



POST-SECONDARY EDUCATION PROCEDURES MANUAL

Procedures for the Administration of Post-Secondary Education

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Owned By: Melody Lepine, Interim Chief Executive Officer

Approval: *Melody Lepine*
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SUMMARY OF CHANGES

This summary shows:

- All changes from last approved and published document
- The location within the document where the changes have been made

Location of Change	Summary of Change
Entire Document	Creation of document



Requirements changed in the new revision will be identified with a revision triangle beside it.

SUMMARY OF REVIEWERS

The following people were involved in the review of this Standard:

Name	Position
Lydia Courteoreille	Councillor
Yvonne Carothers	Virtual Administrator (Contractor)
Bonnie Fraser	Councillor
Vivian Antoine	Student Coordinator
Doreen Cardinal	Chief Executive Officer
Wendi Crowe	Lawyer (Contractor)
Melody Lepine	Interim Chief Executive Officer

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1. SCOPE

This Post-Secondary Education Procedures Manual applies to Mikisew Cree First Nation (MCFN) staff who assist MCFN post-secondary students with their funding.

1.1 PURPOSE

The purpose of this Post-Secondary Student Procedures Manual is to guide MCFN Administrative Staff on the processes to assist Mikisew students with the administration of all post-secondary student support programs efficiently, effectively, and equitably.

1.2 DOCUMENT CONTROL

MCFN has the right to amend, delete, and modify aspects of these procedures to meet educational needs.

This manual is a living document which will be reviewed and updated annually by the Standing Committee. This will ensure that MCFN stays current with Indigenous Services Canada Post-Secondary Student Support Program Guidelines (Appendix A). To the extent of any inconsistency between this manual and specific requirements of the Indigenous Services Canada (ISC) Post-Secondary Student Support Program Guidelines, or any funding agreement between MCFN and ISC, the Guidelines and funding agreement shall be paramount. This Post-Secondary Education Procedures Manual replaces the 2010 MCFN Post-Secondary Student Support Program Policy Manual, and the MCFN Post-Secondary Student Support Program Operating Guidelines (date unknown).

2. DEFINITIONS

- 2.1 **ACADEMIC YEAR** means the academic year as defined by the applicable post-secondary institution; but will not be less than eight months in duration.
- 2.2 **APPROVED POST-SECONDARY INSTITUTION** means a post-secondary institution that offers certificate, diploma and degree programs recognized by Mikisew Cree First Nation.
- 2.3 **CEGEP** means College d'Enseignement General et Professional which operates in the province of Quebec.
- 2.4 **COMPASSIONATE REASONS** mean reasons pertaining to the death, incapacitating illness or serious accident of an immediate family member and approved at the discretion of the Standing Committee.
- 2.5 **CONTINGENCY FUNDING** means financial support provided to students for costs that are related to emergency or other unforeseen situations that may arise.

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- 2.6 **CONTINUING STUDENT** means a student who was enrolled in a program in the previous semester and is continuing their program of study.
- 2.7 **DEFAULT** means a circumstance in which a student has failed to fulfill their obligations under their agreement with MCFN Student Services, including without limitation, the requirements for class attendance (subject to properly documented medical reasons), passing courses, or otherwise, or has failed to meet their institution's requirements to remain in good standing.
- 2.8 **DEPENDENT** means a student's child, grandchild, brother, sister, or adoptee who is under the age of 18 and is living with and supported by the student.
- 2.9 **EDUCATION COORDINATOR** means the person holding that position with MCFN Student Services, at the relevant time.
- 2.10 **EMPLOYED STUDENT** means a student who is also earning employment income. If the employed student's gross income exceeds the top of the first income tax bracket used for federal tax purposes under the *Income Tax Act* (Canada), then the student **will not be** eligible for living allowance and will receive tuition and book allowance **only**.
- 2.11 **FULL-TIME STUDENT** means a student enrolled in three or more courses per semester, and/or who is required to carry a minimum class load of 109 credit hours per semester.
- 2.12 **GRADE 12 STUDENT** means a student who has successfully completed high school or General Equivalency Diploma from the previous school year and who has been accepted into an approved post-secondary institution.
- 2.13 **HOME STUDY** means courses of instruction that are provided from an approved post-secondary institution which are administered online or by mail and continued in the student's home.
- 2.14 **MATURE STUDENT** means a student who is starting their post-secondary studies after a break from high school, or a student who has been accepted in certificate, diploma, or degree program under the category of Mature Student.
- 2.15 **MEDICAL REASONS** refers to a serious illness, disease, injury or medical condition (including pregnancy) that requires treatment by a doctor or other medical professional, as a result of which the student will be absent from classes for more than one week.
- 2.16 **MIKISEW MEMBER** means a person whose name has been entered in the MCFN Membership database, which is maintained by the Mikisew Cree First Nation.
- 2.17 **MIKISEW CREE FIRST NATION (MCFN)** means the administering organization.
- 2.18 **MIKISEW STUDENT SERVICES** means the office which manages MCFN Post-Secondary Education funding, led by the Education Coordinator.
- 2.19 **NEW STUDENT** means a recent Grade 12 High School graduate.

