

## EDUCATION UNIT

### ***POST-SECONDARY OPERATING GUIDELINES***



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THESE GUIDELINES  
WILL BE STRICTLY  
ADHERED TO BY THE  
EDUCATION UNIT.

PLEASE TAKE THE TIME  
TO READ THROUGH AND  
FAMILIARIZE YOURSELF  
WITH THE  
POST-SECONDARY  
OPERATING  
GUIDELINES.

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# IMPORTANT

## INAC Post-Secondary Student Assistance Program

It is important that you realize that although "EDUCATION is a RIGHT" through our treaties, there are limits to the amounts of financial assistance that you will receive when you are a post-secondary student.

The financial assistance you are eligible for is just that - an "assistance" - it is in no way meant to provide full coverage of your expenses while you are a student.

It is very important that you start saving now to help offset the expenses that you will incur over and above the limited financial assistance you will receive from Garden River First Nation.

## GARDEN RIVER FIRST NATION EDUCATION UNIT

If you have any questions or concerns, please feel free to contact Anne Marie Jones, Post-Secondary Counsellor, at the GRFN Education Centre:

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GARDEN RIVER, ON P6A 5K9

phone (705) 946-3933 ext. 202

fax (705) 946-0413

**toll-free 1-866-518-7806**

**email: [amjones@gardenriver.ca](mailto:amjones@gardenriver.ca)**

The Education Unit has course/program calendars available for most colleges and universities. If we do not have the necessary calendar or information, we will order it for you.

**There are many computers available with Internet access, word processing programs as well as colour printers for all students to use in the Resource Centre.**

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**G ★ O ★ A ★ L ★ S**

NO ONE CAN PREDICT TO WHAT HEIGHTS  
YOU CAN SOAR. EVEN YOU WILL NOT KNOW  
UNTIL YOU SPREAD YOUR WINGS.

**STUDENT RESPONSIBILITY**

***It is the responsibility of each student to read these guidelines thoroughly AND to fully understand how your sponsorship works.***

*It is also the responsibility of each student to know the specific requirements for the certificate, diploma or degree they seek. Notwithstanding the education unit's efforts to keep a student informed, the ultimate responsibility for meeting all sponsorship and graduation requirements within the limits of sponsorship rests with the student.*

*Students must ensure that all information submitted is accurate and complete. Students are also responsible for the accuracy of their own registration at their college or university.*

*In addition, students are strongly advised to maintain regular contact with the Post-Secondary Counsellor throughout their academic studies. Where it becomes necessary, each student is responsible to report to the Post-Secondary Counsellor any problems (academic or personal) and/or changes that will affect their academic studies in any way. The Counsellor is available to provide support, encouragement, counselling and guidance services for all sponsored students.*

## DEFINITIONS:

- (i) “Full-time students” and “part-time students” are as defined by and verified by the college/university and the GRFN Education Unit.
- (ii) “Student month” for the purpose of the Assistance Summary and a student’s remaining eligibility calculations, is defined as equivalent to one month of living allowance issued.
- (iii) “Academic Year” is as defined by the post-secondary institution and GRFN Education Unit, starting from the Fall and includes the Winter semester, but will not be less than eight months duration and does not include the voluntary period of study, May to August.
- (iv) “Semester” refers to a part of the academic year, as defined by the post-secondary institution. Semesters usually cover the periods from September to December, January to April, and May to August.
- (v) “Grade point average” is the grade assigned to the student **by the post-secondary institution** of registry for the average graded achievement of all courses undertaken in an academic year. **Where a post-secondary institution does not include the grades for all courses attempted (i.e. low grades and/or failing grades are omitted) in their gpa calculation, GRFN will recalculate the gpa according to the post-secondary institution’s formula for the INAC Academic Scholarship purposes.**
- (vi) “Established student rates” are defined by the GRFN Education Unit. Student rates provide assistance for daily meals, accommodations, and return bus fare depending on the documentation submitted and/or the actual bus schedule.

- (vii) “Dependent” : means **any child/children living with you in your home that is claimed on your Child Tax Benefit (CTB), and/or a child/children between the ages of 18 and 20 years of age living with you in your home, enrolled full-time in high school, unemployed and not receiving any type of social assistance.** However, if, at any time, they leave home, discontinue their full-time studies at high school, become employed and/or receive any type of social assistance, you must report this immediately. If not reported, you will be responsible for repayment of any monies issued after the child/children leaves home, discontinues full-time studies at high school, becomes employed or receives any type of social assistance. You must be claiming the child/children on your income tax and receiving a Child Tax Benefit (or other named child credit program) from the government. Submission of the current Child Tax Benefit Summary is a required document to verify this claim.
- (viii) “Dependent Spouse” means a spouse or common-law partner that is dependent upon the student and who does not receive income in excess of the level of income allowed for a dependent spouse by Revenue Canada’s Income Tax Regulations.
- (ix) “In Good Standing” refers to a student that has maintained passing grades in all of their registered courses OR have received a maximum of one fail grade in any given semester.

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Have you visited our website yet?  
[www.gardenriver.ca](http://www.gardenriver.ca)

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## **POST-SECONDARY STUDENT SUPPORT PROGRAM**

The Garden River First Nation Post-Secondary Operating Guidelines will not supersede the INAC Post-Secondary Student Support Program guidelines. From time to time guideline revisions are necessary. When this happens, notice will be posted online at the [www.gardenriver.ca](http://www.gardenriver.ca) website and in GR newsletters.

\*\*The Garden River First Nation Education Unit set up their own operating guidelines to expand on the Department's guidelines and to provide our membership with written procedures and policies followed by the Education Unit.

### **WHO IS ELIGIBLE?**

In addition to the INAC eligibility guidelines, past academic, and previous sponsorship history, the following may be in place upon acceptance of the "Band Membership Code" by Garden River First Nation. In order to be eligible for assistance under the Post-Secondary Student Support Program, ***applicants that have been resident in Canada for the twelve consecutive months prior to the date of application***, will be considered according to the following criteria:

- (i) Band members according to the Citizenship Registry Regulations of GRFN and must be listed on the GRFN Band Membership List, and
- (ii) Affiliated members with registry number.

If you meet the above criteria and you meet the admission requirements for and have been enrolled in or accepted for enrolment in an eligible post-secondary program and school, you can apply for assistance under the Post-Secondary Student Support Program.

## **PRIVACY POLICY**

In compliance with the 2001 Privacy Act, (PIPEDA) principles, (which came into effect on January 1, 2001), and as per your signed Consent to Disclose and Verify Information form, any personal information collected will only be used for the purposes outlined.

### **WHAT IS AN ELIGIBLE SCHOOL AND PROGRAM ?**

An **eligible post-secondary school** means a certificate, diploma and/or degree granting institutions which are recognized by a province and include educational institutions affiliated with or delivering accredited post-secondary programs by arrangement with a post-secondary institution.

An **eligible program of studies** includes certificate, diploma, and degree programs that are:

- (I) minimum of one academic year in duration (8 months), and
- (II) requires a minimum of completion of secondary school studies or equivalent as a prerequisite for admission.

