

Wikwemikong Board of Education
Post Secondary Student Policy



Wikwemikong Board of Education
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To all students:

This booklet has been prepared to make you, the student, more fully aware of the assistance available for Post-Secondary Education as well as the responsibilities inherent with the right to education.

The Board, on behalf of the Wikwemikong Unceded Indian Reserve, wish you success in your academic pursuits. It is a long, hard road and requires commitment and sincere effort on your part. It is your future, plan it well.

“Have a good and rewarding year!” Sincere thanks go to all who assisted in the preparation of this booklet.

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Wikwemikong Board of Education
POST SECONDARY EDUCATION ASSISTANCE PROGRAM

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1. APPLICATION REQUIREMENTS:

- a) An applicant **MUST** be a registered member of the Wikwemikong Band
- b) Deadline for all applications: **All applications must be in the PSCU office by 4:00 p.m., June 1st ESDT (Eastern Standard Daylight Time). If June 1st falls on the weekend, deadline for submissions will fall on the Friday prior.**
- c) All funding will be in Canadian Funds only. There is no currency exchange rate
- d) An applicant must have been a resident in Canada for twelve (12) consecutive months prior to the date of application.
- e) Required documents:

NEW STUDENT	CONTINUING STUDENT	RETURNING STUDENT	PART-TIME STUDENT	SPECIALIZED/ SUMMER STUDENT	GRADUATE STUDENT
Application Form	Application Form	Application Form	Application Form	Application Form	Application Form
Final Acceptance Letter		Final Acceptance Letter	Final Acceptance Letter	Final Acceptance Letter	Final Acceptance Letter
Release of Information	Release of Information	Release of Information	Release of Information	Release of Information	Release of Information
Student Contract	Student Contract	Student Contract	Student Contract	Student Contract	Student Contract
Probationary Contract		Probationary Contract			
Reference Letter / Letter of Support		Reference Letter / Letter of Support		Reference Letter / Letter of Support	Reference Letter / Letter of Support
Educational/ Career Plan Essay (300-500 words)		Educational/ Career Plan Essay (300-500 words)	Educational/ Career Plan Essay (300-500 words)	Educational/ Career Plan Essay (300-500 words)	Educational/ Career Plan Essay (300-500 words)
Transcripts of Marks (high school, college, university)	Transcripts indicating promotion or approval to continue studies	Transcripts of Marks (high school, college, university)	Transcripts of Marks (high school, college, university)	Transcripts of Marks (high school, college, university)	Transcripts of Marks (high school, college, university)
Registration form/class schedule	Registration form/class schedule	Registration form/class schedule	Registration form/class schedule	Registration form/class schedule	Registration form/class schedule
Updated resume	Updated resume	Updated resume	Updated resume	Updated resume	Updated resume

Applications will be considered based on availability of funds.

2. BUDGET CATEGORIES:

- a) **Continuing Students** – presently attending college or university who, with acceptable progress, have been allowed to continue to the next semester of their program.
Criteria for selection – Marks from previous academic year.
- b) **High School** – students enrolling in a specific college or university program.
Criteria for selection – Final report/transcript, reference letter, education plan.
- c) **Mature Students** – sponsored for the first time.
Criteria for selection – upgrading transcripts and/or certificate program (GED 1-year certificate), reference letter, education plan.
- d) **Returning Students (Maximum of 20 students):**
 - 1. **Previously Successful** - student who has previously proven success (i.e. graduates, OSAP).
 - 2. **Previously Unsuccessful** – student who has been unsuccessful (program withdrawal, program change, low GPA) will be considered for tuition and books only.
Criteria for selection – Transcript, reference letter, education plan, medical leave form (if applicable).
- e) **Part-Time Studies** – Tuition and books only.
Criteria for selection – first come, first served.
- f) **Specialized/Summer Students** – a student enrolling in a specialized program which occurs only in the summer (i.e. ATEP, NCCCD, NCAP, and NCTP).
Criteria for selection – first come, first served.
- g) **Graduate Students (Maximum of 20 students)** – a student enrolling in a graduate program (i.e. Masters, Doctorate) *Criteria for selection – first come, first served, based on original education plan.*

