

NORTHERN NISHNAWBE EDUCATION COUNCIL

OPERATIONS MANUAL



POST SECONDARY STUDENT SUPPORT PROGRAM (PSSSP) POLICY

*Adopted by the Board of Directors – April 25, 2018
Resolution #06/04-2018 Post Secondary Student Support Program (PSSSP) Policy - Amendments*

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The Post Secondary Student Support Program (PSSSP) is available to eligible NNEC students enrolled in eligible post secondary programs in accordance with the funding guidelines outlined by Indigenous Services Canada (ISC). This policy will provide information on how the PSSSP is administered through the NNEC Post Secondary Department.

Definition of Eligibility for Post Secondary Assistance:

Registered band members (Status Card holders) affiliated with one of the NNEC funded Communities (See Appendix F) who meet the criteria described in the following Priority System are eligible for post secondary assistance, provided funds are available.

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

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 | New grade 12 graduates and returning/continuing successful students |
| Priority 2 | Continuing successful self-funded students |
| Priority 3 | 1 st time applicants with grade 12 equivalency (mature students) |
| Priority 4 | Previously funded unsuccessful students. Consideration is based on: <ul style="list-style-type: none">• Length of time away from post secondary• Amount of money spent on a student• Official transcript |
- Mature students (without grade 12). Consideration is based on:
- A written essay complete with an academic plan

Definition of an Eligible Program:

An eligible post secondary program is a program offered by an approved and accredited publicly funded post secondary institution. The program must lead to a certificate, diploma, or degree.

An eligible post secondary program (i.e. prepratory, trades) is a program:

- for which the completion of secondary school studies, or its equivalent is required
- at least one academic year in duration – less for trades certification
- delivered at an eligible post secondary institution

- provides students with the necessary academic prerequisites to obtain admission to a standard program. All access programs are University and College Entrance Preparation Programs (UCEPP)

Definition of a Post Secondary Institution:

A post secondary institution is a certificate, diploma, or degree granting institution that is recognized by NNEC. This includes an educational institution affiliated with or delivering accredited post secondary programs by arrangement with a post secondary institution. (eg. Oshki-Pimache-O-Win Education & Training, First Nations Technical Institute, and Seven Generations Education Institute).

Post Secondary Education Assistance:

Post secondary assistance may include:

- tuition
- books
- program related materials
- travel
- full time living allowance (based on number of courses)
- tutoring

Tuition Assistance

Full time and part time approved students are eligible for tuition assistance and mandatory student fees.

Students are required to pay the application fees when applying to Colleges and Universities. Students can submit their receipts for reimbursement once they are registered. If the tuition deposit is due before June 1st, students must pay to hold their seat. A refund will be issued by the institution to the student once registered.

For students attending an accredited institution outside of Canada, tuition assistance is based on the tuition charged by a Canadian public post secondary institution where a comparable program is offered and 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.

Book Assistance and Program Related Materials

Assistance for books and materials are provided based on the requirements of the program. Program or course materials beyond text books must be verified by a course outline or syllabus. Further documentation may be necessary in certain cases (i.e. list of specific tools, gear, etc.). A set amount for books and materials is given at the start of

each semester. If the cost of the items exceed the amount given, students must submit all receipts to a Post Secondary Counsellor in order to receive reimbursement.

Travel Assistance

Full time student (s) and dependent (s) listed on the application who must move away from their permanent place of residence to pursue academic studies will receive travel assistance. Assistance is based on the most economical and appropriate means of transportation and is subject to discretion. Students must contact a Post Secondary Counsellor and/or approved travel agent at least 15 days prior to departure to arrange travel. Students will be responsible to pay their own travel and submit receipts for reimbursement if travel is not booked within the two week timeframe. Reimbursment will be based on the most economical rate; full reimbursement may not be provided. Proof of permanent residence and dependent (s) is required to qualify for travel.

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 student's 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 will not be allocated to students who elect not to travel.

Students who choose to study outside of Canada are not eligible for travel assistance.

When there is a death of an immediate family member of a student, the student may be entitled to travel at the discretion of the Head Post Secondary Counsellor. Immediate family includes: spouse, children, parents, siblings, grandparents, and grandchildren.