### **WHAT IS THE PRIORITY LIST?**

(Approved May 11, 2007; In effect Sept.'07)

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

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

- (1) Continuing students** who attended college or university and attained the minimum acceptable level of academic performance (as defined by the institute) in the preceding year,

- (2) **New High School graduates** (graduated in the preceding year),
- (3) **New applicants** (mature students applying to college or university for the first time),
- (4) **Previously successful students** who took a break from their studies before or after completing their graduation requirements,
- (5) **Return to Same Level or a Lower Level after graduation** (or after using all full-time eligibility) and **Part-Time Students**
- (6) **Return to Studies for Previously Sponsored Students:**  
The following students may be eligible for funding after the appropriate time (outlined below) has passed, since their last month attended and/or sponsored at college or university:

- (i) been unsuccessful in their last attempt at either college or university and had informed the Education Unit, **(after one academic year from their last month of sponsorship)**
- (ii) previously dropped out of or discontinued their studies without informing the Education Unit of their decision, and/or owes one month (or less) of assistance, **(after one academic year from their last month of sponsorship)**
- (iii) been dishonest by either submitting falsified documents (examples include but are not limited to: you signed the Attendance Sheet for your instructor; you changed your grade reports or your official registration/schedule; etc.) and/or willfully defrauded the Education Unit of two months or more of assistance (i.e. you knowingly continued to receive monies after discontinuing, withdrawing from or abandoning your studies without informing the Education Unit; thus, during a period that you were not eligible to receive this assistance). **(after three academic years from their last month of sponsorship)**

The *length of full-time sponsorship available will be determined by a review of the individual's file for previous full-time sponsorship.* (Please see Section 1.1 Limits of Full-Time Sponsorship for details).

**Sponsorship for all applicants is always dependent upon the available funding and will be subject to the order of the priority list.**

**NOTE:** As of the fiscal year, 2005-2006, Chief and Council discontinued full-time funding for students to **return to the same level of education after either graduating or using all eligibility for that level of education.**

However, **part-time assistance** may be available. Part-time sponsorship includes payment of full tuition, books/supplies, and a regular travel assistance. Please refer to page 39: Section 3 : Part-Time Students for specific details.

**OVERPAYMENT: REPAYMENT OF MONIES OWED TO GRFN**  
*(in effect June 14, 2001)*

An overpayment is any education assistance payment received or expenditure for which you were not eligible.

***Students who owe money to the GRFN Education Unit will not be eligible for sponsorship until full payment has been received and all outstanding issues dealt with accordingly.***

*Upon full payment of all monies owed to the GRFN Education Unit, your priority for sponsorship may be upgraded to PRIORITY #4 dependent on any other outstanding issues or previous history of sponsorship.*

***Examples of an overpayment may include but are not limited to:***



**(i) Tuition and Books:** any course and associated student fees for such a course that you unofficially withdraw (just stop attending) without informing the Education Unit, becomes an overpayment. Any books/supplies assistance issued to you for the course is also considered an overpayment.

**(ii) Monthly Allowance:** if you fail to maintain your full-time registration as defined by your school and the GRFN Education Unit's minimum definition of full-time study for your level of study - yet, you continue to receive the monthly allowance for which you are no longer eligible, then any allowances issued to you during this period of ineligibility becomes an overpayment.

### **HOW DO I APPLY FOR COLLEGE or UNIVERSITY?**

There are **two important applications** that need to be completed **at the same time**. You will need to apply to the school of your choice using the appropriate application service described below and you will need to complete the GRFN Application for Post-Secondary Educational Assistance also described below.

### **ONTARIO COLLEGE APPLICATION SERVICE (OCAS); and ONTARIO UNIVERSITY APPLICATION CENTRE (OUAC)**

This is the centralized service for applying to a college/university. While there is no specific deadline for applying to college or university, for programs that start in the fall, you are strongly encouraged to submit your application **to either OCAS by February 1 or OUAC by January 10** for equal consideration in the application process.

This is particularly important for programs that are highly competitive, meaning that the colleges receive many more qualified applicants than there are available places. In general, applicants received on or before these dates for programs starting in September are considered on an equal basis. After these dates, applications are considered on a first-come, first-served basis.

After carefully researching and reviewing your options for a school and program, and you are ready to complete your application, both OCAS and OUAC encourage you to submit your application electronically via their websites. There is application processing fee that must be submitted with your application.

Once you have submitted your application and applicable fee, they will forward your program choices to the colleges/universities that you have selected. Each college/university will process your application accordingly and notify you. Each service will only accept one application form from each applicant.

Guidebooks for the above-mentioned are available in the Education Unit. Copies are also available from any high school guidance office and registrar's offices at any college/university.

You may send in your application to OCAS/OUAC any time after January 1 for programs that begin in the Fall of that year. Applications received after March 1 of the said year will be considered on an individual basis.

Once you have received your **letter of acknowledgement** from OCAS/OUAC, bring/send a copy to the Education Unit for a **reimbursement of your fees**. You must have your **GRFN Application for Post-Secondary Educational Assistance** completed before you will be reimbursed.

### **HOW DO I APPLY FOR SPONSORSHIP FROM GARDEN RIVER?**

Again, there are **two important applications** that need to be completed **at the same time**. You will need to apply to the school of your choice using the appropriate application service described above **and** you will need to complete the GRFN Application for Post-Secondary Educational Assistance described below.

## GRFN APPLICATION FOR POST-SECONDARY EDUCATIONAL ASSISTANCE

Anyone interested in **attending** college/university **and in being sponsored** by Garden River must complete the Post-Secondary Forms for Educational Assistance. These forms are available at the Education Unit as well as on the [www.gardenriver.ca](http://www.gardenriver.ca) website. It is preferred that each student visit the Education Unit and complete their application at the time of the visit.

Full-time sponsorship includes full payment of mandatory tuition fees, mandatory or required books/supplies, a regular travel assistance, seasonal travel for those that leave home to attend school and a monthly living allowance.

There are **four pages** that complete the full-time application package:

- (i) GR Application
- (ii) Consent to Disclose and Verify Information
- (iii) Contract
- (iv) Release of Information

**NOTE: Incomplete applications will not be considered.**

Completed application packages **must be received in my office by the appropriate deadline date** for the session/year that you wish to receive sponsorship. **If you are trying to submit your application and it is very close to a deadline, please fax OR scan and email your documents in .pdf form FIRST to ensure that you meet the deadline and then mail the originals.** I suggest that you follow-up with a telephone call to ensure that we have received your documents in time.

**NOTE:** Sponsorship is always dependent upon the funding available, the school/program interested in and the review of your personal sponsorship history with GRFN.

In order to have the applications processed in a timely manner, the **deadlines for both FULL-TIME and PART-TIME sponsorship are always:**

<b>For Intersession/Summer Session:</b>	<b>April 15</b>
<b>For September Enrolment:</b>	<b>June 15</b>
<b>For January Enrolment:</b>	<b>October 15</b>

**Sponsorship Deadlines are strictly adhered to!**

**Sponsorship decisions are not made until each deadline has passed. All applicants will be notified in writing with the decision.**

**WAIT LIST** (in effect Sept. '07)

*Applications submitted after the GRFN deadlines and within the two weeks immediately following the deadlines will be placed on the waiting list. Upon final approvals to students that applied before the deadline, and dependent upon the remaining funds, students on the wait list will be considered for funding applied for according to their order on the wait list and their priority number.*



Did you know that as a First Nation sponsored student, you can apply for any of the hundreds of SCHOLARSHIPS that are available throughout Canada ?

For a start, search on [www.scholarshipscanada.com](http://www.scholarshipscanada.com) ; [www.studentawards.com](http://www.studentawards.com) ; [www.ammsa.com/ammsabursary.html](http://www.ammsa.com/ammsabursary.html)

## FREQUENTLY ASKED QUESTIONS

about the application for sponsorship:

(taken from [www.gardenriver.ca](http://www.gardenriver.ca) : FAQ's)

### (i) DO I REALLY HAVE TO SUBMIT ANOTHER APPLICATION?

The answer is simple: **YES!**

If you are expecting to get sponsorship for your studies, it is your responsibility to make sure that you have a new application submitted for the appropriate deadlines.