3. ASSISTANCE LIMITS

- a) No program changes will be approved except for medical reasons.
- b) Assistance may be provided for the number of academic years of the program as originally defined by the institution.
- c) Sponsorship to private institutions will not be considered. Only MTCU or government sanctioned school programs will be supported.
- d) Special needs students must request approval for reduced course loads. Documentation required includes:
 - 1. Assessment report.
 - 2. Documentation regarding recommended course load from the Special Needs office.
- e) Colleges/Universities must be Canadian Institutions only.
- f) If students are hospitalized, incarcerated or leave program for any reason, must notify PSCU within 24 hours. Funding may be suspended.
- g) You cannot claim a spouse/partner as a dependent if the individual is already receiving educational assistance/allowance.

4. LIVING SUBSIDY / GRID

Students will receive living subsidy based on:

- Marital status
- Dependent claim
- Employment (part-time / full-time)
- Residency (on/off reserve)
- Student Residence (on-campus housing) – *students requesting to live in student residence are allocated the same funds as all students based on living subsidy rates. Any costs exceeding annual budget allocation becomes the responsibility of the student.

Documents that may be required:

- Live birth/birth certificate
- Marriage certificate
- Verification regarding E.I., Ontario Works, and/or Employment

The living allowance is a subsidy and is not intended to pay off personal debts.

	Maximum Monthly	Monthly On-Reserve
Student	\$875	\$680
1 additional dependent	\$1245	\$1050

5. BOOKS/SUPPLIES ALLOWANCE

A billing account is established at the individual institution book store.

The cost for required books will be approved for sponsorship; students must submit program booklists or a course syllabus. Optional books and supplies WILL NOT be considered.

a) The annual book allowance allocation is as follows:

College: \$800

University: \$900

Any purchases for required textbooks that must be made outside of the institution book store must remain within the annual book allocation. Receipts must be submitted for reimbursement and amounts of purchases will be deducted from this allocation.

Reimbursements for books purchased will only be considered if receipts are submitted prior to March 31st of the fiscal year.

b) Special Equipment – Students enrolled in programs that require special uniforms or equipment (i.e. Nursing or Electronics) may receive assistance for these items, **if the required funds are available** and prior approval is obtained.

Students should have cost estimates for these additional supplies verified by an instructor or other program official.

c) Requests for laptops or computers will no longer be approved.

6. FEES

- a) Repeat courses will no longer be sponsored by the Wikwemikong Board of Education. If students have to repeat courses or programs, it becomes their financial responsibility to pay for courses taken a second time regardless of prior funding source.
- b) Each student is required to pay his/her own Application Fee.
- c) Students who do not submit their tuition fee statements when they are received will be responsible for any late fees incurred.
- d) Residence/Meal Plan fees will be paid once the student submits all required documents (i.e. cost of residence/meal plan)
- e) Deposit fees for tuition or residence are the responsibility of the student if final acceptance letter has not been received. The fees can be reimbursed when students have been approved for sponsorship and have submitted receipts.
- f) Health, dental and transportation fees will not be paid by the WBE. Students must make arrangements to fill out opt-out forms or cover the fees themselves.

7. PAYMENT SCHEDULE FOR POST-SECONDARY FINANCIAL ASSISTANCE

- a) Only one (1) cheque per student will be issued each month. An annual cheque schedule will be provided to all sponsored students.
- b) Students will be required to provide direct deposit banking information. These forms are issued at banking institutions.
- c) Requisitions for monthly payment for students are made by the Post-Secondary Counsellors and forwarded to the Wikwemikong Board of Education Finance Department.
- d) Adjustments/reimbursements required must be submitted to the Post Secondary Counselling Unit one (1) week prior to the posted cheque issuing date (refer to cheque schedule).

8. TERMINATION OF EDUCATIONAL ASSISTANCE

Assistance will be discontinued in the following situations:

- a) Has met the graduation requirements for one (1) college diploma or one (1) university degree. Sponsorship can continue for a Bachelor of Education program.
- b) Has used up the total number of months as originally defined by the institution.
- c) Has been asked to exit the program by the college or university
- d) Has not submitted his/her transcripts or any other required documentation.

