

SEVEN GENERATIONS EDUCATION INSTITUTE
POST-SECONDARY STUDENT SUPPORT PROGRAM
ADMINISTRATIVE HANDBOOK
Effective April 1, 2012

Board of Directors Approval

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(I)

FOREWORD

This Administrative Handbook provides the guidelines whereby Seven Generations Education Institute administers the Department's Post-Secondary Student Support Program. The most recent Support Program policy statement, published October 5, 1989, constitutes the first section of this handbook.

Drafted in March 1991, this handbook reflects the most current interpretive rendering of the Departmental policy, as applicable to those students within the jurisdictional mandate of the Seven Generations Education Institute. The rationale of an administrative handbook unique to our organization lies on the conviction that our students may have special needs for which policy interpretation should be localized. Students coming from small isolated Nishnawbe communities in Northwestern Ontario present counselling situations and needs very different from those of urban Native Students in Southern Ontario. This Administrative Handbook will hopefully provide the framework to meet those needs within the intent of the policy statement.

(II)

INDIAN NORTHERN AFFAIRS CANADA
POST-SECONDARY STUDENT
SUPPORT PROGRAM

1. **INTRODUCTION**

- a) The objective of the Student Support Program is to support Treaty/Status Indians to gain access to post-secondary education and to graduate with the qualifications and skills needed to pursue individual careers and to contribute to the achievement of Indian Self-government and economic self-reliance.
- b) The Student Support Program provides financial support to eligible Treaty/Status Indians and Inuit towards the costs of their post-secondary education.
- c) This document outlines:
 - (i) the criteria to be met by students in order to qualify for financial support;
 - (ii) the types and levels of allowances and Incentives available through the Student Support Program; and
 - (iii) the maximum duration of support that may be provided with respect to various levels of post-secondary education.
- d) This policy is effective April 1, 1989, and will apply to all student applications for the 2012/2013 academic year.
- e) Guidelines pursuant to this policy will be issued by administering organizations.
- f) The Department's University and College Entrance Preparation program (UCEPP) is administered under this policy through separate guidelines.

(III)

2. **DEFINITIONS**

- (a) “**Indian**” means as a person whose name has been entered in the Indian Register maintained by the Department as defined by the Indian Act.
- (b) “**Department**” and “**Band**” are as defined by the Indian Act.
- (c) “**Resident**” means an Indian or Inuit who has resided in Canada for twelve consecutive months prior to application. This also includes students, who have been living outside Canada as a result of their studies.
- (d) “**Administering Organization**” means an organization responsible for administering the Student Assistance Program. This may be the department of Indian Affairs and Northern Development, bands, tribal councils, education authorities or other organizations which have responsibility for the administration of the program or a portion of it.
- (e) “**Post-Secondary Education**” means a program of studies, offered by a post-secondary institution, for which completion of secondary school studies or equivalent is a prerequisite.
- (f) “**Program of Studies**” includes all post-secondary Programs, greater than one academic year in duration, leading to a certificate, diploma or degree.
- (g) “**Post-Secondary Institutions**” are degree, diploma and certificate granting institutions which are recognized by province and include educational institutions affiliated with, or delivering accredited post-secondary programs by arrangement with a post-secondary institution. (The Department of Indian Affairs and Northern Development will maintain a national list of recognized Canadian post-secondary institutions.)
- (h) “**Canadian Public Institution**” is a post-secondary institution which receives the majority of its funding from federal and provincial governments.
- (i) “**Private post-secondary institution**” is a post-secondary institution which receives the majority of its funding from sources other than governments. Effective April 1, 2012, Seven Generations Education Institute will not provide assistance to students that enrol in any programs at a private institute.
- (j) “**Full-time students**” and “**Part-time students**” are as defined by the post-secondary institution.

(IV)

- (k) **“Academic year”** is as defined by the post-secondary institution, but will not be less than eight months duration. (Normally two semesters starting in September)
- (l) **“Semester”** refers to a part of the academic year, as defined by the post-secondary institution. Semester usually covers the periods from September to December, & January to April. (Spring/Summer Intersession, May to August).
- (m) **“Dependent Spouse”** means a person who is married to the student or a person who has lived with the student as husband or wife for a period of at least one year prior to application for educational assistance. The person is dependent upon the student and does not receive income in excess of the level of income allowed for a dependent spouse by Revenue Canada’s income tax regulations.
- (n) **“Dependent”** means a person who is dependent upon the student as defined by Revenue Canada’s income tax regulations and who does not receive income in excess of the level of income allowed for a dependent spouse by Revenue Canada income tax regulations.
- (o) **“CEGEP”** is an abbreviation of college d’enseignement general et professional. CEGEP’S operate in Quebec.
- (p) **“Contingency funding”** means financial support provided to students for cost related to emergency situations. Emergency situations eligible for contingency funding include individual or family illness, accident or bereavement.