**All continuing students** must renew their application for each academic year...your sponsorship is not automatically approved for the entire length of your program.

If you want to be considered for sponsorship, you must submit a new application by the appropriate deadline for which you want to be sponsored. Each application submitted by the June 15<sup>th</sup> deadline will cover one full academic year. If you are planning on attending during the summer, you must submit a new application by the April 15<sup>th</sup> deadline.

The **only time that you don't need to submit a separate application** is for Winter ---- this means that if you **started the school year in September** and are scheduled to continue through to the end of the regular school year (April of the next year), then you don't have to submit a separate application for Winter; your application submitted by the June 15<sup>th</sup> deadline will cover you for both the Fall and Winter (this eliminates excess paperwork).

### (ii) WHAT IF I AM JUST STARTING MY STUDIES IN THE WINTER SEMESTER?

**YES**, you need to submit an application by the October 15<sup>th</sup> deadline.

### (iii) WHAT IF I STARTED AND COMPLETED MY REGULAR SCHOOL YEAR (SEPTEMBER - APRIL) AND I WANT TO CONTINUE FOR THE SUMMER?

**YES**, you need to submit a separate application by the April 15<sup>th</sup> deadline.

### (iv) WHAT IF I AM NOT SURE THAT I WANT TO START OR CONTINUE MY STUDIES AT COLLEGE OR UNIVERSITY YET?

**YES**, you still need to submit an application for sponsorship by the appropriate deadlines IF you want to be sponsored. Then, regardless of your decision, at least you will already be on my list as requiring sponsorship AND if you decide not to attend, you just let me know and you can withdraw from the school (if you had already applied and received your acceptance).

### (v) WHAT IF I ONLY WANT TO ATTEND ON A PART-TIME BASIS?

**YES**, you need to submit an application by the appropriate deadlines. Even if you are only looking at taking one course but still don't know what course you want to take or if the course will even be offered by the school, **YOU NEED TO SUBMIT AN APPLICATION!**

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There is no such thing as a silly question.  
If you do not know the answer, ASK!

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## SCHOOL ORIENTATION TRIPS

Once you have made official application to a school and completed your GRFN Application for Sponsorship, each NEW applicant (first time applying) for sponsorship and post-secondary studies is eligible for one trip to a prospective college and/or university to help you make your final decisions on where you will attend (established student rates will apply). The schools that you applied to will invite you to attend or visit their school for a tour and information session.

This assistance is available only once at each level of education regardless of when you first accessed this funding.

In order to access this assistance, you must submit a copy of the "invitation to attend" along with a written confirmation of your scheduled appointment date and time with a detailed itinerary. The established student rates provide assistance for daily meals, accommodations, and return bus fare depending on the length of trip.

Upon return, each applicant must submit receipts to verify their trip. If receipts are not submitted within two weeks of trip, the full amount received will become an "overpayment". (Please refer to the section: Overpayment - Repayment of Monies Owed to GRFN on page 4).

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"All our dreams can come true, if we have the courage to pursue them."  
-- Walt Disney

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## CONGRATULATIONS! YOU'RE ACCEPTED, WHAT'S NEXT?

Once you've been accepted in an acceptable post-secondary program, **it is your responsibility to submit** the following information to the Education Unit, in a timely manner:

- (i) a copy of your official acceptance letter (conditional and final offer of admission),
- (ii) if you applied to Residence, a copy of your official acceptance, and
- (iii) any statement of fees due (confirmation fee, tuition, residence, etc.).

*\*\* the Education Unit will only pay for one confirmation fee.*

***This information will be forwarded directly to you by the college/university - this office will not automatically receive information from your school. If you do not submit your acceptance letter and statement of fees before the college/university deadline, the Education Unit is not responsible for the loss of your seat or for any late charges.***

## BEFORE YOUR FIRST CHEQUE IS RELEASED

Before the Education Unit will release your scheduled allowance, all required documentation must be submitted.

- (I) Copy of your Official Acceptance Letter,
- (II) Copy of current Registration or Schedule,
- (III) Statement of Fees (invoice) for tuition, residence, etc,
- (IV) If claiming dependents, your current Child Tax Benefit Summary (or copy of current Income Tax file)
- (V) Banking information (Direct Deposit is mandatory for all students)

***Did You Call the Education Unit to***

## TUITION

Where a student is attending a Canadian public institution, all tuition and mandatory student fees will be paid in full (for credit courses) at the normal rate in Canadian dollars charged by the institution for a Canadian student. Tuition is paid directly to the institution after submission of your official acceptance and statement of fees. The GRFN Education Unit will issue a letter of sponsorship to your institution stating what will be covered and directing the school to send an invoice to the GRFN Education unit for your mandatory tuition and student fees.

Please note that some institutions do not accept our sponsorship letters but instead issue their own custom forms to students who are sponsored by external agencies. These forms are usually sent with your invoice for payment and it is your responsibility to ensure that the GRFN Education Unit receives a copy so that your tuition can be paid once you are approved for sponsorship.

Furthermore, more institutions are now issuing only electronic copies of the tuition invoices via online student accounts. If you have not provided me with access to your online student account, you must ensure that you send me a copy of the invoice in a timely manner.

Students have no claim on tuition dollars. Where a tuition reimbursement has been issued directly to you by the school, it must be returned to the GRFN Education Unit or it will be recorded as an overpayment on your file (please refer to page 4: Overpayment).

Note: Parking fees are not considered mandatory.

**Repeat Courses:** GRFN Education Unit will only cover the fees for a maximum of two attempts to complete a graduation required course. If you are required to repeat a third time, it will be your financial responsibility to pay for the required course.

**Late Fees:** All late fees are the responsibility of the student.

## ABLE TO CONTACT

The GRFN Education Unit must be able to contact you at all times. You are responsible for keeping the GRFN Education Unit informed of how you can be reached, whether it is by phone, your current mailing address, or by an active email address. If the GRFN Education Unit is unable to reach you after several attempts, then your assistance will either be placed on hold or suspended until contact is made and all outstanding issues have been dealt with.

**You are required to make at least one contact with your Post-Secondary Education Counsellor per semester to discuss your education progress. This is a non-negotiable condition of your sponsorship.**

## ADDITIONAL GRADUATION REQUIREMENTS

All **mandatory graduation requirements** for your program, not included in your tuition fees (eg. CPIC, fingerprinting, medical examinations, etc.) are eligible for reimbursement when you submit your supporting documentation (i.e. letter from college/university stating this is a graduation requirement and receipts).

## GROUND FOR TERMINATION OF SPONSORSHIP:

The following are some (but not limited to) of the main reasons why your sponsorship may be terminated or discontinued :

- (a) A student who is verbally aggressive and threatens or is disrespectful towards staff of the GRFN Education Unit or members of the Appeal Committee will be terminated immediately from sponsorship.
- (b) Falsifying or tampering with documents or other information will result in a student being terminated immediately from sponsorship.
- (c) Failure to contact or avoids being contacted by the Post-Secondary Counsellor.
- (d) Failure to submit required documents to the GRFN Education Unit.

- (e) If the school determines that you do not meet the academic requirements necessary to continue in your program of studies (required to exit your program), your sponsorship will be discontinued.
- (f) Failure to abide by the conditions of the Probation Contract.
- (g) Failure to abide by the regular expectations of a student (according to your signed Student Contract with the GRFN Education Unit, you agreed to attend all classes and complete all required assignments/projects, write quizzes, tests and exams as scheduled).

