

NORTHERN NISHNAWBE EDUCATION COUNCIL

OPERATIONS MANUAL



POST SECONDARY STUDENT SUPPORT PROGRAM (PSSSP) POLICY

*Adopted by the Board of Directors – July 29, 2015
Resolution #05/07-2015 Post Secondary Student Support Program (PSSSP) Policy
Amended April 21, 2016 – Resolution #04/04-2016 PSSSP – Amendment*

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Introduction

From time to time policy changes are necessary. When this happens a policy bulletin will be available that will outline any changes. The changes will also be posted on the Northern Nishnawbe Education Council (NNEC) website at www.nnec.on.ca/psp

NNEC attempts to send notification of policy changes to all active post secondary students receiving assistance through the NNEC office but sometimes students get missed in the process. It is ultimately the responsibility of the student to ask for current information regarding education assistance.

The Post Secondary Student Support Program (PSSSP) is provided to eligible NNEC post secondary students enrolled in eligible programs of study within the limits of funds voted by Parliament.

It is important that you realize that although education is a right through the treaties, there are limits to the amount of financial assistance that you will receive as a Post secondary student. The financial assistance is based on Indigenous & Northern Affairs Canada's (INAC) guidelines and is in no way meant to provide full coverage of your expenses while you are a student.

The policy will provide you with information about how the PSSSP is administered through the NNEC office. If you have questions, please contact your Education Counsellor.

Who is eligible for this assistance?

If you are a member of any NNEC funded community (See Appendix F) and a grade 12 graduate earning a diploma or high school equivalency (course route) from a Ministry of Education regulated high school, you are eligible for funding. You also have to meet the entrance requirements for and be enrolled in or accepted for enrolment in an eligible post secondary program. Mature students who challenge the High School Equivalency test are not eligible.

A Student who graduates with a grade 12 certificate is not eligible as per INAC Guidelines.

What is an eligible program?

An eligible post secondary program of study must be at least one academic year in length or a University College Entrance Preparatory program (UCEPP). It must be offered by an approved and accredited post secondary institution and have secondary completion or equivalent as a prerequisite for admission to the program. The program of study must lead to a certificate, diploma, or degree. Note: Some post diploma

programs are one academic year in length and may be eligible. Check with the Education Counsellor or the INAC website for questions regarding approved institutions. An eligible program of studies (trades, sciences, arts) is a program:

- for which the completion of secondary school studies, or the equivalent as recognized by the post secondary is required
- offered by a post secondary institution that is at least one academic year in duration (as defined by the institution)
- delivered at an eligible institution
- UCEPP must provide the student with the necessary academic prerequisites to obtain admission to a regular program.

What is a Post Secondary Institution?

A post secondary institution is a certificate, diploma, or degree granting institution that is recognized by the INAC. This includes an educational institution affiliated with or delivering accredited post secondary programs by arrangement with post secondary institution. (eg. Oshki-Pimache-O-Win Education & Training)

For a list of the eligible Post Secondary Institutions, please consult the list of institutions available on the INAC website.

What type of Post Secondary Education Assistance is there?

Post secondary assistance may include:

- tuition,
- books
- program related materials
- travel
- full time education allowance
- tutoring.

Tuition Assistance

Full time and part time students are eligible for Tuition Assistance and mandatory student fees.

For students attending an accredited institution outside of Canada, tuition assistance is provided at the same rate as charged by a Canadian public post secondary institution where a comparable program is offered and which is nearest to the student's place of residence at the time of application. It is the student's responsibility to provide written documentation as to the nearest comparable program in a public institution.

NNEC no longer covers fees related to Health Coverage. Students must opt out of the Health and Dental coverage offered by the institution. If the student does not opt out of the optional student fee, it is the student's responsibility to pay for the outstanding balance.

Students are required to pay the Application fees for Colleges and Universities. NNEC no longer covers the application fees.

Please note that a requirement of 12 months residence in Canada prior to the application date applies to priorities 1 to 4 as per INAC Program Guidelines

Book Assistance and Program Related Materials

Assistance for books and supplies or equipment is provided based on the requirements of your program. A book, supplies, equipment list, must be verified by the Faculty. A mandatory letter is required.