Due to limited funding for travel assistance, 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 any listed dependents. 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.

Living allowances are deposited directly into the student's bank account. Every effort will be made to deposit living allowances within the first week of each month, with the exception of the new fiscal year in April.

Students may opt to stay in the residence facilities offered by the post secondary institution. Students must contact a Post Secondary Counsellor for approval as the fees may exceed the living allowance amount provided.

Students working full-time and registered in a full-time course load will not be eligible for a living allowance. NNEC will cover books and tuition only.

Students on paid co-ops or practicums are not eligible for a living allowance.

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.

Tutorial Assistance

Students are encouraged to utilize the academic support services offered at the Student Support Centres at their institutions. Additional tutoring assistance may be available; students are required to contact a Post Secondary Counsellor for information.

Assistance for Eligible Full Time Students:

To be eligible for education assistance (tuition, living allowance, book allowance, travel allowance, and tutorial assistance), students must be considered a full time student as per NNEC's definition of full-time, as outlined below:

- | | |
|----------------|---|
| Level 1 | College Certificate or College Diploma: Registered full time in all courses required in the program and year of study. The course load must be maintained throughout the academic year. |
| Level 2 | Undergraduate Degree and Post Degree Credential: Registered full time in all courses required in the program and year of study. The course load must be maintained throughout the academic year. |
| Level 3 | University Graduate Level Registered full time in all courses required in the program and year of study. The course load must be maintained throughout the academic year. |
| Level 4 | University Post Graduate Degree: Registered full time in all courses required in the program and year of study. The course load must be maintained throughout the academic year. |

****NNEC's definition of full-time may differ from the institution's definition.**

Students are expected to complete their programs in the time frame indicated on the institution's website.

University College Entrance Preparatory Program (UCEPP): A student is eligible for UCEPP if the student has never used post secondary funding before.

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.

A living 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 or Oshki-Wenjack Programs.

When to Apply:

A completed application package must be received by the deadline date for each academic year, term or semester.

NNEC Post Secondary Application Calendar

April 15 th	Application deadline for the Spring/Summer term
May 15 th	Application deadline for the Fall/Winter academic year
July 15 th	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
November 15 th	Application deadline for the winter semester (January start date)

How to Apply for Post Secondary Assistance:

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

- An application for post secondary assistance
- Consent to release information form
- Charter of student rights and responsibilities form
- Band letter of support
- Photocopy of a valid Status Card (front and back)
- Transcript (high school or post secondary)

- Offer of admission/letter of acceptance
- Education plan (program information)
- Proof of permanent residence
- Copy of birth certificates of dependants
- Void cheque or direct deposit notification form

There are times when the supporting documentation is not available at the application deadline date. For example, if a an applicant is applying to attend school in September they must have their application in by May 15th. If they are applying to attend a post-secondary education institution for the first time, it is possible they will not have a Letter of Acceptance by May 15th from the post-secondary institution they hope to attend. The Letter of Acceptance may be submitted after the deadline of May 15; however, their application will not be processed until all documents are in.

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

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

What Happens After Applying?

Once the application package has been received, a Post Secondary Counsellor reviews the file for eligibility.

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

Approval is based on:

- a) eligibility for assistance
- b) eligibility of program
- c) acceptance into a program
- d) commitment to the education plan

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

If approved, students will receive a letter offering sponsorship via email which they have to respond to by the **date specified** on the letter. If information or documentation is missing from the application, the items will be highlighted in yellow. If applicants do not submit the required documentation, the application will not be processed. Any

unprocessed applications automatically become dormant at the start of each semester. Applications will not be carried over to the following year.

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

Approved Applications:

If the approved application includes tuition assistance then a Post Secondary Counsellor will issue a sponsorship letter to the post-secondary institution stating what is being sponsored. **Students must not pay the tuition to the institution.**

The letter will instruct the institution to bill the Post Secondary Department directly for tuition and mandatory student fees for a specific program or courses. The required information as to program, courses and the credit value of courses is very important on the APPLICATION FOR EDUCATION ASSISTANCE.