### **REGAINING YOUR ELIGIBILITY**

(approved May 11, 2007; in effect Sept.'07)

You may be able to regain your eligibility for future sponsorship if you fall into one of these categories:

- (a) **Recovering from an Overpayment** (please see Section: Overpayment: Repayment of Monies Owed to GRFN on page 4). Sponsorship is dependent upon available funding and will be subject to the "priority" list.
- (b) **Recovering from Discontinuation due to Probation Conditions or from Academic Suspension by your school: After one academic year** from this breach of the GRFN PS Operating Guidelines and your Probation Contract, you will be assigned a Priority #5(i) and you will be placed on Probation with the GRFN Education Unit. Sponsorship is dependent upon available funding and will be subject to the "priority" list.
- (c) **Recovering from Submission of Falsified Information: After three academic years** from this serious breach of the GRFN PS Operating Guidelines, you will be assigned a Priority #5(iii) and you will be placed on Probation with the GRFN Education Unit. Sponsorship is dependent upon available funding and will be subject to the "priority" list.

### **USA, OTHER FOREIGN AND/OR PRIVATE COLLEGES/UNIVERSITIES** (in effect Aug.17,'99)

Students may select any post-secondary institute for their studies. Students should **ensure that the program they are interested in will be recognized as an equivalent within Canada** for further education and/or employment purposes.

If attending a foreign institute, **the living allowances are payable in "Canadian funds"** (according to your allowance category). Books/supplies are covered in full provided all documentation is submitted as per Section 1.7 of these guidelines.

***IMPORTANT: Payment of tuition fees will not exceed the rate paid at the closest Canadian institute*** offering the same program and/or the mandatory tuition fees paid at Lake Superior State University (LSSU is the closest approved US Institute with an "in-state fees agreement" for Canadian students).

**Students interested in attending a foreign or private institute are strongly encouraged to actively seek scholarships to assist in the payment of fees/expenses that are over and above the limits of GRFN sponsorship.**

**NOTE:** PRIVATE does not include the specialized "private business schools" such as Academy of Learning, CDI, Toronto School of Business, etc.. There is no assistance available for these types of schools. Garden River determined these schools as ineligible schools on June 8, 1999.

Also, as of February 17, 2000, GRFN made a decision that as **Athabasca University** or any other school such as this is not considered an eligible school for sponsorship.

## **COURSE DELIVERY : INTERNET COURSES** (in effect Aug.17,'99)

Tuition will be covered for credit courses that are part of a recognized certificate, diploma or degree program offered at an acceptable post-secondary institute available through this delivery format. **All expenses incurred for the computer, hook-up, and monthly fees are at the expense of the student.**

Where a course is absolutely not available at any college/university meaning this is **the only delivery format** ever available, the cost of your "new" internet hook-up and/or the monthly fees will be reimbursed for the length of the course.

***There is no assistance to purchase a computer.***

## **SPECIAL DELIVERY PROGRAMS** (in effect Aug.17,'99, REVISED May 2007)

Special delivery programs are usually delivered by Aboriginal Post-Secondary Institutes that have partnered and been accredited by an acceptable college or university. These programs are **not delivered within the normal "academic year" and/or "semester system"** as defined by the INAC guidelines. Therefore, sponsorship for these types of programs will be individually based upon the **official registration and the actual attendance** required. These programs are specifically designed for the employed individual to complete a diploma/degree while still working.

Upon submission of the official acceptance letter outlining the program, duration, schedule of sessions, as well as identifying the college/university accredited by and partnered with, the student will be eligible for assistance described below.

**The student must attend the entire session (on-site or on-campus) as per the original schedule in order to be eligible for this assistance.** (There are no exceptions; this means there are no late arrivals, no early departures, no alternate arrangements, etc.). If not attended as required, and the assistance is received, this will become an "overpayment". (Please refer to the section: Overpayment - Repayment of Monies Owed to GRFN on page 4).

## **(i) FULL-TIME REGISTRATION**

When a student is officially registered full-time at the college/university partner (note: you cannot register with two schools to try and make a full-time registration), a student will receive the applicable living allowance according to their allowance category plus the regular travel assistance during the months that **actual attendance in class is required and confirmed by the school.** Where applicable, return bus fare will be provided.

It is the student's responsibility to submit copies of their schedules to the GRFN Education Unit in a timely manner.

These students are eligible for the INAC scholarships after completion of each academic year.

Written confirmation of mandatory attendance from the institute must be submitted to process this assistance.

## **(ii) PART-TIME REGISTRATION**

Where a student is officially registered "part-time", the following will be applicable:

A student will be eligible for assistance during the month that **attendance on-site or on-campus is required at a location out-of-town** based on the following:

(i) length of actual duration of classes:

- (a) one day = return bus fare
- (b) two - five days = return bus fare + established weekly rate
- (c) one week (6 days) or more = return bus fare + monthly allowance

Written confirmation of mandatory attendance from the College/University must be submitted to process this assistance.

**REGISTRY / RECRUITING / SCOUTING SERVICES FOR SCHOLARSHIP / FINANCIAL AID DATABASES** (in effect Aug.17/99)

As this is **not considered part of a post-secondary program** and Chief and Council recognize the varying talents of our members, they have agreed to assist a potential student with these services. If a student is required to pay a fee to obtain services from a professional registry / recruiting / scouting agency and/or scholarship/financial aid database (for their excellence in athletics, music, academia, dance, modelling, etc.) to increase their exposure for enhanced post-secondary opportunities, Garden River First Nation Education Unit will cover a percentage of the actual cost for this service.

In doing so, they have established a criteria to keep these services associated with education. Therefore, a **graduating high school student must meet the minimum academic standard** before GRFN will cover any of the costs associated with the signing of a contract with these agencies. GRFN has agreed to assist students with a high academic standing because, realistically, due to the extremely high cost of education at a foreign institute, **the higher your average the better the scholarship offers** you will receive and the more affordable your education becomes.

Assistance is based on a **cost share basis** according to the following high school average achieved:

Overall Average = 60-69%	GRFN will pay 25% of actual cost
Overall Average = 70-74%	GRFN will pay 50% of actual cost
Overall Average = 75-79%	GRFN will pay 75% of actual cost
Overall Average = 80+%	GRFN will pay 100% of actual cost

If a student, **after completing their first academic year of full-time studies**, has improved their average to a higher level than the high school average used for defining the above reimbursement schedule, that student will be reimbursed the additional percentage equivalent to their new overall average. **This is a one time, first year opportunity.**

**OPTIONAL HEALTH COVERAGE**

Where a college/university provides optional health coverage for their students, the GRFN Education Unit will cover the additional fees charged.

In addition, GRFN automatically buys each eligible student, the same **Student Accidental Insurance** as provided to our elementary and secondary students. Copies of this coverage will be sent to each student once available.

**OUT- OF- COUNTRY HEALTH COVERAGE**

It is the **responsibility of the student** attending a college/university out-of-Canada to arrange proper health coverage while at school. You are not covered by any Canadian health coverage if you have an accident while at school. **Garden River First Nation Education Unit will not cover any costs towards payment of health / accident / emergency related expenses.** Students must contact the Non-Insured Health Benefits worker, Vicki Boissoneau at the GRFN Health Centre, 946-5710 to make the necessary arrangements.