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- 2.20 **NO FUND LIST** is a list of students maintained by MCFN Student Services who have been found in Default, and as a result are not eligible for funding until all circumstances giving rise to the Default have been corrected, and all funding amounts to be reimbursed to MCFN are cleared.
- 2.21 **PART-TIME STUDENT** means a student enrolled in one or two courses for a semester.
- 2.22 **POST-SECONDARY EDUCATION** means a program of studies offered by an approved Post-Secondary Institution.
- 2.23 **POST-SECONDARY INSTITUTIONS** means educational institutions that are accredited and recognized by provincial authorities.
- 2.24 **PRE-TECH/UPGRADING PROGRAMS** means programs designed to provide students whose grades are lower than required into entry Level 1 programs, such as Sciences.
- 2.25 **PROGRAM OF STUDIES** means all post-secondary programs consisting of courses required to complete a specific certificate, diploma, or degree.
- 2.26 **RETURNING STUDENT** means a student who is returning after a break in studies, (including students who withdrew previously due to medical reasons [documented by MCFN Student Services] and/or parental leave, or as approved by the Standing Committee on an individual basis).
- 2.27 **SEMESTER** means a part of the academic year as defined by the post-secondary institution. These periods cover from September to December, January to April, May to August.
- 2.28 **SPECIAL NEEDS** means a disability or medical condition that requires accommodation, which has been documented by a student's doctor or other medical professional.
- 2.29 **STANDING COMMITTEE** is a committee established and made up of the MCFN Chief and Council, with authority to deal with post-secondary education matters. This committee shall typically consist of the MCFN Chief, two Councillors, CEO, and the Education Coordinator. Chief and Council may change the make-up of the Standing Committee from time to time and references in this Post-Secondary Education Procedures Manual to the Standing Committee shall mean the Standing Committee as it is constituted at the relevant time.
- 2.30 **UNIVERSITY AND COLLEGE ENTRANCE PREPARATION (UCEP)** means programs that are offered by accredited Canadian universities and community colleges for students to attain the academic level that is required for entrance into degree and diploma programs.



3. ELIGIBILITY REQUIREMENTS

3.1 APPLICATION SUBMISSION DEADLINES

ALL applications must be completed and submitted to Mikisew Student Services on the last business day prior to:

- a. **July 30** if starting in September **(Fall)**
- b. **November 15** if starting in January **(Winter)**
- c. **April 1** if starting in May **(Spring/Summer)**

3.2 SPRING/SUMMER PROGRAMS

Funding support for Spring/Summer courses (May-August) is considered part of the student's overall program of study funding, and annual application deadlines apply.

3.3 UNIVERSITY/COLLEGE ENTRANCE

The student must meet the University or College entrance requirements and must be registered with an approved post-secondary institution.

The student must be enrolled in a program of studies at least one academic year of duration that leads to a recognized certificate, diploma, or degree.