All receipts are required for approved additional reimbursement.

Travel Assistance

Full time student (s) and dependent (s) listed on their application, who must move away from the permanent place of residence to pursue their academic studies, will receive financial aid. Assistance is based on the most economical and appropriate means of transportation and is subject to discretion. Students must contact the NNEC Education Counsellor at least 15 days prior to departure to arrange travel. Proof of permanent residence and dependent (s) is required as defined by Revenue Canada.

Travel support does not include moving expenses such as the removal of household effects.

NNEC is not responsible for any change fees associated with the requested travel or missed flights. Excess baggage incurred during travel is the student's responsibility.

Modular students may be funded to travel as required by the program. A modular rate of \$150 per day is provided to cover accommodations, meals, and in town travel.

Travel dollars may not be allocated to students who elect not to travel.

When a member of the student's immediate family dies, the student may be entitled to travel at the discretion of the PSSSP Manager. Immediate family will include spouse, children, parents, siblings, grandparents/children.

Due to funding limitations, students who wish to attend their graduation ceremony may do so at their own expense.

Living Allowance

A monthly living allowance is provided to full time students and their listed dependents as defined by Revenue Canada. Working professionals who are funded during the summer receive a single student rate. The living allowance is to assist with living costs of shelter, utilities, and food. Daycare costs are not covered by NNEC.

If you are approved for a monthly allowance then the monthly allowance is automatically issued and deposited into your bank account.

Every effort will be made to deposit monthly living allowances within the first week of each month, with the exception of the new fiscal year in April.

T4's for tax purposes are not issued to students. A living allowance is not an income, it is a grant from the Federal government.

(Please note first year students in Thunder Bay are not eligible for direct deposit.)

Residence fees will be reviewed by the PSSSP Manager, for consideration.

Tutorial Assistance

Students are encouraged to take advantage of the services offered at the learning centres located at their institutions prior to contacting NNEC for tutoring assistance.

Tutoring assistance is available to full time students only. The maximum for tutorial assistance is 10 hours per year. Check with the NNEC Education Counsellor on how to obtain this assistance.

Student Accountability

If for some reason there is a problem with your file then education assistance payments including direct deposits for allowance and books will be withheld.

If you fail to provide necessary documentation by the required dates or complete your mandatory monthly contact, then payments will not be issued on time. It is important for **you** to take care to fulfil all your obligations associated with your education assistance. Note, in particular, the dates when progress reports are due, etc.

Suspension of Funds

NNEC has the right to place a student on **academic probation**, at any time, if the student's behavior or academic performance is deemed unsatisfactory.

All first year students will be required to submit a September attendance report.

Mid- term Progress Report will be required by October 28 and by February 28 or Living Allowance will be delayed.

- A Mid Term reflecting a passing grade but under 2.0 GPA will automatically place you on academic probation (a November progress report may also be required)
- Grades and attendance reflecting failure, may result in suspension of funding.
- If student behaviour or performance does not improve, upon advisement, funding will be suspended. Funding will be suspended immediately in extreme cases of misconduct such as bullying, harassment, or physical threats.

At the end of each term you have to be eligible to continue in your program or funds will be suspended. If funds are suspended, it is the student's responsibility to officially withdraw from the institution. If the student fails to withdraw, that student is responsible for the tuition. (eg. A student goes home without notifying NNEC or the College and NNEC receives an invoice for the semester.)

Appeal Process

If you think that you been dealt with unfairly under the policy, you may appeal the decision in writing to the Program Manager. The letter of appeal must clearly explain how NNEC's policies were not applied. NNEC will ensure that appeal process is followed according to the INAC guidelines. A panel of post secondary counsellors (not the counsellor whom you feel didn't apply the guidelines) will review your file and render a decision in writing to you within two weeks of receipt of your appeal. There is no appeal against refusal for lack of funds.

A student may not appeal to INAC the administrative decision and appeal rulings made by the local appeal process. The appeal decision is final.

Assistance for Eligible Full Time Students

To be eligible for tuition, education allowance, tutorial assistance, book allowance, or travel allowance you must be deemed a full time student of NNEC.