9. COUNSELLING SERVICES

The Post Secondary Counselling Unit provides one on one counselling service. Students are encouraged to use all counselling services (academic or other) that are available at the institution they are attending. Guidance counselling services are available to high school students. Resources are also available for career planning in the Post Secondary Counselling Unit.

10. ORIENTATION

An orientation workshop is scheduled each year. Orientation is about information on the policy, budgeting, housing, strategies for student success at the post-secondary level, college and university regulations/procedures, other sources of funding and health issues.

The Post Secondary Counselling Unit coordinates orientation for all students and community members.

11. GRADUATION, INCENTIVES, AWARDS AND SCHOLARSHIPS

The Post Secondary Counselling Unit will host an annual graduation where the following will be distributed:

Application Process – There are no applications. Only those students who submit final marks for the previous school year by the second Friday of July will be considered for bursaries. Students should call our office to confirm that marks are on file for review.

- a) **Full-Time Students** – Strategic Studies Scholarships - \$2500 at the beginning of the second year, with a “B” average. Available to **12 continuing students**.
- b) **Full-Time Students** – Academic Achievement Scholarships - \$1000 upon completion of one (1) year with a “B” average to qualify. Available to **15 continuing students**.
- c) **Part-Time Students** – One (1) **college student** and one (1) **university student** with the highest GPA
- d) **Master’s Program** - \$750 - Maximum of three (3) years of continuous study.
- e) **Ph. D.** - \$1500 – Maximum of three (3) years of continuous study.

A continuing full-time student may qualify for either a Strategic Studies or Academic Achievement award.

Other Scholarships and Bursaries:

Other scholarships and bursaries are available at colleges and universities attended: also through the Indigenous and Northern Affairs Canada (INAC) website: www.aadnc-aandc.gc.ca/eng/1351185180120/1351685455238 or www.aadnc.gc.ca/bursaries (URL’s are pending updates).

12. STUDENT CONTRACTS

All new students and returning students will be on probation for one (1) semester. They will be required to contact the Counsellors at the Post Secondary Counselling Unit once a month to discuss progress and status information. If a student does not contact the counsellors, the subsidy allowance will be delayed (see payment schedule).

If a student is unsuccessful in achieving a minimum standard, sponsorship will be withdrawn. In addition to the standard contract, students placed on probation will be required to sign a probationary contract.

1. POST SECONDARY PROBATIONARY CONTRACT

As a student sponsored by the Wikwemikong Board of Education, under the Post Secondary Education Program, I agree to and accept the following conditions and responsibility of being on probation.

THAT:

1. I will attend all classes, complete assignments, and utilize all counselling and tutoring services to meet the academic requirements of the institution.
2. I will discuss my progress on a monthly basis with a designated Post Secondary Education Counsellor. Continuing students on probation must submit an attendance report to the Wikwemikong Post Secondary Office or Native Student Support Office.
3. I, as a student on probation, understand that I will not, receive my subsidy until my monthly call to the Wikwemikong Post Secondary Counselling Unit has been made.
4. I must submit a monthly attendance report with the understanding that deductions will be made should I have any unauthorized absences. Proof of attendance is my responsibility.

IF ONE OR MORE OF THE ABOVE CONDITIONS OR RESPONSIBILITIES ARE NOT MET, EDUCATION ASSISTANCE WILL BE WITHDRAWN.

13. STUDENT CONTRACTS CONTINUED

2. POST SECONDARY STUDENT CONTRACT

As a student sponsored by the Wikwemikong Board of Education, under the Post Secondary Education Program, I agree to and accept the following conditions and responsibilities.