The Post Secondary Department makes every effort to meet the deadlines of the institutions, but this is not always possible due to the number of applicants and the dates documents are received.

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

Student Accountability:

Students must fulfill all of the obligations outlined in the Charter of Students Rights and Responsibilities. Acceptance of sponsorship infers the student understands and agrees to the conditions of sponsorship.

All first year College students are required to submit a September attendance report. All students are required to submit a midterm progress report by the end of October.

Students are responsible for keeping NNEC informed how they can best be reached (phone, current mailing address, or email address). If a Post Secondary Counsellor is unable to reach a student after several attempts, the education assistance may be suspended.

Maintaining Eligibility:

Once students have been approved for post secondary education assistance, they must maintain their eligibility for continued assistance. At the end of each term they must meet NNEC's requirement to continue.

It is important for students to “check in” with a Post Secondary Counsellor on a regular basis (i.e. one contact per month).

If significant changes are made to the education plan, students will be required to submit a revised education plan.

A summary of how to maintain eligibility follows:

Full Time Status

If a student has been approved for a living allowance as part of their education assistance, they must maintain full time eligibility as defined by NNEC. Full time status with NNEC requires 27 to 30 credit hours per year (See Appendix E: Credit Hours Sample).

Part Time Status

A student enrolled in part time studies will receive books and tuition only.

Acceptable Academic Performance

Each year there is an 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 a post secondary institution determines a student does not meet the academic requirements necessary to continue in the program of study, the education assistance will be suspended.

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

Additionally:

- a) Incompletes are deemed unsuccessful unless the status is due to an error by the institution
- b) Withdrawals are deemed unsuccessful unless the student has been able to enroll in an additional course, of equal credit value, within the same academic semester to substitute for the withdrawal

Transcript

A transcript is required for each academic semester. The deadline for receiving 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 faculty (Department Chair or Head) indicating that:

- a) a transcript is not available
- b) the student met the GPA requirements to continue studies

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.

Incentives or Scholarships:

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

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

The Post Secondary Department supports 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 the Post Secondary Counsellor. Students are encouraged to contact a Post Secondary Counsellor for further information and clarification.

Graduation Bursary: Based on available funding, a Graduation Bursary and associated graduation related fees will be covered for students who complete a certificate, diploma or degree program.

Suspension of Funds:

If there is a concern with a student's file, education assistance may be suspended.

If a student fails to provide any necessary documentation by the required date or does not submit a requested progress reports, the monthly living allowance may be withheld until the outstanding items are submitted. Note, in particular, the dates when progress reports are due, etc.

The Post Secondary Department has the right to place a student on **academic probation**, at any time, if the student's conduct or academic performance is deemed unsatisfactory.

- If student conduct 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. The student will not be given advanced notice of suspension in these circumstances.

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.)

Regaining Eligibility:

A student may be ineligible for education assistance for several reasons. The following sections provide information on how to regain eligibility.

Overpayment: An overpayment is any education assistance payment or expenditure for which a student was not eligible. An overpayment must be reimbursed to 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 deemed unsuccessful. The tuition cost and associated student fees for such a course (for which assistance was received) becomes an automatic overpayment.

Books: Books and Supply costs will be established as an overpayment if a student fails to submit marks, failed all courses in an academic semester, and/or withdrawn from studies.

Living Allowance: If a student fails to maintain their full time status as defined by NNEC, yet continues to receive a monthly allowance for which they are no longer eligible then any living allowance issued during that period of ineligibility becomes an overpayment.

In return for sponsorship, a student is responsible for maintaining a minimum combined GPA of 63% or full reimbursement of expended funds will be required. Additionally, if a post secondary institution determines that a student does not meet the academic requirements to continue in their program of study, the education assistance will be discontinued.

When a student is required to reimburse the tuition amount 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 their file and will affect future eligibility for education assistance.

It is important for students to choose their programs and courses 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, 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 students must be aware of and take into account when making decisions about their education pathways.