NNEC's requirements to qualify as a full time student depend on your level of study as outlined in the following:

University College Entrance Preparatory Program (UCEPP):

Registered full time as outlined in the program. This course load must be carried throughout the semester.

- Level 1 College Certificate or College Diploma:**
Registered full time all courses as outlined in the program and year of study. This course load must be carried throughout the semester.
- Level 2 University Diploma and Undergraduate Degree** Registered full time all courses as outlined in the program and year of study. This course load must be carried throughout the semester.
- Level 3 University Graduate Level**
As defined by the post secondary institution
- Level 4 University Post Graduate Degree**
As defined by the post secondary institution

Students are expected to complete programs in the standard time frame.

Level 1 and 2 students may receive an additional year of support to complete a program provided the Dean of the Program or department head forwards a letter to NNEC indicating an extra year is needed.

Level 3 and 4 students may be assisted for one extra academic year for medical or personal reasons with proper documentation.

A student is expected to follow a linear education path.

Example: A student who completes a Social Service Worker program at the College level then continues to Social Work Degree, Honours, Masters, and Ph.D.

Education allowance for the Spring/Summer semester is not available unless the semester is mandated and is a regularly scheduled semester for the program. The post secondary institution sets the program structure for all programs. An example is the compressed Nursing Degree.

What is a Priority System?

The Priority System is designed to provide fair and equitable access to limited post-secondary assistance funding.

Each application is individually reviewed for eligibility then assessed for assignment of a priority. All applications for education assistance are considered according to their priority.

Priority 1	Returning/continuing successful and new grade 12 graduates
Priority 2	Continuing successful self-funded students who fall under the INAC guidelines
Priority 3	1 st time grade 12 equivalency (course) mature students
Priority 4	Previously funded unsuccessful students who have sat out for a minimum of two academic years based on the following criteria: <ul style="list-style-type: none">• Length of time away from post secondary• Amount of money spent on a student• Official transcript• A written essay complete with an academic plan

Maintaining your eligibility

Once you have been approved for post secondary education assistance, you must maintain your eligibility for continued assistance.

It is mandatory for you to make at least one contact per month with your NNEC Education Counsellor. If you have questions then please contact your NNEC Education Counsellor.

A summary of how to maintain your eligibility follows:

Full Time Status

If you have been approved for education allowance as part of your education assistance then you must maintain your full time eligibility as defined by NNEC. A full time status with NNEC requires 24 to 30 credit hours per year (See Appendix E: Credit Hours Sample).

Acceptable Academic Performance

Each year there is increasing demand for post secondary assistance. In order to remain eligible for continued post secondary assistance, both full time and part time students must maintain an acceptable level of academic performance as defined by NNEC.

If the post secondary institution that you are attending determines that you do not meet the academic requirements necessary to continue in your program of study, then education assistance will be suspended.

Any course that is not successfully completed or does not result in credit for the student's certificate, diploma, or degree is considered a failure.

Also:

- a) Incompletes are counted as failures unless the status is due to an error by the institution
- b) Withdrawals are counted as failures unless you have been able to enroll in an additional course, of equal credit value, within the same academic semester to substitute for the withdrawal
- c) Deferrals are considered a failure

Transcript

A transcript is required for each academic semester. The deadline for the transcripts are:

- January 15th for Fall Semester
- May 15th for Fall/Winter semester
- September 15th for the Spring/Summer semester

If a transcript is not available, a letter is required from your faculty (Department Chair or Head) indicating that:

- a) A transcript is not available
- b) That you have successful academic performance

Failure to provide a transcript may result in delay or suspension of funding.

An official transcript is also required by **July 15th** of each year for all students receiving assistance through NNEC.

Contact Information

You are responsible for keeping NNEC informed of how you can be reached (phone, current mailing address, or email address). If the office is unable to reach you after several attempts, then your education assistance may be suspended.

Regaining Eligibility

You may be ineligible for education assistance for several reasons. The following sections provide information on how to regain eligibility if you have an overpayment or have had your education assistance suspended due to withdrawal or academic performance.

Overpayment

An overpayment is any education assistance payment or expenditure for which you were not eligible. An overpayment must be reimbursed to the NNEC before a student is considered eligible for funding.