"People become really quite remarkable when they start thinking that they can do things. When they believe in themselves they have the first secret of success."  
-- Norman Vincent Peale



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IT IS YOUR RESPONSIBILITY TO READ ALL  
GRFN EDUCATION INFORMATION TO STAY INFORMED!

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## SECTION 1 : FULL-TIME STUDENTS

Provided a student is registered and maintains an **official full-time registration** (as defined by the post-secondary institute), a student may be eligible for and must abide by this Section 1.

***Please note that you cannot combine part-time registrations with two or more schools to make a full-time registration nor can you use continuing education delivered courses to meet full-time requirements.***

### 1.1 LIMITS OF FULL-TIME SPONSORSHIP

***Provided that eligible students adhere to all conditions of the GRFN Post-Secondary Operating Guidelines and subject to the available funding, the maximum available full-time sponsorship for any student is calculated according to official number of academic years required to complete the graduation requirements for the original program of studies applied for, as defined by the college/university.*** (e.g. 2 academic year program = 2 academic years of sponsorship or 16 course months).

Therefore, students are responsible to schedule and successfully complete the required courses as outlined per semester/year for the program of studies enrolled in. ***The maximum available full-time sponsorship applies, even if :***

- (i) you interrupt your studies for any length of time,***
- (ii) you change levels of study and return to a previous level of study,***
- (iii) you change your program of study within the same level of education (please refer to Section 1.1(c) for Transfers) or***
- (iv) you have previously completed a portion of a program without GRFN's educational assistance.***

***NOTE: if you have exhausted the maximum available full-time***

***funding at any level of education, you may be eligible for part-time sponsorship provided you make application by the appropriate deadlines AND there are no outstanding issues.***

- (a) ***Extension: Upon written request, and where a Level I and II student has followed the recommended schedule for completion of required courses, maintained good academic standing and still requires additional sponsorship*** to complete their remaining graduation requirements that student may be sponsored for up to one additional academic year per level (full-time) if such an extension is approved in writing by the Manager of GRFN Education Unit. Along with the student's written request, written confirmation from the Co-ordinator of the department/program must be submitted to confirm that the student can complete their remaining graduation requirements in the time requested.

***While on an extension, you are ONLY allowed to register in your remaining graduation requirements; general electives will not be allowed to secure a full-time schedule.***

In addition, while on an extension, the student must pass all courses in order to continue with the approved full-time sponsorship. Once an extension is approved, you must continue your studies without disruption. If you disrupt your studies, voluntarily or involuntarily, while on an extension, you will lose any remaining full-time months from the extension approval.

- (b) ***Continuous Full-Time:*** According to the INAC guidelines, a full-time student is allowed to receive ***only one certificate/diploma/degree*** at either college or university with full-time sponsorship. ***In order to continue your studies with full-time sponsorship, you must move upward on the educational ladder*** (i.e. Certificate - Diploma - Bachelor Degree - Masters - Doctorate, etc.). A student is not eligible for full-time sponsorship in a College program if s/he has already graduated from or are within an academic year of completing a University program.

- (c) **Transfer Program/Institute:** *If you decide to transfer programs and/or institutions throughout any year*, your total months spent in the previous program/institution are counted against your initial total student months allowed to complete your graduation requirements. Please ensure you apply for a full transfer of any previous credits earned so that you have enough months of sponsorship eligibility to complete your new program.
- (d) **Assistance Summary:** During your final year of eligibility, the Post-Secondary Counsellor will send you a completed Assistance Summary for your records.
- (e) **Final Academic Year of Studies:** If you are within one academic year of completing your graduation requirements at any level, **you will not be eligible for full-time assistance at a lower level.** Part-time assistance may be available.
- (f) **Return to Same Level of Education after Graduation:** (In effect as of 2005-2006 fiscal year) **GRFN will not consider full-time sponsorship in a second academic program at the same level of education.** You may be eligible for part-time sponsorship provided you submit your GRFN Application for Sponsorship by the appropriate deadline for the session that you wish to attend. Sponsorship is dependent upon available funding and will be subject to the "priority" list.
- (g) **Return to Studies after Dropping Out or Being Discontinued:** Students who have previously dropped out (without notifying the Education Unit) or have been discontinued by the school or the Education Unit, will not be reconsidered for full-time sponsorship until three calendar years after this breach of sponsorship occurred. After such time, sponsorship is dependent upon available funding and will be subject to the "priority" list. Please refer to page 2: What is the Priority List? and page 15: Regaining Your Eligibility for more details.

**NOTE:** As of the fiscal year, 2005-2006, Chief and Council discontinued full-time funding for students to return to the same level of education after either graduating or using all eligibility for that level of education.

## 1.2 LIVING ALLOWANCE

In order to receive a monthly living allowance, you must be officially registered as a **full-time student with the college/university enrolled.** You must maintain full-time registration throughout your studies, otherwise, you will be considered a part-time student which means that you would be ineligible for a living allowance. (*note: you cannot register part-time with two schools to make a full-time registration*).

A GRFN Post-Secondary Calendar will be sent to all students highlighting when living allowances will be released and reminders for the school year. **There are no advances.**

- (a) **Official Start and End Dates:** If your official start and end dates differ from the regular school year's start and end dates, you are eligible to receive additional living assistance. You are required to submit written documentation confirming your program's start and end dates. Assistance will be determined by how many days you are scheduled to be in class in a month.
- (i) one or two days = established weekly rate
  - (ii) 3 days or more = monthly allowance
- (b) **Release of Cheques:** Provided all required information is received by the Education Unit, monthly living allowances will be directly deposited into your bank account on the scheduled day of release (the last Friday of the month):

**Direct Deposit (MANDATORY) (in effect May 2007):**

Students must provide the Education Unit with the completed **DIRECT DEPOSIT FORM** with the appropriate institute number, account and transit number.

**IMPORTANT NOTE:** As we are **not able to make deposits** in person at Scotiabank, other non-SSM local credit unions and smaller sub-divisions of national banks, it is required that you set up an account at any of the other **widely accepted national banks within Canada** such as CIBC, Bank of Montreal, TD/Canada Trust, Royal Bank.

(c) **Dependents:** (Please refer to the definitions on page viii): In order to claim a spouse or common-law partner and/or children as your dependents, you must claim the same on your current Income Tax. You will need to submit a copy of your latest "**Child Tax Benefit Issuance Summary**" to verify your claim for your dependents. The document lists your marital status and your child/children. It is usually mailed to you in July. **If you do not submit your CTB information**, you will receive the equivalent of a single student allowance until you submit your current CTB information. You will not receive retroactive adjustments; the new allowance rate will be in effect as of your next scheduled allowance.

Under the **INAC guidelines and Income Tax Regulations**, a student may include as their dependents, a spouse whose gross earnings (taxable or non-taxable) are less than \$5,400 per year, any child/children living at home that is claimed on their CTB, and a child/children between the ages of 18 and 20 years living at home, enrolled full-time in high school, unemployed or not receiving social assistance.

However, **if, at any time**, they leave home, discontinue their full-time studies at high school, become employed and/or receive any type of social assistance, you must report this immediately. If not reported, you will be responsible for repayment of any monies issued after the child/children leaves home, discontinues full-time studies at high school, becomes employed or receives any type of social assistance.

In a case where the student is separated or divorced from his/her spouse, legal separation/divorce papers are required before s/he will be reclassified as "single" or "single parent".