(V)

3. **ELIGIBILITY**

- (a) To be eligible to apply for assistance under the Student Assistance Program applicants:
 - i) must be registered as Indian;
 - ii) must have been resident in Canada for the twelve consecutive months prior to the date of application to the student assistance program; and
 - iii) must have met university or college entrance requirements and have been enrolled or accepted for enrolment in a post-secondary institution for a program of studies.
- (b) This program is not available to INDIANS who are eligible for assistance under special arrangements for post-secondary assistance such as the James Bay and Northern Quebec agreement or the Northwest Territories Student Financial Assistance Programs.
- (c) Support will be provided within the limits of funds voted by Parliament. If support for the number of eligible applicants exceeds the budget, applications will be deferred according to the rules set out in each administering organization's operating guidelines.

(VI)

4. **TYPES OF ASSISTANCE - FULL-TIME STUDENTS**

- (a) Tuition Assistance Includes students fees for registration, tuition, and the cost of books and supplies which are listed as required by the post-secondary institutions, tuition assistance is provided for:
- I) Students attending Canadian public Institutions at the normal rate charged by the Institutions for a Canadian student; and
 - ii) Students attending foreign post secondary institutions, assistance is provided at the same rate as charged by the Canadian Institution, where a comparable program is offered nearest to the student's place of residence at the time of application.

(b) Travel Assistance:

Students who are required to live away from their permanent place of residence may qualify for a travel grant, once every semester, for themselves and any dependent who resides with them.

For resource purposes, travel assistance will be equal to the cost of return transportation from the student's permanent place of residence to the nearest Canadian post-secondary institution which offers the programs of studies selected by the students.

(c) Support for Living Expenses:

The allowances set out in Annex I are for resource purposes. Administering organizations have the flexibility to adjust these rates, either higher or lower, to meet the individual needs of students. The support for living expenses is expected to cover such costs as food, shelter, daily transportation, day care, rental costs and contingency funding.

5. **TYPES OF ASSISTANCE - PART - TIME STUDENTS**

Part - time students may receive assistance for tuition and the cost of books and supplies as detailed in 4 (a) which are listed as required by the post-secondary Institution. Resources for part-time students will be provided in accordance with 4 (a).

(VII)

6. **LIMIT OR ASSISTANCE**

- (a) Assistance will be provided for three levels of post secondary education:
- | | | |
|-----------|---|---|
| Level I | - | Community College and CEGEP diploma or Certificate programs |
| Level II | - | Undergraduate programs |
| Level III | - | Advances or professional degree programs
e.g., M.D. Masters or Doctoral Programs |
- (b) Tuition assistance as outlined in 4 (A) will be provided to students enrolled in all three levels without limits.
- (c) Assistance for travel and for living expenses as outlined in 4 (B) and 4 (C) will be provided to students to complete one program at each level. Level II will include assistance for an additional degree program at the Bachelor level which has a prerequisite of an undergraduate degree.
- (d) The duration of assistance in 6 (C) will accord with official length of the program as defined by the post secondary institution in which the student is enrolled.
- (e) Students enrolled in Levels I and II will be assisted for up to one additional academic year per level if such an extension is approved in writing by the institution's Dean, or the head of the department.
- (f) Students enrolled in Level III may be assisted for up to one additional academic year for medical or personal reasons.
- (g) Students may be assisted in Level I studies after dropping out of Level II studies. If a student resumes Level II studies, the previous time spent at Level II will be counted for assistance purposes.
- (h) Students who have completed a Level II program, with or without assistance from this program, are ineligible for Level I or Level II program assistance.
- (I) Students who have completed a Level III program, with or without support from this program, are ineligible for Level I or Level II program support.
- (j) Where students change programs within one of the levels, the academic years used for each program within this level will be counted for assistance purposes.
- (k) Students who become eligible for support and who have previously completed a portion of post-secondary studies without support from this program will receive support for the balance of their program of studies in accordance with 6 (D), 6 (E), and 6 (F).

(VIII)

7. **INCENTIVES**

The administering organization may provide the types of incentive listed in this section.

(a) **Incentives for Students Enrolled in Level III Program:**

Students enrolled in a Level III program may receive an incentive from the administration organization, subject to a maximum of \$1,500. This incentive will only be provided once. Students will be eligible for this incentive upon commencement of the second year of the program, or upon successful completion of the program.

(b) **Strategic Studies Scholarships:**

In order to encourage students to engage in studies in Level II that directly contribute to achieving self-government and economic self-reliance, the administering organization may award incentive scholarships.