4. PRIORITIES FOR APPROVAL OF APPLICATIONS

4.1 FUNDING AND PRIORITY LEVELS

Support will be provided based on funding provided to Mikisew Cree First Nation. If the demand for funding exceeds the availability, applications will then be considered based on priority as listed below. Priority of approval of application for students will be based on the following categories:

- a. Priority 1: Continuing Students
- b. Priority 2: Grade 12 Students
- c. Priority 3: Returning Students
- d. Priority 4: University College Entrance Program/Pre-Tech/Upgrading Students
- e. Priority 5: Mature Students



5. LEVELS OF SUPPORT

Support for living and travel allowances will be provided based on the four levels of post-secondary education set out below. Limits are placed on the duration of support according to the level of program in which the student is enrolled.

5.1 LEVEL I

Technical Institution, CEGEP, or Community College Programs are based on two academic years or on the institution's program duration.

5.2 LEVEL II

University Undergraduate Programs (BA/B.Ed./B.Sc.) are based on four academic years, or on the institution's program duration.

5.3 LEVEL III

University Professional Programs (M.D.) and/or Post-Graduate Programs (M.A/M. Ed/Ph.D.). Duration of support will be in accordance with the institution's program; however, reasonable limits of support may be up to 24 months based on individual need. All applicants will be dealt with individually, based on information provided on their original application.

5.4 LEVEL IV

University or College Entrance Preparation Programs are based on a maximum of two academic years.

5.6 DURATION OF ASSISTANCE

Duration of assistance will be maximum 40 months, in accordance with the minimum full-time requirements of the program, as defined by the post-secondary institution.

5.7 ONE ADDITIONAL SEMESTER ASSISTANCE – MEDICAL, ACADEMIC OR PERSONAL

Students in Level I, II and III may be assisted for up to one additional semester for authorized and documented medical, academic, and/or personal reasons. Students requesting an additional semester of this assistance must apply for it and be pre-approved.

Applicants who request funding for more than one additional semester will be referred to the Funding Appeals Procedure (Section 13) prior to being granted approval for any additional funding.

5.8 UNIVERSITY PROFESSIONAL AND POST-GRADUATE PROGRAM ASSISTANCE

Level III funding arrangements will be based on the student's original application and dealt with on an individual basis.



5.9 TRANSFERRING PROGRAMS

All students transferring to a new program of studies or institution will need to start a new application, which will require approval of the Standing Committee prior to disbursement of any additional funding.

5.10 DELAYED FUNDING QUALIFICATION

Students who are partially through their program of studies and who did not previously qualify for support for funding, may subsequently qualify and receive support for the remainder of their program, up to the maximum limit of eligibility.

6. TYPES OF SUPPORT AND ASSISTANCE

- 6.1 **Tuition and Book Funding** – Funding support will be provided to ALL LEVELS of eligible students according to Section 5 - Levels of Support.
- 6.2 **Registration Fees** - Funding support will include fees and costs associated to registration, tuition, and books. Receipts may be requested.
- 6.3 **Institution Medical/Dental Fees** – Funding support will not cover the student fees for medical/dental as per the institution. Students must **OPT OUT** or be willing to pay these costs on their own.
- 6.4 **Foreign Institution Tuition Fees** - Students enrolled in foreign post-secondary institutions will be eligible for tuition support at no higher than the rate charged by the institution. All funds will be in Canadian dollars. If the program of studies is at a foreign institution, the student must provide evidence that it is recognized in Canada as an acceptable post-secondary program of studies.
- 6.5 **Scholarships and Bursary Awards** – Students are encouraged to apply for scholarships, and bursary awards and this will not affect funding.
- 6.6 **Additional Program of Study** - Students who have completed a program of study in Level I, II, or III, and wish to pursue a second certificate, diploma, or degree may be eligible for funding towards tuition and books **ONLY**, depending on the availability of funds.
- 6.7 **Part-Time Studies** - Part-time students will be eligible for assistance for tuition and book fees **ONLY**.