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

- Education assistance is limited to one certificate, one diploma and/or degree per level
- Funding may be available for the academic portion of a trades program under level 1
- Students are not eligible to drop from one level to another (i.e. diploma to a certificate or undergraduate degree to a diploma, Masters to a law degree, etc.)
- If a student changes programs within a level, the months (and academic years) used for each program is counted for calculating the limits of education assistance
- If a student has previously completed a portion of post secondary studies without education assistance, they 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 the student's home with a comparable program
- Students in PhD programs will receive a living allowance for a maximum of two academic year. Books and tuition will be provided until studies are completed.
- 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 a student's funding is approved for part time, they are only eligible to attend part time. (A student cannot switch from part time funding to full time funding, once approved)
- The fees for the initial professional certification and examinations will be paid once (immediately upon graduation). Example: Ontario College of Teachers fees, Nursing Examination fees.

- Extension fees can only be paid once by NNEC
- NNEC does not reimburse student loans

Appeal Process:

If an applicant or student believes this policy was not applied fairly, they may appeal the decision in writing to the Head Post Secondary Counsellor/Manager. The letter of appeal must clearly explain how NNEC's policies were not applied. NNEC will ensure the appeal process is followed according to the ISC guidelines. A panel of post secondary counsellors (not the counsellor whom the student believes didn't apply the guidelines) will review the file and render a decision in writing to the student within two weeks of receipt of the appeal. There is no appeal against refusal for lack of funds.

A student may not appeal to ISC, the Executive Director, the Director of Education, or the Board of Directors of NNEC. The administrative decision and appeal rulings are made through the local appeal process. Once a decision is made, the appeal decision is final.

Completing the Application for Post Secondary Assistance:

STUDENT INFORMATION

Surname: Enter your surname as registered with ISC. 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: Enter 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.

Band Registry Number: Enter the ten digit number on your status card.

Address :Two addresses are required

- Permanent address
- Address While at School (if known)

Birthdate: Enter day, month, year.

Sex: Check a box.

Telephone and cell phone number: Enter a valid telephone and cell number.

E-mail address: Enter a current & valid email address. If your e-mail address changes after you start school — contact a Post Secondary Counsellor, as the Post Secondary Department uses e-mail as the initial means to contact students.

Facebook name: Enter the name used on facebook.

Emergency Contact Person: Enter a name and telephone number of a contact person whom can be reached in an emergency.

Marital Status: Indicate whether you are single, married, or common law. NNEC collects this information for policy and reporting purposes. Please identify if you are single, married, or common law (date common law relationship was established).

Date Relationship Started: Provide the date of when the relationship was established.

Is your Spouse/Partner employed?: Indicate whether your spouse or partner is employed by checking a box.

Do you have a disability? Check a box.

It is the student's responsibility to inform NNEC if they have a disability. The student is required to submit medical documentation outlining the disability. Please note a letter from the post secondary institution will not be sufficient.

Have you been living in Canada for the last 12 months? Enter yes or no.

Are you receiving benefits from another source?: Indicate if you receiving assistance from another source.

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.

HIGH SCHOOL EDUCATION HISTORY

High School Graduate: Check box

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.

POST SECONDARY EDUCATION PLAN

Program Name: Enter the name of the program you are interested in.

Institution: Enter the name of the institution you wish to attend.

Campus Location: Enter the location of the post-secondary institution that you wish to attend. If the institution has more than one campus then indicate the campus that you will be attending, e.g, Confederation College, Sioux Lookout Campus.

Session Academic Term: Check the term you are applying to: Regular (Fall/Winter) or Intercession (Spring/Summer).

Attendance: Check a box.

Start date: Use numerals to indicate the starting month, day, and year 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 - 09/01/2019 to 04/30/2020.

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

Program Delivery: Check a 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 Post Secondary Counsellor if you need clarification.


OFFICE USE ONLY

This section of the form must be completed by a Post Secondary Counsellor.

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

It is the student's responsibility to read the information in this policy and to stay informed.