- (I) Students who are currently receiving financial assistance under the Student Assistance Program and who are enrolled as full-time students in a program of studies in the area of commerce, public or business administration, economics, applied and physical science, mathematics and computer sciences, forestry and engineering are eligible for the strategic studies scholarships.
- (ii) The amount of a scholarship awarded by the administering organization will be up to a maximum of \$3,500 annually.
- (iii) Eligibility for the scholarship will be Conditional upon successful completion of one year of the program of study and continuation in it. The scholarship will be awarded annually at the beginning of the second year of the program and the beginning of each year thereafter in accordance with the program as defined in 6 (D).
- (iv) The Strategic Studies Scholarship will be available to a maximum of five percent of the Indian / Inuit post-secondary student population. Recipients of the scholarship will be determined by the administering organization. One scholarship will be available where the five percent maximum is less than one student.

(IX)

(c) Academic Achievement Scholarship:

In recognition of academic achievement, the administering organization may award scholarships to students in Level I and II, who are enrolled as full - time students and who have achieved a grade average of “B” or higher in their program of study.

- i) Students currently receiving assistance under the Student Assistance Program are eligible for scholarship in recognition of academic achievement.
- ii) The amount of scholarship awarded by the administering organization will be up to a maximum of \$1,000 annually.
- iii) Students may be eligible for the scholarship upon successful completion of each year of their program of studies.
- iv) The Academic Achievement Scholarship will be available to a maximum of five percent of the Indian/Inuit post secondary students population.
- v) Recipients of the scholarship will be determined by the administering organization. One scholarship will be available where the five percent maximum is less than one student.

(d) Eligible students may be awarded either one strategic studies scholarship or one Academic Achievement Scholarship in an academic year.

8. **APPEAL PROCESS**

To ensure fairness and equitable treatment under the policy, administering organizations must have an appeal process in place. This process must incorporate the following basic elements:

- a) Formal statement and public distribution of the said policy and procedures.
- b) Ensuring that the student has a right to an established appeal process. This includes the existence of an impartial appeal board.
- c) Ensuring that the student has a right to have support in the form of an advisor or advocate.
- d) Ensuring that First Nation have an adequate level of participation in the appeal process and its structure.

(X)

9. **OPERATING GUIDE LINES**

The administering organization must have in place operating guidelines for the administration of this program. The guidelines issued by the Department may be used by other administering organizations. Alternately, they may use their own guidelines to implement the policy. Such guidelines should include selection priority criteria, an allowance schedule, an appeal process, and criteria for contingency funding and should be publicly available.

10. **STUDENT REGISTRY**

The administering organization is responsible for maintaining a student registry. The Department will identify the information requirements which will include the student's name, the institution attending, the program of study, the support provided, the degree/diploma/certificate obtained and any additional information which may be required from time to time. This information will be used for statistical purposes only and will remain confidential. The administering organization must report this information annually to the Department.

(XI)

ANNEX I

MAXIMUM LEVELS OF ASSISTANCE FOR LIVING EXPENSES

	Maximum Monthly Allowance
A) Single student living with employed parents	\$ 400
B) Single Students	\$ 800
C) Married Student with employed spouse	\$ 800
with 1 dependent	900
2 dependent	1,080
3 dependent	1,255
\$50 per month for each additional dependent	
D) Married student with dependent spouse	\$ 950
with 1 dependent	1,100
2 dependents	1,360
3 dependents	1,560
E) Single parent with 1 dependent	\$1,100
2 dependents	1,360
3 dependents	1,560
\$50 per month for each additional dependent	

The preceding policy statement supersedes the Post-Secondary Education Assistance Program, E-12 Guidelines, dated October 1977, and the Post-Secondary Student Assistance Program document published in 1988, effective April 1, 1989.

3. Applications to other administering organizations will not be accepted by S.G.E.I. for funding but will be forwarded on to the appropriate funding organization.

The following is a list of Bands that the S.G.E.I. will be administering for the 2012/2013 fiscal year:

STATUS

- 157 Wabigoon Lake Ojibway Nation (Wabigoon)
188 Kiashke Zaaging Anishinaabek (Gull Bay)
193 Red Rock
196 Bingwi Neyaashi Anishinaabek (Sandpoint)
235 Obashkaandagaang (Washagamis Bay)

BILL C – 31

- 150 Islington
151 Northwest Angle #33
152 Northwest Angle #37

4. **Determining the Amount of Support**

The amount of support for each applicant will be calculated and recorded on that part of the application form designated for department use. Calculations will be made for:

- Tuition support, books and supplies allowances;
- Travel support; book allowance
- Support for living expenses;
- Scholarships (where applicable)
- Contingency funding (Other)

The amounts of support for each applicant will be calculated according to policy rates.

5. **Notification to Applicants**

When an application is approved, rejected or deferred, applicants will be informed of the support approved or the reasons for rejecting or deferring the application.

6. **Deferred applications**

- A deferred application is one where an eligible applicant is refused support for lack of funds at regional level.
- A letter will be provided to the applicant with the following:
 - confirmation of receipt of application;
 - date the application was deferred; and
 - explanation for deferment.

S.G.E.I. will put the application on file and review the deferment files on the dates of application deadlines.