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7. TRAVEL

Students and their dependents will be eligible for travel support for one round trip between their home and their institution per semester. This **ONLY** applies if their permanent residence is different from their address while attending their program of studies.

8. LIVING ALLOWANCE

- 8.1 The Living Allowance rate structure and entitlement will be set annually in Appendix B - Post-Secondary Education Funding Amounts.
- 8.2 An additional childcare funding subsidy per semester for students with dependents may be disbursed for the dependents' required licensed daycare, school registration fees, school supplies, and bus transportation. This is based on the location where the parent is attending a post-secondary institution. Proof of registration, receipts, and supporting documents are required for dependent(s). The rates are set within the Appendix B - Post-Secondary Education Funding Amounts.
- 8.3 Allowances will NOT be provided for personal clothing or personal expenses. The **ONLY** EXCEPTION is if a student needs special uniforms or safety equipment for their required courses. Students will **NEED** to verify this with documentation provided by the program and/or institution.

9. ALLOWANCES FOR STUDENTS WITH SPECIAL NEEDS AND MEDICAL REASONS

- 9.1 Students with Special Needs requiring additional assistance related to their post-secondary programs shall have their request considered on an individual basis.
- 9.2 Students who wish to be excused from regular class attendance requirements, or who wish to defer or extend their funding support, for properly documented medical reasons, shall have their request considered on an individual basis. Medical absences must be supported by a note or certificate from a doctor or other medical professional that provides details of the circumstances or reason for absence from classes. Failure to provide such a note to the Education Coordinator may result in the student being required to reimburse MCFN for all educational funds that have been provided to the student for the semester during which the absence occurred.
- 9.3 In the event the student wishes to appeal a decision, the Funding Appeals Procedure (Section 13) will apply.

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10. EXCEPTIONS

All exceptions to this procedures manual will be handled on an individual basis. Requests for consideration shall be made in writing to the Standing Committee, which shall have the sole and final discretion to approve or decline the request, in accordance with the Funding Appeals Procedure (Section 13). The granting of an exception in one case does not bind the Standing Committee to grant the same or similar exception in any other case.

11. CONTINGENCY ASSISTANCE

Contingency assistance may be paid, subject to the availability of funds to eligible full-time post-secondary education students. This is to assist with costs associated with emergency or special situations that are NOT covered by any other provisions within this procedures manual, for example:

- 11.1 Graduation expenses, upon submission of receipts. (Appendix B - Post-Secondary Education Funding Amounts).
- 11.2 Practicum/internship assistance (additional childcare needs)
- 11.3 Program orientation
- 11.4 Certification Exam fees (up to 2 re-writes)
- 11.5 Seminars
- 11.6 Rental of specialized equipment that may be designated by the institution.

12. ACCOUNTABILITY

- 12.1 All interactions between Students and MCFN Staff shall be respectful, fair and equitable.
- 12.2 Students are expected to follow their institution's requirements to remain in good standing in order to be considered for funding support.
- 12.3 By signing and submitting the funding application, the student specifically authorizes the deduction and recovery of any overpayments, including withholding any amount due to the student from MCFN (i.e., per capita distribution payment).
- 12.4 Every effort should be made by the Mikisew Student Services to recover any overpayment issued to students who misuse funding, who do not fulfil the terms of the funding application, or who misrepresented their marital, dependent, or program status on their application.

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- 12.5 MISUSE OF FUNDS - When misuse of post-secondary funding is identified, the Misuse of Funds Procedure Flow Chart – Appendix C will be followed. If a student disagrees with the outcome of the Misuse of Funds Procedure Flow Chart, they may then utilize the Funding Appeals Procedure (Section 13).

13. FUNDING APPEALS PROCEDURE

To ensure equitable treatment and fairness, Funding Appeals allow students to appeal decisions regarding funding made by MCFN Student Services.

Every student has the right to appeal a decision with regards to funding; however, when an application has been denied due to lack of available funding, the Funding Appeals Procedure will **NOT** be considered.