(d) **Living in Residence:** Where a student has chosen to stay in the College's/University's Residence, their monthly living allowances will be used to offset as much of the mandatory fees as possible. Your monthly living allowance is meant to help cover some of your living expenses while in school. Thus, as rent is a part of that, we will use your monthly living allowance to cover as much as we can for you. Depending on the school where you received your acceptance, the Residence Fees (and sometimes the Meal Plans are mandatory if living in residence)

may or may not exceed what you are eligible for during the school year. **Please research and consider this very carefully.** Any costs over and above the maximum that GRFN Education Unit can cover will be your responsibility to pay.

\*\*\* **Residence Fees & Meal Plan Fees** are deducted from the **September to March Living Allowance** due to our Fiscal Year which runs April to March.

#### **Example for a Single Student:**

\$675 (monthly living allowance) X 7 months (Sept. - March) = \$4,725. - \$4,500. (residence + meal plan) = \$225.

\$225. divided by 7 months = \$ 32.14 a month

**Therefore, this single student would receive a monthly living allowance of \$32.14 plus the \$60. X # of weeks in month for regular travel assistance.**

**In April of the next fiscal year and until the end of your school year**, you will receive your full allowance of \$675. + travel.

**Where the cost of Residence/M meal Plan Fees exceeds the maximum available from full-time sponsorship, the balance of fees owing will be the student's responsibility.**

### 1.3 TRAVEL

(a) **Regular Travel Assistance** is provided for all students according to the established student rate/week/month to help you pay for your gas, bus pass, etc. to get to/from school daily.

(b) **Seasonal Travel Assistance** is provided for students living away from their permanent home **(as listed on their GRFN Application)** for the school year. As bus transportation is usually the most cost efficient method of travel, these rates will be used when providing this assistance; it does not mean that you have to travel by bus - check for airline seat sales - drive yourself - catch a ride. Assistance equivalent to the bus fare will be provided at the following times throughout the year.

**NOTE:** Students that do not complete the school year will not be

eligible for any remaining seasonal travel assistance.

Start of School Year: equivalent to one way fare

Christmas: equivalent to return fare

End of School Year: equivalent to one way fare

#### 1.4 SCHEDULES AND GRADE REPORTS

**As soon as they are available**, it is your responsibility to submit a copy of your official **schedule or current registration, and your mid-terms and/or final grade reports**. If you do not submit these documents, your next living allowance will not be released until the Education Unit has received and reviewed your schedule and grades. **This applies to all students - there are no exceptions!** You must contact the office if there is a problem.

**NOTE:** Failure to provide your schedule and progress report will result in your **scheduled assistance being placed on hold** until all documents are received and reviewed.

#### **ONLINE STUDENT ACCOUNTS:**

The majority of colleges and universities provide students with individual online student accounts where you can access and complete your registration, view and print your schedule and unofficial grade reports or academic summaries. With such capabilities now, the **preferred method** of submitting your required documents, as per your signed contract with the Education Unit, is by providing the Post-Secondary Counsellor with your login and password to your online student account.

**Note:** As of January 2007, and in order to eliminate the possibility of tampering, we no longer accept copies of your grade reports unless:

- (i) they are official copies from the school, or
- (ii) they are printed in my office from your online student account, or
- (iii) you provide access to your online account for the Post-Secondary Counsellor to print.

**Check the Accuracy of Your Grades:** If you think that a mark on an assignment, test or exam has been miscalculated, you must ask your instructor to review the mark. There is a time limit to how long you have to challenge a grade received. If, after the review, you still feel the mark is not accurate, you may follow your school's Academic Appeal process. Always check your school's policies on appealing a final grade as there are time limits to follow.

#### 1.5 PROBATION

**A student may be placed "on probation"** by the GR Education Unit for the following reasons:

- (A) poor attendance records, and/or
- (B) if s/he has **failed TWO or more** courses on his/her final grade report, and/or
- (C) the post-secondary institution has placed the student on academic probation / warning.

While on probation with the GR Education Unit, **a student must sign the Probation Contract to :**

- (i) **have their attendance monitored on a monthly basis for every class, as well as**
- (ii) **maintain minimum grades of "Satisfactory" ("S"), or the minimum passing grades to remain "in good standing"** (see definition (ix) on page ix) at both mid-terms and/or finals of the Probation Semester,
- (iii) **MUST contact the Post-Secondary Counsellor once a month to discuss their academic progress**

**If, the above conditions are not met, the student will be discontinued immediately for one academic year.**

Once a student is placed on Probation by the GRFN Education Unit, the student will receive a **Monthly Attendance Record** from the Post-Secondary Counsellor that must be brought to every class and be initialled by the instructor for every class attended. At the end of the month (a day before monthly allowances released), the student must send in or bring in a copy of the current Monthly Attendance Record for review by the Post-Secondary Counsellor. Provided the

Monthly Attendance Record is acceptable, the monthly allowance will be released and the next Monthly Attendance Record will be provided.

Upon **successful completion of the semester while “on Probation”** and according to the official final grade report, the student will be cleared from the requirement for monitoring of their monthly attendance.

The student must now maintain the minimum grades to remain “in good standing” (see definition (ix) on page ix) or the minimum passing grades (as defined by the institution).

If a student has been discontinued from sponsorship due a condition of their Probation Contract, and wishes to return to their studies, please refer to page 15: **Regaining Your Eligibility (b) Recovering from Discontinuation due to Probation Conditions or from Academic Suspension by your school.**

## 1.6 DISCONTINUATION OF SPONSORSHIP

As per the regular student Contract signed with the Application for Post-Secondary Educational Assistance, **each student has agreed to attend all classes, and complete all requirements of their program** (i.e. assignments/projects, quizzes, tests, exams, etc, as scheduled.). If, at any time, while on Probation or not, the **student's attendance and/or progress is not acceptable** (i.e. non-attendance for one or more courses, continuous unexcused absences, numerous assignments/tests missed or late, etc.), s/he will be discontinued as a full-time student.

If a student is discontinued, either for Probation or other reasons, s/he is **not eligible for full-time or part-time sponsorship for one complete academic year.**

All eligibility guidelines will apply afterwards. After such time, the student must maintain the minimum passing grades to remain “in good standing” (see definition (ix) on page ix).

**NOTE:** Students returning to their studies after being discontinued shall be placed on probation for one semester and shall be assigned Priority #5(I). Please refer to page 15: Regaining Your Eligibility for more details.

## 1.7 BOOKS AND SUPPLIES

Each student enrolled in college/university will receive the established minimum per year without justification + \$50 per semester for binders, paper, pens, etc. **If a student requires more than the initial allotment, s/he will be reimbursed for any mandatory books/supplies provided s/he submits the following information:**

- (i) a completed **Books and Supplies Reimbursement Form** (available online at [www.gardenriver.ca](http://www.gardenriver.ca) or in the office) and
- (ii) official **course outlines** with mandatory texts / supplies listed item by item, and
- (iii) all **receipts** (including the initial allotment).

**For A Required Major Supply or Kit (Over \$175.) such as the Hairdressing Kit, Tools, etc.):**

**Full-time students are required to cover 50% of the total cost.** The student will be reimbursed the 50%, after successful completion of the academic year and upon submission of their final grade report.

If, a student unofficially withdraws from their studies before completion, **s/he will be held responsible for the reimbursement of the books/supplies monies** received before further sponsorship would be granted again. **Please refer to page 4: Overpayment: Repayment of Monies Owed to GRFN.**

### DARE TO SOAR...BE A LEADER

“True leaders act with courage, stand tall in the face of adversity and go where few have gone before.”