An overpayment can occur in any type of assistance. The following is a brief summary of how an overpayment can occur.

Tuition

Any course that is not successfully completed or does not result in credit for the student's certificate, diploma, or degree is considered a failure. The tuition cost and associated student fees for such a course (for which you received assistance) becomes an automatic overpayment.

Books

Books and Supply costs will be established as an overpayment if you fail to submit marks, have failed all courses in an academic semester, and/or withdrawn from studies.

Education Allowance

If you fail to maintain your full time status as defined by NNEC, yet continue to receive the monthly allowance for which you are no longer eligible then any education allowance issued to you during this period of ineligibility becomes an overpayment.

In return for sponsorship, you are responsible for a passing grade or full reimbursement of expended funds for sponsored program/course (s). In addition, if your post secondary institution determines that you do not meet the academic requirements to continue in your program of study, then education assistance will be discontinued.

When you are required to reimburse tuition monies to NNEC, the reimbursement may involve a combination of a tuition refund from the post secondary institution and direct reimbursement from the student. Any tuition reimbursement, due from the student, will be deemed an overpayment on your file and will affect future eligibility for education assistance.

It is an advantage for students to make program and course choices carefully, to be successful in all courses, and to know the refund schedule of the post secondary institution so that if they need to withdraw from course, it can be done as soon as possible. If there is no refund forthcoming from the post secondary institution then the student is responsible for the full course tuition reimbursement.

Limits of Assistance

In addition to maintaining eligibility for education assistance there are certain limits to assistance that you must be aware of and take into account when making decisions about your education plan.

Some of these limits have already been mentioned in this policy. A summary of the limits to assistance follows:

- Education allowance assistance is one certificate, one diploma and/or degree per level
- Funding may be available for the academic portion of a trades program under level 1
- The fees for the initial professional certification and examinations will be paid once. Example: Ontario College of Teachers fees, Nursing Examination fees.

- Extension fees can only be paid once by NNEC.
- If you drop from Level 2 to Level 1, then resume study at Level 2, the assistance months and academic years already received in Level 2 are counted for assistance purposes
- If you change programs within a level, the months (and academic years) used for each program is counted for calculating the limits of education assistance
- If you have previously completed a portion of post secondary studies without education assistance then you may receive education assistance for the balance of the program
- Tuition assistance for study in an accredited post secondary institution outside of Canada is at the same rate as charged by the Canadian public institution nearest to your home with a comparable program.
- If a student is self funded for a certificate, diploma, or degree, the student is ineligible for funding at that level or any level below
- If your funding is approved for part time, you are only eligible to attend part time. (You cannot switch from part time to full time funding, once approved)
- NNEC does not reimburse student loans.

Incentives or Scholarships

Student incentives funded directly through the NNEC are subject to the availability of funds.

NNEC attempts to keep up-to-date information on bursaries and scholarships from as many sources as possible. The Counsellors will make every attempt to get this information as it becomes available.

The NNEC office supports our students in their efforts to apply for scholarships and bursaries. We ask that students be aware that there is a **processing time of 2-4 business days** for requests of reference letters and is at the discretion of your NNEC Education Counsellor. If you have any questions, please contact your NNEC Education Counsellor.

Graduation Bursary

Based on available funding, a \$300 Graduation Bursary and associated graduation related fees will be covered for students who complete a diploma or degree program. Students do not receive a bursary if they completed a preparatory year.

When to Apply

Your completed application package must be received by the deadline date for each semester.

There are times when all other supporting documentation is not available at the application deadline date. For example, if you are applying to go to school in September 2016 you must have your application into the NNEC by May 15, 2016. If you are applying to go to a post-secondary education institution for the first time, chances are that you will not have a Letter of Acceptance by May 15th from the post-secondary institution that you hope to attend. The Letter of Acceptance can come into the NNEC after the deadline of May 15, however your file cannot be processed until all documents are in.

The application deadlines for all applicants are as follows:

- March 15th - spring/summer semester
- May 15th – fall/winter semester
- October 15th - winter semester

It is your responsibility to follow up with documents by due dates for both the NNEC and your post-secondary institution. For example, if you have NOT been advised that funding has been approved by the date that a deposit is required to hold your seat then you must make the decision to place a deposit on your own or not.