- 13.1 The student will first work with MCFN Student Services to understand the funding decision and attempt to resolve the matter.
- 13.2 If the student and MCFN Student Services cannot find resolution to a funding matter, the student can appeal to the Standing Committee by submitting a completed Funding Appeals Form, not later than 14 days after the funding decision is made by MCFN Student Services.
- 13.3 The Standing Committee will meet to consider the matter and may request further submissions and information from the student and/or MCFN Student Services. The Standing Committee is entitled, but not required, to conduct an appeal hearing using whatever procedure it determines to be appropriate in the circumstances.
- 13.4 The Standing Committee will reply to the student's appeal in writing with a final decision within 14 days of the appeal. The Standing Committee's decision must be consistent with Indigenous Services Canada Post-Secondary Student Support Program Guidelines (Appendix A) and University and College Entrance Preparation Program Guidelines.
- 13.5 MCFN Chief and Council, in approving this Post-Secondary Education Procedures Manual, expressly agree and confirm that the decision of the Standing Committee in any appeal is final and not subject to further appeal.

The Post-Secondary Education Procedures Manual will be **STRICTLY** adhered to in review of the appeal.



14. GRIEVANCE PROCEDURE

If student(s) have a grievance regarding post-secondary education that is **NOT** related to funding, the grievance procedure shall be as follows:

- 14.1 Student(s) must submit a written letter of grievance with supporting documentation to the Standing Committee.
- 14.2 The Standing Committee has **14 days** from the receipt of the letter to review, make a final decision, and inform the student in writing of the decision.

15. APPLICATION PROCEDURE

- 15.1 The student may begin the process of filling out the funding application before the scheduled deadline as outlined in Section 3 of this procedures manual. The student should contact MCFN Student Services or go to the MCFN website to obtain the Funding Application.
- 15.2 Applying to the post-secondary institution is the student's responsibility. Students need to follow the guidelines of the institution to which they are applying.
- 15.3 The MCFN Education Coordinator will review all funding applications for completeness (see below application criteria), and any incomplete applications will be flagged as "pending".
- 15.4 Application criteria are:
 - a. **Completed** MCFN Post-Secondary Education Application
 - b. From institution
 - i. acceptance letter
 - ii. tuition fee assessment
 - iii. proof of registration for courses
- 15.5 Applicants will be advised on the status of their funding, by email within 10 business days following the application deadlines (listed in Section 3).
- 15.6 MCFN Student Services will maintain all confidentiality of student records in accordance with applicable privacy legislation. If a student wishes a specific person (including parents) to have access to their records, they must submit a written request with details to MCFN Student Services.

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16. REFERENCES

The list below outlines documents that have been used for the development of this document:

- MCFN Post-Secondary Education Policy
- Indigenous Services Canada Post-Secondary Student Support Program - Appendix A
<https://www.sac-isc.gc.ca/eng/1100100033682/1531933580211>

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APPENDIX A – INDIGENOUS SERVICES CANADA POST-SECONDARY SERVICE SUPPORT PROGRAM

Indigenous Services Canada [Post-Secondary Student Support Program 2021-12-15](https://www.sac-isc.gc.ca/eng/1100100033682/1531933580211)
(<https://www.sac-isc.gc.ca/eng/1100100033682/1531933580211>)

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APPENDIX B - POST-SECONDARY EDUCATION FUNDING AMOUNTS

TUITION AND REGISTRATION FEES		
As per institution and approved funding application amounts.		
LIVING ALLOWANCE		
Student	\$1,725	/month
+ 1 dependent	\$2,200	/month
+ 2 dependents	\$2,390	/month
+ 3 dependents	\$2,550	/month
+ Each additional child	\$50	/month
OTHER SUPPORT (Actual cost, supported by receipts)		
Books	\$1,300	/semester
Additional Childcare Subsidy	\$500/child	/semester
Graduation Expenses	up to \$500	One time
Travel	\$500	/semester

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APPENDIX C – MISUSE OF FUNDS PROCEDURE FLOW CHART (Section 13)