Funding

- * Funding will be provided to the student when:
 - The application is complete;
 - All documentation is provided; and
 - The application is approved by a S.G.E.I. officer with delegated financial signing authority pursuant to Section 27 of the Financial Administration Act.
- * The administering office must establish a schedule of payments to students.
- * The administering office must require the student to verify that he/she is continuing in the program of studies.
- * The administering office will suspend payments:
 - on notice from the student or institute that he/she has dropped out of the program of studies.
- * The administering office will take action to reclaim funds from the student in respect of instruction allowances and support allowances for periods of support received after the student has withdrawn from studies. Where fraudulent action suspected, the administering office will report the details to the Regional Director of Education (RDE). The RDE must advise the Director of Finance in writing for direction in respect to the Financial Administration Act.

Section II. Eligibility Criteria

Subsection 1. Student Status

Policy: Paragraph 3 (a) (I)

To be eligible to apply for support under the Student Support Program, an applicant must be a Treaty/Status Indian.

1. **Bill C-31 Registrants**

People who gain Indian status by virtue of the 1985 revision of the Indian Act (Bill C-31) are provided financial support on the same basis as other eligible post-secondary students.

A person whose application for Indian Status is in process is not eligible to receive support until he/she has a letter from the Indian Registry confirming Indian status or that his/her name is formally entered in DIAND/s Indian Register.

2. **Non - Status**

Applicants may come from families which have both Status and non-Status members. Non-status members are not eligible for support under this program.

Section II. Eligibility Criteria

Subsection 2. Resident in Canada

Policy: Paragraph 3 (a) (ii)

To be eligible to apply for support under the Student Support Program, an applicant must have been resident in Canada for the twelve consecutive months prior to the date of application to the Student Support Program.

I) Resident

See policy circular, paragraph 2 (c)

II) **The 12 Consecutive Months Prior to Application**

These are the 12 months immediately prior to the date of submitting an application, e.g., an application dated May 5, 2010 requires the applicant to have been a resident of Canada from May 2009 to April 2010.

III) The following are deemed to satisfy the previous point:

- a) Students who are normally resident in Canada but who for reasons of post-secondary education or student exchange programs have been living outside of Canada for all or part of the year prior to the application for support.
- b) Employees of the federal and provincial governments appointed to foreign posts.
- c) The dependent children of the above government employees who accompany the employee abroad.
- d) Applicants who, under the authority of provincial or territorial child welfare legislation, were placed outside of Canada in a foster home, an institution, e.g., a group home, or through an adoption and have returned to Canada.

Section II. Eligibility Criteria

Subsection 3. Acceptance by Institutions

To be eligible to apply for support under the Student Support Program an applicant must have met university or college entrance requirements and have been enrolled or accepted for enrolment in a post-secondary institution for a program of studies.

For definitions of “program of studies” and “post-secondary institutions,” see policy circular; paragraph 2(f) and 2(g) respectively.

1. Acceptance by Institutions

The applicant must provide a copy of the letter of acceptance or conditional acceptance for enrolment in the program of studies.

If the program of studies is in a foreign institution, the applicant must provide evidence that it is recognized in Canada as an acceptable post-secondary program of studies.

Section II. Eligibility Criteria

Subsection 5. Student Priority Categories

Policy: Paragraph 3 (c)

Support will be provided within the limits of funds voted by parliament. If support for the number of eligible applicants exceeds the budget, applications will be deferred according to the rules set out in each of the administering organization's operating guidelines.

Applicants received from eligible students after the post-secondary education budget is exhausted will be deferred until the following year or until the budget for this program is reallocated.

1. a) Returning/Continuing Successful Students
b) New High School Graduates
2. Successful UCEPP Students from Preceding Academic Year
3. Withdrawals for Just Cause (Medical)
4. Deferred Applications From Previous Year
5. a) New Mature Students
b) New UCEPP Students
6. Previous Graduates Changing Programs, Not Level
7. Previous Unsuccessful Students (Withdrawn, Academics)

Applications received after the above application deadline dates must be held until it can be determined if funds are available after processing the above first batch of applications. If funds are not available, these late applications will be treated as deferred application. When an application is approved, rejected, or deferred, applicants will be informed in writing of the support approved or the reasons for rejecting or deferring the application.

Section III Tuition Support

Subsection 1 Student Fees

Tuition Support includes students' fees for registration, tuition, tutorials, initial professional certification and examination fees, and the cost of books and supplies which are listed as required by the post-secondary institution.

Administering organizations have the flexibility to adjust tuition support to meet the needs of students. For resources purposes tuition support is provided for students attending Canadian public institutions at the normal rate charged by the institution for a Canadian student.

D) Support will be provided for the following:

- regular tuition fees; that is the tuition fees normally charged by the institution to Canadian students;
- mandatory registration fees as indicated in the institution's calendar, including student activity fees and special teating fees;
- transcript fees for application and enrolment purposes;
- registration for other programs activities e.g., admission, interview, practicum, tutorials;
- initial professional certification and examination fees.