NNEC makes every effort to work with students to meet the deadlines of your institution but this is not always possible due to the number of students applying for funding and the dates when documents are received at NNEC.

How to Apply for Post Secondary Assistance

All eligible applicants must submit a completed application package that includes:

- A completed original Application for Post Secondary Assistance
- Consent to Release Information form
- Charter of Student Rights and Responsibility form
- Band Letter of Support
- Photocopy of a valid Status Card (front and back)
- Original transcript

- Offer of Admission/Letter of Acceptance
- Education Plan (program information)
- Proof of permanent residence
- Copy of CRA benefit child tax credit
- Void cheque or direct deposit notification form

An application package is required for each academic term of study. Example, Fall/Winter, Spring/Summer

If you are making significant changes to your education plan then you will be required to submit a revised education plan.

What happens after you apply?

If information or documentation is missing, your Education Counsellor will send you a Checklist of Required Documentation. If you do not submit the required documentation then your application will not be processed. Any unprocessed applications automatically become dormant at the start of each semester.

Once your entire application package has been received (including all required information and documentation), your NNEC Education Counsellor reviews your file for eligibility.

The Education Counsellor is responsible for ensuring that all policy requirements for education assistance have been satisfied before recommending an application for approval.

Provided that:

- a) you are eligible for assistance,
- b) the program that you wish to study is an eligible program,
- c) you have been admitted to your program choice, and
- d) you have demonstrated commitment to your education plan,
- e) Eligible under INAC's guidelines.

Then your Education Counsellor can recommend your application within the assigned priority.

All applications are considered according to their priority. All approvals are subject to availability of funds.

If approved, you will receive an offer of sponsorship which you have to respond to by **July 15th**.

If your application is not approved, you will be informed in writing.

Approved Applications

Once your application is approved this starts a chain of events.

If your approved application includes tuition assistance then the NNEC will issue a sponsorship letter to your post-secondary institution stating what is being sponsored.

The letter will instruct the institution to bill the NNEC directly for tuition and mandatory student fees for a specific program or courses. This is why the information as to program, courses and the credit value of courses is so important on your APPLICATION FOR EDUCATION ASSISTANCE.

Please note that some post-secondary institutions do not accept the sponsorship letters but instead issue third party billing forms to students who are sponsored by external agencies. These forms become your invoice for payment and must be brought or sent to the NNEC as soon as possible so that tuition can be paid once you are approved for assistance. If the tuition is not paid then you will not be allowed to register. University of Manitoba is one institution that uses this procedure.

Once your education assistance is approved, your education assistance budget is put into our Graduate Reporting And Data System (GRADS) data base and financial management system so that payments can be issued.

NNEC Post Secondary Application Calendar

March 15 th	Application deadline for Spring/Summer session
May 15 th	Application deadline for Fall/Winter semesters.
July 15 th	Official Transcripts due from students (Gr.12 Grads and Continuing)
July 15 th	Deadline for required documentation as indicated on your Checklist of Required Documentation provided by your post secondary counsellor
October 15 th	Application deadline for winter semester,

It is your responsibility to read all NNEC information and to stay informed.

Completing an Application for Post Secondary Assistance

STUDENT INFORMATION

Surname

Provide the surname as registered with INAC. If you are using a different surname, please make a notation of the surname that you are using and provide documentation supporting the use of this name i.e. Marriage certificate/updated status card.

First

Provide your legal first name even if you do not use the name on a regular basis.

Second

If you have more than one middle name please provide this also - just print it beside the space for your second name.

Address

Two addresses are required.

- Permanent address
- Address While at School

Birthdate

Be sure to enter month, then day, then year.

Band Registry Number

This is a ten digit number on your status card.

Social Insurance Number (S.I.N.)/Social Security Number (S.S.N.)

This is a 9 digit number—DO NOT LEAVE THIS SECTION BLANK.

Telephone and cell phone number

Provide a working telephone and cell number

E-mail address

Enter a current & valid email address. If your e-mail address changes after you start school — be sure to let your education counsellor know, because the NNEC uses e-mail as an efficient method to keep in touch with students.

