



# PAQTNKEK MIKMAW NATION

## Post Secondary Education Assistance Program Policy

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# Post Secondary Education Assistance Program Policy

## 1. Objectives:

- a. The primary objective of the Paqtnkek Mikmaw Nation Post Secondary Education is to assist eligible registered band members to gain access to post secondary education program to graduate with the skills and competencies needed to pursue individual careers and to contribute to the achievement of Mikmaq self-government and community self-reliance.
- b. This Program is intended to provide financial assistance to eligible registered band members towards the costs of their post secondary education.
- c. This program policy outlines:
  - i. The criteria to be met by students in order to qualify for financial assistance.
  - ii. The types and maximum levels of allowances available through this program.
  - iii. The maximum duration of assistance that may be provided by the “Paqtnkek” Mikmaw Nation while a student attends a post secondary education policy.

- d. This program policy shall serve as the operating guidelines for the Paqtnekek Mikmaw Nation Post Secondary Education Assistance Programs.
- e. This policy is in effect March, 2011.

## 2. Definitions:

In this program policy,

- a. “Band Member” means a person whose name is registered on the Paqtnekek Mikmaw Nation member’s band list.
- b. “Paqtnekek Mikmaw Nation Post Secondary Education Program” is the management unit of the Council of Paqtnekek, which is responsible for administering the program.
- c. “Post Secondary Education” means a program of studies offered by a recognized post secondary institution for which completion of a secondary school or equivalent is required for admission.
- d. “Post Secondary Institutions” are degree, diploma and certificate granting institutions, which are recognized by a province and include educational institutions affiliated with, or delivering accredited post secondary programs by arrangement with a post secondary institution.
- e. “Program of Studies” includes all post secondary programs leading to a certificate, diploma or degree.
- f. “Full Time Students” are students enrolled in 3 or more full time courses per academic year.
- g. “Part Time Students” are students enrolled in less than 3 full time courses per academic year.
- h. “Academic Year” is defined by the post secondary institution of the program that a student is enrolled in.
- i. “Eligible Student” means a registered band member of “Paqtnekek Mikmaw Nation” who meets all admission requirements of the post

secondary institution, and the funding application requirements of the “Paqtnkek Mikmaw Nation” Post Secondary Policy.

### 3. Eligibility:

- a. To be eligible to apply for assistance under the program policy the applicant:
  - i. Must be a registered band member of Paqtnkek Mikmaw Nation.
  - ii. Must have met post secondary entrance requirements.
  - iii. Must have read, understood and agreed to the Post Secondary Policy. Each student will be given a copy of this policy and must sign a statement agreeing to abide by this policy.
- b. Financial assistance will be provided within the limits of the funds allocated to the “Paqtnkek” Mikmaw Nation. Students will be deferred if the number of eligible applicants exceeds the annual approved budget.

### 4. Student Priority Categories:

Approval of applications shall be based on the categories listed below in their order of priority.

Priority ONE:

High School Graduates:

Priority TWO:

Continuing (fulltime & part-time) students enrolled in an approved program of study:

New Students to the system:

- a. Mature students
- b. Part time Students
- c. Students whose applications for support were deferred for lack of funds and who are re-applying for support.
- d. Students who were dismissed previously from post secondary program or who withdrew from post secondary studies.
- e. Un-successful students from previous year.

5. Types of Assistance:

- a. The students' fee for application (Note: maximum of 3 post secondary institutions for freshman students) registration and tuition.
- b. The cost of books and supplies, which are listed as required by the post secondary institution. \$400.00 is provided to full time students. Additional costs are covered with original, detailed receipts for books and supplies including the \$400.00. Providing that a course syllabus is included.
- c. Living Allowance - If attending a post secondary institute away from home.

d. Travel Assistance

- I. Available to full time students attending our local Post Secondary Institutions.
- II. Students who attend a post secondary institution outside of our local area. They qualify for travel assistance for themselves once per semester. The most economical form of transportation will be used.

e. Extraordinary costs. These will be defined and funded on a discretionary basis.