Section III. Tuition Support

Subsection 2. Books and Supplies

Policy: Paragraph 4 (a)

Tuition Support includes students' fees for registration, tuition, tutorials, initial professional certificate and examination fees, and cost of books and supplies which are listed as required by the post-secondary institution.

Support for books and supplies will normally cover textbooks and supplies, including special equipment, officially listed as required by the university or college for a student's program of studies.

Tutorial assistance will be provided if recommended by the institution and billed as an additional expense.

Section III. Tuition Support

Subsection 3. Tuition at Foreign Institutions

Policy: Paragraph 4 (a) (ii) (iii)

For resource purposes, tuition support is provided for:

- Students attending foreign post-secondary institutions at the same rate charged by the Canadian institutions nearest to the student's place of residence at the time of application which offers a comparable program.

For support purposes, students that enrol in any private post secondary institution will not qualify for support from the Post Secondary Student Support Program funding allocation for the following reasons:

- Cost
- Admission requirements/pre-requisites
- Non-transferability of credits to Canadian public institutions

Example: Foreign Institutions

A student living in Sault Ste. Marie and enrolling in an equivalent business administration program in Lake Superior State must provide documentation of the application, registration, tuition and mandatory student activity fees for the business administration program at Algoma University, Sault Ste. Marie, Ontario. If the Lake Superior State tuition is \$2,000 U.S., the tuition support provided to the student will be \$2,000 Canadian.

Section IV Travel Support

Policy: Paragraph 4 (b)

Students who are required to live away from their permanent place of residence may qualify for a travel grant, once every semester, for themselves and any dependents who reside with them. Administering organizations have the flexibility to adjust travel grants to meet the needs of students.

For resources purposes, travel support will be equal to the cost of return transportation from the student's place of residence to the nearest Canadian Post-Secondary Institution which offers the program of studies selected by the student.

- i) For definition of “**dependents**” and “**semester**” see, policy circular, paragraph 2(m), (n) and (1) respectively. Travel support may include public transport i.e., bus fare v. airfare or mileage v. bus fare.
- ii) In addition, students may be provided with emergency travel funds for individual and family illness, accident or bereavement upon the recommendation of the Education Counsellor and approval by the Education Director.
- iii) Students may select any recognized post-secondary institution for their studies. However, travel support is normally restricted to the travel costs to the Canadian post-secondary institution, which offers the selected program of studies, nearest the student's home.

Section V Support for Living Expenses

Policy: Paragraph 4 (c)

Support for Living Expenses: The allowances set out in Annex I are for resource purposes. Administering organizations have the flexibility to adjust these rates, either higher or lower, to meet the individual needs of students. The support for living expense is expected to cover such costs as food, shelter, daily transportation, day care, rental costs and contingency funding.

- I) S.G.E.I. will use the rates in Annex I or the administration of the program. However, S.G.E.I. will have the flexibility to change the rates in case of individual students requiring special support for emergency situations (see definition of “contingency”)
- II) S.G.E.I. has the right to establish criteria, terms, and conditions for contingency funding within this jurisdiction.
 - 1. The living allowances will be paid in Canadian dollars, regardless of the location of the institution.
 - 2. Living allowances are paid for Christmas and study breaks. Additional time may be allowed for student to settle into accommodation at the place of study at the beginning of the academic year and to move out at the end of the academic year.
 - 3. The administering office may provide to students an advance of the living allowance. E.g. last month’s rent advance, hydro and fuel deposits, etc.
 - 4. a) Where two applicants are married to each other, and have no dependants, the living allowance will be calculated as a married student with employed spouse.

b) Where two applicants are married to each other and have dependents, one of them will be designated as a married student with employed spouse with dependents; the other will be designated as a married student with employed spouse.

Section VI A/ Support to Part-Time Students

Policy: Paragraph 5

Part-time students may receive support for tuition and the cost of books and supplies as detailed in 4 (a) which are listed as required by the post-secondary institution. Resources for part-time student will be provided in accordance with 4 (a).

- (i) For definition of “part-time students” see policy circular, paragraph 2 (j)
- (ii) Part-time students will be supported providing their program of studies in at least one academic year in duration and leads to a diploma, certificate or degree.
- (iii) Tuition support for part-time students will be provided in accordance with procedures for Tuition Support. (see Tuition Support, Section III, pages 23 to 25)

Section VI B/ Support to Part-Time Students

Support for Spring/Summer Intersession and Summer School

Spring/Summer Intersession

- University applicants requesting full-time funding for Spring/Summer Intersession must maintain a course load of at least five full time courses with a minimal G.P.A. in all courses attempted.
- There will be no allowances provided to students who do not meet the equivalency of a full-time student as defined by the institute they are attending.
- Funding for tuition, books and supplies, will be available for applicants who do not meet the above criteria and wish to continue their studies on a part-time basis for Spring/Summer Intersession.