Have you been living in Canada for the last 12 months?

Indicate yes or no with a check mark.

Please note that your Education Counsellor may require you to provide official government documentation to confirm residency that must be verifiable by the NNEC. When this information is requested, the student will be required to provide

three of the five following pieces of information: driver's license; Canadian address and telephone number; social insurance number; lease agreement or evidence of utility payment.

Emergency Contact Person

A name and telephone number of a reliable contact person is required in case of an emergency.

PERSONAL INFORMATION

NNEC collects this information for policy review and budget purposes. Please identify if you are single, married, or common law (date common law relationship was established).

If you have a spouse, indicate whether or not your spouse is employed.

Please check off gender as female or male.

High School Graduate (check one)

Indicate the last year that you attended high school. If you are a high school graduate, you will be required to submit your high school transcript.

DEPENDANT INFORMATION:

A dependant is defined as a child who is under the age of 18. If your dependant is receiving financial support from any other source, that dependant is deemed ineligible. If your dependant child is receiving funding for a high school program, they are ineligible for funding under your post secondary application. A registry number, dependant's full name, relationship to the dependant, date of birth and whether they reside with you or not is required.

EDUCATION PLAN

Program Name

Indicate the name of the program you are registered in.

Institution

Indicate the name of the institution that you wish to attend

Campus Location

This is the location of the post-secondary institution that you will be attending. If the institution has more than one campus then indicate the campus that you will be attending, e.g, Confederation College, Sioux Lookout Campus.

Program Delivery

Indicate whether program is delivered on campus, distance education, modular or other.

Attendance

Indicate whether attendance is full time/ part time.

Expected Graduation Date

This is the date when you expect to graduate with the diploma or degree that you are studying for.

Start date

Use numerals to indicate the starting month, day, and year for this application and the ending date. This information must accurately reflect the academic semesters that you are applying for. If you are applying for a full academic year (two consecutive semesters) - indicate for example - 09/01/2015 to 04/30/2016.

Academic Term

Indicate whether the term you are applying for is Regular (Fall/Winter) or Intercession (Spring/Summer).

Number of credits Number of courses

Indicate these as listed on your program calendar.

Length of Program

This is the length of the program that you are applying to or registered in. Is it a two or three year diploma program? A three or four year undergraduate degree? Consult the institution's academic calendar to confirm program length.

Year of Study

This is the year of study that you are applying for, e.g., Year 2 (you have already indicated the program length in the previous box).

DECLARATION**Signature and Date**

Do not underestimate the importance of this section of the form. It is at this point that you make a declaration for which you will be held accountable. Read the Charter of Student Rights and Responsibilities included with the

***application. Do not sign the form unless you understand what you are signing.
Ask your Education Counsellor if you need clarification.***

OFFICE USE ONLY

This section of the form must be completed by the NNEC Education Counsellor.

Your Education Counsellor will determine the amount of assistance that you are eligible for by referring to the appropriate schedules for tuition, books and allowance. These schedules are subject to change. Contact your Education Counsellor for the most recent schedules.

Appendix A

Application for Post Secondary Assistance



Northern Nishnawbe Education Council
Post-Secondary Program
 21 King Street, P.O. Box 1419
 Sioux Lookout ON P8T 1B9
 Telephone 807-737-2002 Fax 807-737-1230

Sioux Lookout
 1-800-465-3626
 Thunder Bay
 1-888-203-8312
 www.nnec.on.ca

Deadline for Applications
 Spring/Summer March 15
 Fall/Winter: May 15
 Winter Term: October 15

Application Date: _____

Academic Year: _____

New Student/Grade 12:

Returning Student:

APPLICATION FOR POST SECONDARY ASSISTANCE

STUDENT INFORMATION

Full Name: _____

(First) _____ (Middle) _____ (Last) _____

Permanent Address: _____

(Apt #, Street #, Box #) _____ (City/Town) _____ (Postal Code) _____

While in school: _____

(Apt #, Street #, Box #) _____ (City/Town) _____ (Postal Code) _____

Date of Birth: _____
 (MM, DD, YYYY)

Registry Number: _____
 (10 digits)

