or additions. The policies will be reviewed annually but need not necessarily be altered. The recommended annual policy review dates are May/June of each year. Participating

students qualify for \$50-\$100/day pending budgetary allowances. Notices will be sent out in advance, however seats on the panel are limited.

PROCEDURE:

17.1 The Nipisihkopahk Education Authority's Post Secondary Coordinator will gather input for possible changes or additions from respective Board, staff, and students.

17.2 Draft changes or additions will then be brought to representatives of the Samson student body for further discussion.

17.3 Final changes or additions will be brought to the Nipisihkopahk Education Authority's Post Secondary Education Program Board for final approval.

18. GRADUATE PROGRAMS:

The Graduate programs will include the Masters and Doctoral programs. Admission into some graduate programs may require a student to first complete a Qualifying Year. To be eligible for Graduate programs level of funding, the applicant must already have obtained an undergraduate degree from a recognized post secondary institution.

18.1 GRADUATE STUDIES < QUALIFYING YEAR >

Students with a three-year undergraduate degree or who have fewer than eight (8) full-year courses or their equivalent in their area of study are usually admitted to this category. Depending on their background, they may hold this status for a full academic year or only for a single term. The normal course load for a qualifying year student is four courses a term, the majority of them at the graduate level.

A. Part-time Qualifying Year students

shall receive assistance for tuition fees, books and supplies only and in accordance with this policy manual.

B. **Full-time Qualifying Year students** shall receive assistance for tuition fees, books and supplies, and living allowance in accordance with this policy manual as adopted from time to time.

C. The duration of assistance for living allowance for Qualifying Year students will be the official length of the program as defined by the post secondary institution.

18.2 GRADUATE STUDIES-MASTERS

For some programs, there may be two routes towards completing your Masters level of studies those two routes are course based and thesis based. The post secondary Coordinator shall contact the faculty advisor for any graduate student funded from the Nipisihkopahk Education Authority's Post Secondary Education Program for the purpose of keeping up to date with the graduate student's progress.

A. Part-time Masters students shall receive assistance for tuition fees, books and supplies only and in accordance with this policy manual.

B. Full-time Masters students shall receive assistance in accordance with this policy manual as adopted from time to time.

Graduate students are bound by all other relevant sections of the Nipisihkopahk Education Authority's Post Secondary Policy manual including Section 15 in respect to discontinued sponsorship.

18.3 A.) GRADUATE STUDIES- MASTERS-COURSE BASED ROUTE

a. For course based routes, the duration of assistance for living allowance for Masters students will be the official length of the program as defined by the post secondary institution and as

confirmed from the Advisors in regards to the student, a letter may be required as proof.

b. For course based routes, Masters students will be assisted for living allowance for up to one additional academic year if an extension is approved in writing by the Faculty Chair or the program's Dean and approved by the Nipisihkopahk Education Authority Post Secondary Education Program. In unforeseeable circumstances an appeal may be made to a board comprised of former graduates (Phd) students, to review the situation and come to a consensus of criteria to be followed in regards to the extension.

B.)GRADUATE STUDIES-MASTERS-THESIS BASED ROUTE

For thesis based routes, assistance for living allowance to complete course requirements is available for up to one additional academic year if an extension is approved in writing by the Faculty Chair or the program's Dean and approved by the Nipisihkopahk Education Authority's Post Secondary Education Program. For thesis based routes, and after completing course requirements, the student will be eligible to receive up to a maximum of four (4) months of additional living allowance support should the student require more time to complete their thesis. The additional support for living allowance will cease upon completion of the thesis and/or should the student begin full-time employment.

Graduate students are bound by all other relevant sections of the Nipisihkopahk Education Authority's Post Secondary Education Program policy manual including Section 15 in respect to discontinued sponsorship.

19. GRADUATE STUDIES-DOCTORATE

To be eligible for Doctorate program level of funding, the applicant must already have obtained a Masters degree from a recognized post secondary institution. The Post Secondary Coordinator shall contact the faculty advisor for any Doctorate Student funded for the purpose of keeping up to date with the Doctorate student's progress.

- A. Part time Doctoral students shall receive assistance for tuition fees, books and supplies only and in accordance with this policy manual. See section 18.3 of this policy manual.
- B. Full time Doctoral students shall receive assistance for tuition fees, books and supplies and living allowance in accordance with this policy manual as adopted from time to time.
- C. The duration of assistance for living allowance for Doctoral students will be the official length of the program as defined by the post secondary institution.
- D. To complete course based requirements, Doctoral students will be assisted for living allowance for up to one additional academic year if an extension is approved in writing by the Faculty Chair or the program's Dean and approved by the Nipisihkopahk Education Authority's Post Secondary Education Program.
- E. After completing course based requirements, the student will be eligible to receive up to a maximum of six (6) months of additional living allowance support (see section 18.3 of this policy manual) should the student require more time to complete their thesis. The additional support for living allowance

will cease upon completion of thesis and/or should the student begin full-time employment.

F. Graduate students are bound by all other relevant sections of the Nipisihkopahk Education Authority's Post Secondary Education Program policy manual including Section 15 in respect to discontinued sponsorship.

G. Books purchased for courses (research or other) become the property of Nipisihkopahk Education Authority office to be used by other students. Prior to funding, a promissory note may be required to be filled out in order to guarantee the return of books purchased. Contact the post secondary Coordinator for more details.