Summer School (Usually 4 weeks)

- Native Language Teachers Program
- Native Counsellor Training Program
- Native Classroom Assistant Program
- Tutor Escort Program, etc.

Support

- Tuition, books, and supplies
- One month allowance
- Travel costs for student only (most economical for transportation)

Section VII Limits of Support

Subsection 1. Levels of Post-Secondary Education

Policy: Paragraph 6 (a)

Support will be provided for three levels of post-secondary education:

Level I - Community College and CEGEP diploma or certificate programs

Level II - Undergraduate programs

Level III - i) Professional degrees program, e.g. M.D.

or

ii) Masters and Doctoral programs

i) In respect to section 2 (f) of the policy, a program of studies must be at least one academic year in duration.

ii) Level I programs include:

a. Community college programs of studies which have as a prerequisite completion of secondary school or equivalent and which result in the awarding of a certificate or diploma:

b. Technical institute programs of studies which have as a prerequisite completion of secondary school or equivalent:

c. Community college and technical institute programs to upgrading professional qualifications which are taken subsequent to the initial year(s) of study. These may range from less than a year in duration to one or more academic years.

iii) Level II programs include:

a. Undergraduate programs; and

b. Bachelor degree programs which have as a prerequisite an undergraduate degree.

Level III programs include all programs established as graduate degree programs by post-secondary institutions.

1. Applicants for support for Level I programs must provide documentary evidence that the community college or technical institute program of studies has completion of secondary school or equivalent as a prerequisite and that the program is at least one academic year in duration.
2. Applicants for support for Level II programs must provide documentary evidence that the additional bachelor degree program has a prerequisite of an undergraduate degree, e.g. in some provinces a B.Ed. requires a first undergraduate degree.
3. Applicants for support for Level III programs must provide documentary evidence that they are enrolled or accepted for enrollment in a graduate studies program.

Section VII Limits of Support

Subsection 2 Support for Travel and Living Expenses

Policy: Paragraph 6 (c)

Support for travel and for living expenses as outlines in 4 (b) and 4 (c) will be provided to students to complete one program at Level I. Level II will include support for an additional degree program at the bachelor level which has a prerequisite of an undergraduate degree. Level III will include support:

- i) Professional degree program. E.g., M.D.
- ii) Masters and Doctoral programs

Travel Support and Living allowances are provided to:

- a. Students taking a Level I program of studies:
 - b. Students taking a Level II program of studies:
 - c. Students who are taking a Level II program which has a prerequisite of a first undergraduate degree:
 - d. Students taking a Level III program either:
 - i. A professional degree program;
 - ii. A Masters and Doctoral program.
1. The administering offices must ensure that support is provided for one program for one program only at each level accept for:
 - i. Level II where support can be provided for one undergraduate degree and one bachelor degree which has a prerequisite of an undergraduate degree.
 - ii. Level III where support can be provided for either a professional degree of Masters and Doctoral degree.
 2. For Travel Support, see Section IV, page 26. For Support for Living Expenses, see Section V, page 27.

Section VII Limits of Support

Subsection 3 Duration of Support

The duration of support in 6 (c) will accord with the official length of the program as defined by the post-secondary institution in which the student is enrolled.

Support will be provided for the number of academic years of a program of studies as officially defined by the institution offering the program. This will apply to Level I, Level II and Level III programs of study.

1. S.G.E.I. will verify the duration of the program. The duration of a program of study can be found in the post-secondary institution's calendar.
2. Support is provided only if the duration of the program is at least one academic year in duration.

Section VII Limits of Support

Subsection 4 Additional Academic Year of Support

Policy: Paragraph 6 (c) and 6 (f)

Students enrolled in Levels I and II will be supported for up to one additional academic year per level if such an extension is approved in writing by the institution's dean or head of the department.

Students may be supported for up to one additional academic year in Level III for medical or personal reasons.

While a student may be supported to take two Level II programs of studies, only one additional year of support will be provided for Level II.

1. Levels I and II

It is the student's responsibility to obtain a letter of explanation for the additional academic year from the dean or head of department of the student's program of studies.

2. Level III

It is the student's responsibility to provide a medical certificate for an additional academic year of study for medical reasons. Additional support for personal reason must be substantiated according to the circumstances.

Section VII Limits of Support

Subsection 5 Support After Dropping Out of Level II Program

Policy: Paragraph 6 (g)

Students may be supported in Level I studies after dropping out of Level II studies. If a student resumes Level II studies, the previous time spent at Level II will be counted for support purposes.

- i. This applies to students who drop out of their first undergraduate degree and enroll in a Level I program of studies. Students who drop out of a second undergraduate degree will not be supported for a Level I program.
- ii. Students who complete a Level I program and subsequently drop out of a Level II program will not be supported to take a second Level I program.