Social Insurance Number: _____ - _____ - _____

Telephone: (____) _____ - _____ **Cell:** (____) _____ - _____

Email Address: _____

Have you been living in Canada for the last 12 months? Y N

Emergency contact Name & Number: _____

PERSONAL INFORMATION

Single: Married: Common Law: Date relationship was established: D ___/M___/Y___

Is your spouse employed? Y N Sex: Male Female

Last high school attended: _____

Year/ Grade last attended: _____ Did you graduate? Y N Pending

DEPENDANT INFORMATION

Registry No. _____ Dependent's name _____ Relationship _____ Age (DOB) _____ Resides with me _____

Registry No. _____ Dependent's name _____ Relationship _____ Age (DOB) _____ Resides with me _____

Registry No. _____ Dependent's name _____ Relationship _____ Age (DOB) _____ Resides with me _____

EDUCATION PLAN

Program Name: _____

Institution: _____

Campus Location: _____

Program Delivery: On-Campus Distance Ed Modular

Attendance: Full-Time Part-Time Expected Graduation Date ____/____/____

Start Date: ____/____/____ to ____/____/____ Regular (FM): _____
D M Y D M Y Intercession:(S/S): _____

of Credits _____ # of Courses _____ Length of Program _____ Year of Study _____

DECLARATION

- Education Assistance Form
- Release of Information
- Band Letter of Support
- Photocopy of Valid Status Card
- Offer of Admission/Letter of acceptance
- High School Transcript
- Post Secondary Transcripts

The information provided herein, to the best of my knowledge, is accurate and current. I have read and agree to the terms and conditions governing NNEC Post Secondary Student Support Program financial assistance. In compliance, the required listed documents are attached or are forthcoming.

Student Signature

Date

OFFICE USE ONLY

Student Status:	Application Status:	Priority Level	Living Allowance:
New	Approved	1	Tuition:
Returning	Pending	2	Travel:
	Waitlist	3	Books:
	Not approved	4	

Notes: _____

Appendix B: Consent for Release of Information

Completing a Consent for Release of Information

The Consent for Release of Information form is sent to the post secondary institution. It may be used to obtain your personal, financial and/or academic information.

Personal Information

- Name
- Student number
- Mailing address
- Telephone number
- Email address

Financial Information

- Records of payment
- Records of non-payment
- Records of fraudulent payment

Academic Information

- Course schedules
- Grades
- Attendance records
- Copies of academic warnings

If a student wishes to share their personal, financial and academic information with their parent(s)/guardian, an email or letter in writing is required for the communication to take place.

Your signature must be dated.

**Consent for Release of Information
Post Secondary Student Support Program
Northern Nishnawbe Education Council**



FOR STUDENTS RECEIVING NNEC FUNDING

As a condition of receiving funding, you are required to give your consent to the exchange of personal, financial, and academic information with affiliated education, government, and financial representatives.

I, (print) _____ authorize the Registrar (or designate) and the Student Services Department of my post secondary institution to release the following information to the Post Secondary Department of Northern Nishnawbe Education Council. The release of any additional information requires the "informed consent" of the student.

Personal Information

- Name
- Student number
- Mailing address
- Telephone number
- Email address

Financial Information

- Records of payment
- Records of non-payment
- Records of fraudulent payment

Academic Information

- Course schedules
- Grades
- Attendance records
- Copies of academic warnings

I, (print) _____ authorize Northern Nishnawbe Education Council to release my information to the board approved auditor and affiliated Government of Canada representative. My consent is in effect from this day forth through seven years after the completion of my post secondary studies.

Student Signature

Date

NNEC Post Secondary Counsellor Signature

Date

Appendix C: Charter of Student Rights and Responsibilities

Charter of Student Rights and Responsibilities

The Charter of Student Rights and Responsibilities explains the student rights and responsibilities. By signing this form, you are agreeing to the contents of the Charter.