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 Fax: 475-3099 www.nnec.on.ca		Deadline for Applications Spring/Summer March 15 Fall/Winter May 15 Winter Term November 15	
APPLICATION FOR POST SECONDARY ASSISTANCE							
STUDENT INFORMATION							
Name:				Registry # (status card):			
Permanent Address: Street/P.O. Box:				Address While in School: Apt#/Street#/P.O. Box:			
Town/City:				Town/City:			
Postal Code:				Postal Code:			
Date of Birth: D/ M/ Y/		Sex (please check) <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other		Phone #:		Cell #:	
Email Address (please print clearly):				Emergency Contact (Name and Number):			
Facebook Name:				Date Relationship Established: D/ M/ Y/			
Marital Status (please check): <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common Law							
Is your spouse/partner employed? (please check) <input type="checkbox"/> Y <input type="checkbox"/> N							
Do you have a disability? <input type="checkbox"/> Y <input type="checkbox"/> N		Have you been living in Canada for the past 12 months?		Are you receiving benefits from another source (i.e. ODSP)?			
DEPENDENT INFORMATION							
If claiming dependents, please provide birth certificates and status cards for all children under 18 who will be residing with you while attending school. Name(s) and Age(s):							
1.				2.			
3.				4.			
5.				6.			
HIGH SCHOOL EDUCATION HISTORY							
Last High School Attended:				Grade Completed:		Year Last Attended:	
Are you a high school graduate? (Please check) <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Pending (currently enrolled)							
POST SECONDARY EDUCATION PLAN							
Program Name:				Institution:			
Campus Location (city):				Session: (please check): Fall/Winter <input type="checkbox"/> Winter <input type="checkbox"/> Spring/Summer <input type="checkbox"/>			
Attendance (please check): <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time				Start Date: D/ M/ Y/ to D/ M/ Y/			
Length of Program (Years):		Year of Study:		Delivery (please check): <input type="checkbox"/> On-Campus <input type="checkbox"/> Distance Ed <input type="checkbox"/> Modular			
DECLARATION							
<input type="checkbox"/> Education Assistance Form <input type="checkbox"/> Release of Information <input type="checkbox"/> Band Letter of Support <input type="checkbox"/> Photocopy of Valid Status Card <input type="checkbox"/> Offer of Admission <input type="checkbox"/> High School Transcript <input type="checkbox"/> Post Secondary Transcripts		The information provided, 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:		Notes:	
New		Approved – Pending <input type="checkbox"/>		1 2 3 4			
Returning		Waitlist – Not approved <input type="checkbox"/>					

NNEC POST-SECONDARY APPLICATION REVISED JUNE 2019

Appendix B: Consent for Release of Information

**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
- Record 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

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.

<p>Charter of Student Rights and Responsibilities Post Secondary Student Support Program Northern Nishnawbe Education Council</p> 	
<p>STUDENT RIGHTS</p> <p>Each student has the right:</p> <ul style="list-style-type: none">• 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	
<p>STUDENT RESPONSIBILITIES:</p> <p>It is the student's responsibility:</p> <ul style="list-style-type: none">• To be informed of PSSSP policies, changes, and procedures• To comply with PSSSP policies and procedures• To treat program staff, faculty 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 carry a full course as defined by NNEC of 27 to 30 credit hours at the University and the standard per semester course load at the College• To maintain a successful grade point average as required by the program• To consult with an NNEC Counsellor prior to withdrawal from a course/program• To refrain from harassment, verbal abuse or physical assault of NNEC staff, faculty staff, or students• To not enter an NNEC building under the influence of alcohol /illicit drugs	
<p>I, _____ (print) have read and understood my rights and responsibilities.</p>	
<p>_____ Student Signature</p>	<p>_____ Date</p>
<p>_____ NNEC Post Secondary Counsellor Signature</p>	<p>_____ Date</p>

Appendix D: Student Allowances

Post Secondary Student Support Services Program

Student Allowances

Classification	Rate
Single Student	\$1,350 / month
Married Student (with working spouse)	\$1,350 / month \$150 per child
Married Student (with non-working spouse)	\$1,350 / month
+ 1 child	\$1,605 / month
+ 2 Children	\$1,855 / month
+ 3 Children	\$2205 / month
	\$150 / child after 3 children
Single Parent Student	
+ 1 child	\$1,605 / month
+ 2 children	\$1,855 / month
+ 3 children	\$2205 / 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)

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	Mishkeegogamang
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
258	Saugeen Nation
259	Slate Falls
325	Keewaywin
326	McDowell Lake

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