Section VII Limits of Support

Subsection 6 Restrictions on Level I and Level II Support

Policy: Paragraph 6 (h) and 6 (i)

Students who have completed a Level II program with or without support from this program, are ineligible for Level I or Level II program support.

- i. This refers to students who have already completed a Level II or Level III program with support from the Student Support Program and are applying for support for a Level I or Level II program respectively.
- ii. It also refers to students who are applying for support under this program for the first time and who have already completed a part of their post-secondary education. For example, a student who has gained Indian Status and who is applying for support for a Level I program but who already has an undergraduate degree will not be supported.

Section VII Limits of Support

Subsection 7 Changing Program of Study

Policy: Paragraph 6 (j)

Where students change programs within one of the levels, the academic years used for each program within this level will be counted for support purposes.

This applies to Level I, Level II, and Level III program of studies. For example, if a student has completed two years of an undergraduate degree in Chemistry and transfers to a four year undergraduate Economics program, the duration of support provided for the Economics program will be two years. E.g. the four years for Economics less the two years taken in Chemistry. The additional year of support of paragraph 6 (e) of the policy may apply.

- i. Students must inform the S.G.E.I. of the program changes and provide documentation of the program change.
- ii. S.G.E.I. will inform the students of the period of support already used for the first program of studies within the level and the remaining support the student has for the second program of studies within the same level.

Section VIII Incentives

Subsection 1 Incentives for Students Enrolled in Level III Programs

Policy: Paragraph 7 (a)

Incentives for Students Enrolled in Level III Programs: Students enrolled as full-time students in a Level II degree may receive an incentive from the administering organization, subject to a maximum of \$1,500. This incentive will only be provided once. Students will be eligible for this incentive upon commencement of the second year of the degree, or upon successful completion of the degree.

- i. See Limits of Support (page 17) for a description of Level III programs.
- ii. Students will be provided this incentive once during their Level III program of studies.
 1. In calculating the level of support for a student enrolled in the second year of a Level III program of studies, the administering office will include the incentive in the support.
 2. Students who have completed two or more years of their program of studies at Level III without support from the Student Support Program will receive the incentive upon commencement of the first year they are supported by the program. For example, a student who successfully completes two years of his/her Level III program of studies without support but who applies for and receives support for his/her third, will automatically receive the incentive for that year.
- iii. In the case of professional degree, the level equivalent to a Masters degree is the first two years of the professional degree program. The level equivalent to a doctoral degree is the third and subsequent years of the professional degree programs.

Section VII Incentives

Subsection 2 Strategic Studies Scholarship in Level II

Policy: Paragraph 7 (b)

In order to encourage students to engage in studies that directly contribute to achieving self-government and economic self-reliance, the administering organization may award incentive scholarships.

- i. Students who are currently receiving financial support under the Student Support program and who are enrolled as full-time students in a program of studies in the areas of commerce, public or business administration, economics, applied and physical science, mathematics and computer science, forestry and engineering, are eligible for the Strategic Studies Scholarships.
- ii. The amount of a scholarship awarded by the administering organization will be up to a maximum of \$3,500 annually.
- iii. Eligibility for the scholarship will be conditional upon successful completion of one year of the program of study and continuation in it. The scholarship will be awarded annually at the beginning of the second year of the program and the beginning of each year thereafter in accordance with the length of the program as defined in 6 (d).
- iv. The Strategic Studies Scholarship will be available to a maximum of 5% of the Indian/Inuit post-secondary student population. Recipients of the scholarship will be determined by the administering organization. One scholarship will be available where the 5% maximum is less than one student.
- v. This scholarship applies to students enrolled in Level II studies.
- vi. The scholarship will be offered to students meeting the criteria of this subsection. There will be no retroactive awards for previous years.
- vii. The scholarship is for a full academic year commencing in September. There will be no partial awards of this scholarship. For example, a student who re-enrolls in January in one of the program of studies identified below will not be entitled to half the scholarship.

- viii. In accordance with 6 (d) of the policy circular, the Strategic Studies Scholarships will not be provided for the additional year referred to in 6 (e) and 6 (f) of the policy circular.

Examples:

- a) A student who has completed the first year of the program of studies and who is continuing into the second year may receive the scholarship.
- b) A student who has completed the first year in a Level II program of studies but is not continuing in the same program will not receive the scholarship.
- c) A student in a four year program of studies who has not completed the third year and is continuing the fourth year may receive the scholarship.
- d) A student in a four year program of studies who has completed their fourth year will not receive the scholarship.
- e) The strategic studies for which the incentive will be awarded are undergraduate degrees in the following:
 - (i) Commerce
 - (ii) Public Administration
 - (iii) Business Administration
 - (iv) Economics
 - (v) Applied or Physical Sciences e.g.

Nursing	Biology	Veterinary science
Physiotherapy	Geology	Medicine
Genetics	Chemistry	Dentistry
Agriculture	Astronomy	Speech Pathology

- f) Mathematics
- g) Computer Science
- h) Forestry
- i) Engineering
- j) Other full-time accredited programs may be considered where the student is able to substantiate in writing that the studies directly contribute to the achievement of Native self-government and/or economic self-reliance.