## 1.8 INAC SCHOLARSHIPS

The Academic Achievement Scholarships are distributed as per the INAC guidelines to full-time students enrolled in Level I (College) and Level II (Undergraduate) for a complete academic year (September through April). As per the signed Contract, it is the student's responsibility to submit official copies of their final grades or transcripts. (Please see Section 1.4: Schedules and Grade Reports)

The Academic Achievement Scholarships will be released twice a year to students that have maintained a *full-time registration throughout the previous academic year and have maintained an overall average of "B-" or higher (please refer to definition (v) Grade Point Average) on page vi*. The release dates will be:

- (i) **June (last Friday of the month)** - for students that attended full-time from September through to April
- (ii) **September (last Friday of the month)** - for students that attended full-time for entire academic year and the Summer session.

The Academic Achievement Scholarships will be automatically included on all continuing students monthly allowance cheques. All others may be picked up on the last Friday of September or if you had submitted your direct deposit information, it will be automatically deposited as scheduled.

**NOTE:** If a student enrolls in the **Spring/Summer session** (full-time or part-time), all grades received during this semester, will be calculated in their overall average along with their Fall and Winter grades.

**IMPORTANT:** Where a post-secondary institution does not include the grades for all courses attempted (i.e. low grades and/or failing grades are omitted) in their gpa calculation, GRFN will recalculate the gpa on the basis of all courses registered for in a given academic year according to that post-secondary institution's formula for these INAC Academic Scholarship purposes.

**Under these guidelines, College Entrance and General Arts & Science: Career Exploration and College Preparation programs are ineligible.**

{Exceptions for INAC scholarships are "Full-Time Special Accelerated" and Full-Time Special Delivery programs (despite start date, must have completed two complete semesters on a full-time basis before September).

## 1.9 OTHER SCHOLARSHIPS, BURSARIES, AWARDS FOR TUITION

Students are encouraged to apply for all scholarships, bursaries, and awards that they may be eligible for. **As an incentive to apply**, any **tuition savings** realized through the receipt of any of the aforementioned will be **partially awarded to the student**. The student must submit a copy of the official notification of any scholarship, bursary or award received; this documentation must state that the scholarship, bursary or award was for tuition fees only.

Upon receipt of this documentation, and successful completion of the academic year (final grade reports must be submitted), **the GRFN Education Unit will award the student 50% of the total amount for each scholarship, bursary, or award received for tuition up to a maximum of \$1,500 Canadian dollars for each scholarship, bursary or award received for tuition.**

## 1.10 STUDENT PLACEMENTS

A student is eligible for additional assistance (in addition to the regular monthly allowance) while on a **school organized and approved out-of-town placement** based on the following:

- (i) length of placement
  - (a) one day = return bus fare
  - (b) two - five days = return bus fare + established weekly rate
  - (c) one week (6 days) or more = return bus fare + extra monthly living allowance

\* Written confirmation from the College/University must be submitted

to process your request. This must include full details of placement: start and end dates, how many days required per week, etc.

### 1.11 CLASS FIELD TRIPS



All mandatory class/ or instructor organized field trip expenses are covered by the Education Unit. The student must be registered in the specific course at the time of the class field trip. The student must submit a letter from the instructor outlining the specific dates, times, and applicable costs per student. Established student rates will apply (please refer to definition (vi) on page vi).

### 1.12 "SPECIAL" ORGANIZED EVENTS

After successful completion (meaning no fail grades are received) of one academic year and if enrolled in a program that is two years or longer, a full-time student may be eligible to receive funding, as per the established student rates, to attend one special organized event or conference.

The student must receive and submit a written recommendation from an instructor or the coordinator. This recommendation must refer to the importance or relevance of this event for the student, their general progress and attendance as well as state the instructor's or coordinator's permission to miss the days/classes needed to attend the event or conference. Attendance of an event or conference must not interfere with the overall academic progress nor submission of any assignments, writing of tests or exams. The event or conference must occur during the regular school year.

The student must have excellent attendance for all courses and have maintained the minimum passing grades for all courses registered in (according to the school's grading standards) to be eligible for this funding.

**The student must submit a minimum one typewritten page report with receipts within one week of the organized event or conference. If the report is not received, the total monies issued to the student will be deducted from the next scheduled allowance.**

This type of funding is available once at each level of education up to a maximum of \$1500 (CDN dollars) and is dependent upon the remaining available funding within the PS budget.

### 1.13 GRADUATION

Official **graduation fees** will be paid or reimbursed by this Education Unit. Costs for graduation photographs, rings, dances, etc. are the responsibility of the student.

Assistance for travel, accommodation and meals will be provided based on the established student rates for a student to attend their **graduation ceremonies** held out-of-town upon submission of documentation verifying the details. Travel assistance will be based upon address after graduation. The student must attend the ceremonies to receive this assistance.

### 1.14 AFTER GRADUATION

If there are any **provincial/professional exams** that must be written to be a **registered, certified and/or licensed member of your profession**, this Education Unit will cover the initial fees due. If you are required to take these exams in another city, you will be eligible for assistance as per the established student rates, upon submission of documentation of the requirements and details.

Upon return, each applicant must submit receipts to verify their trip. If receipts are not submitted within two weeks of trip, the full amount received will become an "overpayment". (Please refer to the section: Overpayment - Repayment of Monies Owed to GRFN on page 4).

### 1.15 EMERGENCIES AND BEREAVEMENT

**Upon a written/verbal request** and according to the INAC Post-Secondary Student Support Program handbook, Section IV (iv) students will be provided emergency travel assistance (as per established student weekly rates up to a maximum of five days/nights and may include assistance for airline bereavement fares or economy airfare (whichever is most time and cost efficient)) for serious individual and family illness, accident or bereavement. Airfare will be provided for those who need to fly due to the death or imminent death (patients in intensive care, post-heart attack, the final stages of cancer, or serious accidents) of an immediate family member as defined below.

Although bereavement fares are no longer available through Air

Canada, they are still available from WestJet, VIA Rail and Greyhound.

### **FOR YOUR INFORMATION:**

**AIR CANADA:** Bereavement fares are **not offered for travel within Canada and to/from the U.S.:** please book an economy fare, if desired, such as TANGO, either on aircanada.com or through Air Canada Reservations.

**WESTJET:** Our bereavement fares are available through the Sales Super Centre by calling 1-800-538-5696. We will ask for some general information to reserve the fare at the time of booking, and may follow up with a phone call for additional information if required. Please feel free to call the number above for further information and to check flight schedules and options.

**GREYHOUND:** please check with greyhound directly.

**Please note:** Although bereavement fares are lower than regular last-minute full fares, airlines sometimes offer last minute sales, and the flight you require may be available at a lower fare than a bereavement fare. However, please keep in mind that most sale fares will incur a fee and an upgrade charge in the event the reservation is changed.

In order to book a bereavement airline ticket (around a 75% discount of full fare), the airline will need the following information: funeral home contact information, date of services if available, name of deceased and relationship to traveller.

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For these purposes, the **definition of family** refers to your immediate family members: your spouse, son, daughter, parent, sister, brother, grandparent, mother-in-law, father-in-law, sister-in-law, or brother-in-law.

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## **1.16 STUDENTS WITH SPECIAL EDUCATIONAL NEEDS and STUDENTS WITH DISABILITIES**

If you are a qualified "Special Educational Needs" student under the

college/university guidelines, **you must self-identify to the Special Educational Needs department at the college/university.** With supporting documentation from a Doctor and a Guidance/Special Educational Needs Counsellor, a Special Educational Needs student may be eligible to take a lesser course load than the actual requirements for a full-time student. A student will be allowed to take one full course load less than the full-time course load. This student would still receive the living allowance and the total student month eligibility may be extended by one full academic year depending on the length of and the specific special need. **A supporting letter from the Doctor and Guidance/Special Educational Needs Counsellor will be required every new semester/term.** Special circumstances will be considered on an individual basis.