6. Limits of Assistance:

a. Assistance will be provided to eligible students attending:

Level I UCEP/College - a program that requires completion of secondary school or equivalent as a prerequisite for that program.

Level II Undergraduate - a program as defined by post secondary education institution that leads to a Bachelors degree.

Level III Advanced Undergraduate/Graduate - a program that requires an undergraduate bachelor degree to enter program.

b. Program with Professional Certificate - LLB, Bed

c. The duration of assistance will be the official length of the program as defined by the post secondary institution.

d. Students enrolled in undergraduate level programs will be assisted for up to one additional academic year if an extension is approved in writing by the faculty chair or the program's dean.

- e. Students may be eligible for an additional year of funding to complete professional certification i.e. LLB - articling, MD - internship.

## 7. Undergraduate & Graduate Student Responsibilities

- a. Student may apply to the post secondary institutions of their choice. Conditional acceptance and final acceptance shall not be assumed that financial assistance will automatically be approved by the “Paqtnkek” Mikmaw Nation.
- b. Students must register for courses as required by the post secondary institution and provide a copy of his/her course registration form to the Education Director. Late registration fees are the responsibility of the student.
- c. Students who plan to drop or add courses must notify the Education Director. Course selection is extremely important and students may be required to reimburse the “Paqtnkek” Mikmaw Nation for courses dropped without a valid reason. Students who add courses to their plan will be eligible to have the tuition, books and supplies paid for providing prior approval has been given by the Education Director.
- d. All students must submit an application for funding by June 15 of each calendar year. Verification of approval for funding will be confirmed by June 30 of each calendar year.
- e. All students must give a copy of their marks to their Education Director by December 15 of each calendar year for the fall term for review. If you fail to do so, the Education Director will withhold any cheques until the requirement is met.
- f. Student/Travel cheques will be issued on the 25<sup>th</sup> of each month. August 25<sup>th</sup> allowance will represent the payment for September. The “Paqtnkek” Mikmaw Nation reserves the right to adjust this schedule as per program cash management.
- g. No advances will be paid under any circumstances.

## 8. Funding Probation:



- a. Students who are dismissed from an undergraduate program will be required to wait two(2) academic years prior to reapplying for full time post secondary assistance from the “Paqtnkek” Mikmaw Nation.
- b. Students can be asked to withdraw from post secondary studies when the “Paqtnkek” Mikmaw Nation believes a student is not fulfilling his/her responsibilities.

#### 9. Appeal Process:

A student will have access to an appeal hearing if the student believes his/her application for funding was not fairly and objectively handled by the Director of Post Secondary Education Program.

Students must write a letter to the Chief and Council who will review the case in detail. A written response will be sent to the student and an appeal hearing will be set. The appeal committee shall consist of the Chief and Council of the “Paqtnkek” Mikmaw Nation and an individual to be named by the student under appeal. The Appeal Board must agree by consensus either for or against.

## **APPENDIX “A”**

### **LIVING/TRAVEL ALLOWANCE**

#### **Full Time:**

- a. Student who is living away attending an approved full time program receives \$975.00 with no dependents. Students with dependents will receive additional funds that will be determined by the Education Director.

- b. Student who resides on reserve will receive an allowance of \$500.00

**Part Time:**

Any student taking less than 3 courses per year. Part time students are eligible for tuition(actual cost and related fees) and books ONLY. They must have a completed application submitted and approved by the Education Director.

**APPENDIX “B”**

**POST SECONDARY INSTITUTION FORMS**

- a. NSCC sponsorship referral forms
- b. Third Party Billing Forms at various universities

**APPENDIX “C”**

**FUNDING APPLICATION**

Available from the Education Director of Paqtnkek Mikmaw Nation.

## APPENDIX “D”