Section VIII Incentives

Subsection 3 Academic Achievement Scholarship

Policy: Paragraph 7 (c)

In recognition of academic achievement, the administering organization may award scholarship to students in Level 1 and Level II who are enrolled as full-time students and who have achieved a grade point average of “B” or higher in their program of studies.

- (i) Students currently receiving support under the Student Support Program are eligible for scholarships in recognition of academic achievement.
- (ii) The amount of scholarship awarded by the administering organization will be up to a maximum of \$1,000 annually.
- (iii) Students may be eligible for the scholarship upon successful completion of each year of their program of studies.
- (iv) The Academic Achievement Scholarship will be available to a maximum of 5% of the Indian/Inuit post-secondary student population. Recipients of the scholarship will be determined by the administering organization. One scholarship will be available where the 5% maximum is less than one student.
 - a. This scholarship applies to students enrolled in Level I and Level II programs of studies.
 - b. This incentive will be awarded annually in accordance with the official length of the program of studies as determined by the institution the student is enrolled in. It will not be awarded for the additional academic year provided for Level I and Level II students.

Section VIII Incentives

Subsection 4 Scholarship Exclusion

Policy: Paragraph 7 (d)

Eligible students may be awarded wither one Strategic Studies Scholarship or one Academic Achievement Scholarship in an academic year.

As per Policy:

In selecting students for a scholarship in recognition of academic achievement, S.G.E.I. will verify that these students have not been selected for a Strategic Studies Scholarship.

TO APPLY FOR ANY INCENTIVE:

- September – May of academic year deadline date is July 31 of that academic year
- All letters are to be accompanied by an official transcript.
- The Academic and Strategic Studies Scholarship will be available to a maximum of 5% of the post-secondary student population administered by the S.G.E.I.

MAIL TO:

SEVEN GENERATIONS EDUCATION INSTITUTE

Counselling Unit

409 George Street

Thunder Bay, ON P7E 5Y9

Phone: (807) 622-1711

Toll Free: (800) 465-4992

Fax: (807) 623-3120

Section IX Appeal Process

Policy: Paragraph 8

To ensure fairness and equitable treatment under the policy, administering organization must have an appeal process in place. This process must incorporate the following basic elements.

- a) Formal statement and public distribution of the said policy and procedures.
- b) Ensuring that the student has a right to an established appeal process. This includes the existences of an impartial appeal board.
- c) Ensuring that the student has a right to have support in the form of an advisor or advocate.
- d) Ensuring that First Nations have an adequate level of participation in the appeal process and its structure.
- e) The administering organization may provide costs for board members and the student to attend the appeal hearing.
- f) The establishment of specific time frames for the appeal hearing to be set and for decisions to be made.
- g) Confirmation that the administering organization will abide by the appeal board's decision.

Students may not appeal to the Department of Indian Affairs on decisions made by other administering organizations. This includes administrative decisions and appeal rulings.

Application:

- i. Where a student is convinced that S.G.E.I's guidelines are not being fairly applied to his/her situation then the student shall have access to an appeal hearing.
- ii. There is no appeal against refusal of assistance because funds are not available.

iii. The student is to address the appeal to S.G.E.I.'s administering office.

Procedures:

1. The student informs the S.G.E.I.'s administering office, in person or in writing, of the intent to appeal.
2. The student is sent an appeal request form to provide the following:
 - i. Students' name, address and phone number;
 - ii. The institution attended and program of studies enrolled in;
 - iii. The reason for the appeal, citing the relevant sections of the policy or guidelines; and
 - iv. Name, address, and phone number of the person to represent the student;
3. The student returns the appeal request form to the administering office.
4. The administering office confirms receipt of the appeal request form in writing and sets a date to hear the appeal.
5. If require, Appeal Board hearings may be conducted once each semester.
6. The administering office will set up an appeal board with the following members:
 - a. Regional Director of Education (Chairperson). Alternatively, another department Departmental Director from the same region may be appointed in place of the Regional Director of Education if the latter has been directly involved in the administration of the student's application.
 - b. A person selected by the student and identified by the student in the appeal request form: and
 - c. An official from another education authority's administering the Post-Secondary Student Support Program, excluding INAC's employees.
7. The administering office will arrange will arrange with the board members and the student, the date, place, and time of the appeal hearing.

8. The administering office may provide costs for board members and the student to attend the appeal hearing (pending availability of funds).
9. The Appeal Board's ruling must be consistent with the intent of the Student Support Programs Policy and Guidelines.
10. The administering office must submit a report on the appeal hearing to the Education Branch headquarters, to be maintained nationally for information purposes. The report will include a copy of the student's appeal request form, names and positions of the appeal board members, and the board's ruling.
11. **The Appeal Board's decision is final.**