THAT:

- i. I satisfy the academic requirements specified by the school.
- ii. I must submit transcripts for each school semester to the Post Secondary Counselling Unit when they are available from the college or university.
- iii. I understand that the education subsidy should be budgeted to last for the whole month. Advances will not be given.
- iv. I will report other income such as E.I. or Family Benefits/Social Assistance when applying for educational assistance. However, bursaries, scholarships, or income from a part-time job (30 hours or less per week) will not affect my monthly allowance.
- v. I will report income earned as part of my program (co-op, placements, and TA positions).
- vi. I will be responsible for any late fees incurred due to my late submission of any tuition or residence bills.
- vii. I will report any program changes, including course withdrawals which must be approved by an education counsellor from the college or university, with final approval by a counsellor from the Post Secondary Counselling Unit.
- viii. I will notify the Post Secondary Counselling Unit immediately if withdrawing from school and complete the necessary withdrawal forms.
- ix. I will forward tuition and residence invoices immediately. Delays may mean losing a place in the program or residence.
- x. I will notify the Post Secondary Counselling Unit within 48 hours of any changes in my status as a Wikwemikong Unceded Indian Reserve band member.
- xi. I will submit a formal letter of request if I require a copy of my student file and provide a reason for said request.
- xii. If I receive educational subsidy to which I am not entitled, I will be required to repay the full amount before further assistance is approved.

IF ONE OR MORE OF THE ABOVE CONDITIONS OR RESPONSIBILITIES ARE NOT MET,
EDUCATIONAL ASSISTANCE WILL BE WITHDRAWN

14. APPEAL PROCESS

An appeal may be made by the student in writing with supporting documentation to be forwarded to the Post Secondary Program Review Committee – Attn: Appeal Board. The student will meet with the Appeal Board to have a case review. The Appeal Board will review and report to the WBE. The final decision will be made once the WBE has heard the presenting case which from the appeal was initiated. The Appeal Board consists of 2 Trustees, 1 Student Representative, and 1 Program Manager.

15. MEDICAL CARE

1. **Doctor's Appointments:** All students must have an individual health card. This card must be presented when seeking medical attention at a health centre or doctor's office. If you do not have one, you may be refused medical attention or you may be required to pay your own medical expenses.
2. **Drug Prescription:** Prescriptions for Status Indians are covered by the Non-Insured Health Benefits program on a prior approval basis. When you take your prescriptions to a pharmacy, tell them that you are from the Wikwemikong Band and give your Registered Band Number and have your status card readily available as proof of eligibility. Non-Insured Health Benefits approves payment for prescription drugs that are on their approval lists.
3. **Eyeglasses:** To request assistance for eyeglasses, book your appointment directly with any optician. The optician, then calls the Prior Approval Centre in Ottawa to see if you are eligible.

Please note – Non-Insured Health Benefits program just covers basic costs for frames and fittings. Tinted glasses, fancy frames and contact lenses are not covered.

Eye exams are no longer covered.

4. **Dental Care:** An application form must be completed for dental care coverage. Forms are available at the dental office only, and status cards must be shown.

For emergency treatment, just ask the dentist to bill the regional dental office.

5. **Health Care:** There is no health coverage available under the Education Assistance – Post Secondary Program. Please consult with the Wikwemikong Health Centre information on eligibility of health services at (705)859-3164.

16. INDIAN STATUS CARD

Applications for an Indian Status card are available in the Membership Office at the Wikwemikong Band Office. Telephone: (705)859-3122 ext. 301/302 or Toll Free: 1-800-880-1406.

Please call the membership office, as there may be a minimum fee involved.

17. GLOSSARY

The following list of terms is designed to clarify information provided to the student.

Applicant: A registered member of the Wikwemikong Unceded Indian Reserve #26.

Dependent: A dependent is someone who has no income and depends on the PSCU student for financial support. Children 0-18 years of age that depend on the PSCU student for financial support.

New Student: An applicant who has never received educational assistance from the Wikwemikong Board of Education – Post Secondary Counselling Unit.

Returning Student: An applicant who has previously received education assistance from the Wikwemikong Board of Education – Post Secondary Counselling Unit.

Continuing Student: A student currently being sponsored and who will require sponsorship to complete his/her program of studies.

Married Student: Spouse or common-law relationship in a conjugal relationship in the same residence for more than six months.

Canadian Residency: All applicants must be residents of Canada.

College/University Resident: A student who requests/applies for/acquires accommodation from their chosen institution.

INAC: Indigenous and Northern Affairs Canada