**Charter of Student Rights and Responsibilities
Post Secondary Student Support Program
Northern Nishnawbe Education Council**



STUDENT RIGHTS

Each student has the right:

- To the privacy of information
- To be informed of Post Secondary Student Support Program policies and procedures
- To be treated respectfully by NNEC staff and students
- To discuss extenuating academic circumstances, without fear of reprisal
- To have PSSSP issues resolved in a fair, equitable, and timely manner
- To file a complaint or appeal without fear of reprisal

STUDENT RESPONSIBILITIES:

It is the student's responsibility:

- To be informed of PSSSP policies, changes, and procedures
- To comply with PSSSP policies and procedures
- To treat program staff and students with respect
- To provide program/course documentation on schedule throughout the academic year
- To complete all course work, on schedule, as assigned by the post secondary institution
- To attend all required classes and tutorials
- To arrive on time for class and remain for the duration of the lesson/tutorial
- To maintain a minimum 2.0 Grade Point Average (GPA)
- To consult with an NNEC Counsellor prior to withdrawal from a course/program
- To refrain from verbal abuse or physical assault of NNEC staff or students
- To not enter an NNEC building under the influence of alcohol /illicit drugs

I, _____ (print) have read and understood my rights and responsibilities.

Student Signature

Date

NNEC Post Secondary Counsellor Signature

Date

Appendix D: Student Allowances

Post Secondary Student Support Services Program

Student Allowances

Classification	Rate
Single Student	\$900 / month
Married Student (with working spouse)	\$900 / month \$150 per child
Married Student (with non-working spouse)	\$900 / month
+ 1 child	\$1,255 / month
+ 2 Children	\$1,505 / month
+ 3 Children	\$1,705 / month
	\$150 / child after 3 children
Single Parent Student	
+ 1 child	\$1,255 / month
+ 2 children	\$1,505 / month
+ 3 children	\$1,705 / month
	\$150 per child after 3 children
Books and Supplies	\$500 per school session (all receipts are required for additional reimbursement)
Modular Student	\$150 per day (meals, incidentals and accommodations)
Vehicle Kilometres	\$.53/km Treasury Board Rate (for approved student travel)

Appendix E: Credit Hours Sample

<p>Required Course Load:</p> <p>University of Manitoba</p> <p>Fall Term (September to December)</p> <p>5 courses @ 3 credit hours per course = 15 credits</p> <p>Winter Term (January to April)</p> <p>5 courses @ 3 credit hours per course = 15 credits</p> <p>A student will earn 30 credits in one year.</p>	<p>Required Course Load:</p> <p>Lakehead University</p> <p>One year (September to December)</p> <p>5 half credit course (.5) x 3 credit hours = 15 credit hours</p> <p>Winter Term (January to April)</p> <p>5 half credit course (.5) x 3 credit hours = 15 credit hours</p> <p>A student will earn 30 academic credits in one year.</p>
<p>College courses are predetermined in each program as posted on their calendar.</p> <p>Students must follow the course/year sequencing, from year 1 to Year 2 or Year 3, completing the required compulsory prerequisites and elective courses.</p> <p>Students are required to submit their program information.</p>	

Appendix F

Northern Nishnawbe Education Council First Nation Communities

Community Codes	First Nation Communities
203	Mishkeegogomang
204	North Caribou/Weagamow Lake/Round Lake
205	Lac Seul
206	Wapekeka (Angling Lake)
207	Bearskin Lake
208	Pikangikum
209	Kitchenuhmaykoosib Inninuwug (Big Trout Lake)
210	Kasabonika
211	Sandy Lake
212	Kingfisher Lake
213	Muskrat Dam
214	Sachigo Lake
215	Fort Severn
216	Cat Lake
217	Wunnumin Lake
234	Wawakepewin (Long Dog)
236	Poplar Hill
237	Deer Lake
238	North Spirit Lake
259	Saugeen Nation
259	Slate Falls
325	Keewaywin
326	McDowell Lake

Sioux Lookout Office

Katie Brown, Post Secondary Counsellor

1-807-737-2002 Ext 2314

Nelson Agustin, Career Counsellor

1-807-737-2002 Ext 2315

Mary Menzies, Database Clerk

1-807-737-2002 Ext 2316

Thunder Bay Office

Leona Scanlon, Post Secondary Counsellor

1-807-475-5775 Ext 3103

Cynthia Fiddler, Post Secondary Counsellor

1-807-475-5225 Ext. 3102

Janice Janssen, Database Clerk

1-807-475-5225 Ext. 3101