In the case where the college/university does not provide or conducts the **special educational needs assessments** for an additional cost, GRFN Education Unit will cover the initial cost as well as any future cost to keep the assessment current while the individual remains a student.

Students that meet this criteria may be eligible for additional support through available provincial student loans, grants programs for students with Special Needs or Disabilities. Please inquire with the Native Counsellor or with the school's OSAP/ Financial Assistance or Student Services department for more details.

## **1.17 GOVERNMENT ASSISTANCE FOR STUDENTS WITH DISABILITIES:**

[http://osap.gov.on.ca/eng/not\\_secure/bswd.htm](http://osap.gov.on.ca/eng/not_secure/bswd.htm)

There are Special Bursaries (non-repayable financial assistance) from the government for students with disabilities and special needs. These bursaries can cover disability-related services and equipment that is needed for you to participate in post-secondary education. All you have to do is apply for OSAP to determine your eligibility **for these special bursaries.**



Provided you are eligible for OSAP (even if only \$0.01), you will be eligible for the special services and equipment financial assistance. **You should simply decline the regular financial assistance that may be available to you from OSAP (to avoid loan payments after your studies) and accept the special bursaries as these are non-repayable.**

Eligible students receive up to \$2,000 from the Bursary for Students With Disabilities (BSWD) and up to \$8,000 from the Canada Study Grant for the Accommodation of Students with Permanent Disabilities. These funds are non-repayable and taxable.

To be eligible to apply for assistance through these government programs, you must:

- be a Canadian citizen, a permanent resident, or a Protected Person, and a Ontario resident;
- have applied and be eligible for a Canada-Ontario Integrated Student Loan if you are a full-time student;
- have applied and be eligible for a Part-Time Canada Student Loan or an Ontario Special Bursary if you are a part-time student;
- have a permanent disability (students with a temporary disability may be eligible for BSWD funding only); and
- have additional education-related expenses that result from your disability and are not covered by another agency.

Please visit the website and/or your OSAP / Financial Assistance office at your school for further details.

### 1.18 MOVING EXPENSES

Where a full-time student has received and submitted a copy of their final acceptance to an eligible program and school, and they must **move (either personally or with a moving/rental company) from their permanent place of residence to attend this college/university out-of-town**, a moving allowance (per level of sponsorship) is available. This assistance is available to help move personal belongings at the beginning of their studies and upon graduation.

**This assistance will be made available, at the earliest, one month prior to the official start date of your program.**

Where a student has discontinued, abandoned or withdrawn from their studies, the moving allowance will not be available.

Where a student is **personally moving their belongings and has not indicated to the Education Unit that they will require a rental truck**, the assistance will automatically be included on the first cheque for the school year according to the maximum rate as established by the Education Unit.

Where a **moving company/or rental** must be utilized (hired or a suitable vehicle rented), assistance is provided up to a **maximum of \$1000. A month prior to their move date, the student must inform the Education Unit and submit three written estimates** (based on same coverage, items to be moved, weight, and insurance) from either moving companies or rental agencies. Payment will be made directly to the company for the actual hire/rental or be reimbursed to the student upon submission of the receipt marked "paid in full". There is no advance for fuel charges; however, upon submission of receipts, fuel expenses may be reimbursed if still within the \$1,000 maximum. **Students are expected to pack their own belongings.**

**It is the student's responsibility to inform the Unit that this assistance will be required.**

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Always do your best. What you plant now, you will harvest later. Og Mandino

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## 1.19 SUMMER STORAGE

Where a student is **continuing their full-time studies in the upcoming academic year, has submitted their new GRFN Application for Sponsorship, HAS NOT registered for any courses throughout the summer months, and they have either personally moved their belongings at the end of the school year, or have stored their belongings over the summer**, \$300 per academic year will automatically be provided to help offset the costs with doing so. This assistance will be automatically included on the first cheque for each new school year that the student is not registered in their first year or graduating year.

**NOTE:** You must not be registered through the summer.

## 1.20 TUTORING

If a student requires tutoring and the institution either does not provide this service or does not provide enough hours, GRFN Education Unit will pay the cost of a tutor at the minimum established rate per hour.

The student is required to submit a written request including the name of the course, the number of hours requested and the name of the tutor. Receipts will be required.

Tutoring requests require the written recommendation by any of the following: (i) Course Instructor or Co-ordinator (ii) Academic Advisor or (iii) Native Student Advisor.

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"Don't let the fear of the time it will take to accomplish something stand in the way of your doing it. The time will pass anyway; we might just as well put that passing time to the best possible use."  
--Earl Nightingale

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## SECTION 2 : PART-TIME STUDENTS

All INAC and GRFN specific guidelines for full-time students apply to part-time students with the exception of the following sections. The **GRFN Application for Post-Secondary Assistance** must be completed by the appropriate deadlines outlined on page 7.

### 2.1 TUITION

Tuition will be paid in full for all credit courses that are considered mandatory for or a part of an eligible certificate, diploma or degree program within Canada. (If you are interested in a course, program or school not in Canada, please refer to page 13: USA, Other Foreign and/or Private Colleges/Universities for specific details.

***If you need to withdraw from the course(s) that you are registered in, you must do so by the school's deadline to withdraw without financial penalty. You must submit a copy of your withdrawal form to the Education Unit.***

***If you unofficially withdraw or abandon (just stop attending) the course(s) enrolled in before completion and you do so without informing the Education Unit, you will be held responsible for the reimbursement of all tuition fees paid before further sponsorship would be granted. Please refer to page 4: Overpayment: Repayment of Monies Owed to GRFN.***

***Repeat Courses:*** GRFN Education Unit will only cover the fees for a two attempts at completing a graduation required course. If you are required to repeat a third time, it will be your financial responsibility to pay for the required course.

***Late Fees:*** All late fees are the responsibility of the student.

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Go confidently in the direction of your dreams.  
Live the life you have imagined.  
**(Henry David Thoreau )**

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## **2.2 TRAVEL** (in effect Aug.17/99)

**Regular Travel Assistance** is provided for all students according to the established rate per each course per week per month to help you pay for your gas, bus pass, etc. to get to/from school.

This assistance is issued every two months based upon your actual course registrations, and the start and end dates.

There is no travel assistance for part-time students to travel to courses out-of-town unless you are registered in a Special Delivery Program (please see pages 17 and 18 for more details).

**Seasonal Travel Assistance** is not available for part-time students.

## **2.3 GRADE REPORTS**

**As soon as they are available**, you must submit a copy of official **mid-terms/final grade reports and/or transcript**. Failure to do so will jeopardize further sponsorship. Please refer to Section 1.4 for more details.

## **2.4 BOOKS AND SUPPLIES**

Each student enrolled in college/university will receive the established minimum assistance per course without justification + \$10 per course for binders, paper, pens, etc. If a student requires more than the initial allotment, s/he will be reimbursed according to the same process described in Section 1.7 for full-time students.

**For A Required Major Supply or Kit** (Over \$175.) **such as the Hairdressing Kit, Tools, etc.):**

Part-time students are required to cover 50% of the total cost. The student will be reimbursed the 50%, upon proof of successful completion of the course enrolled in.

If, a student unofficially withdraws from the course(s) before completion, and **in addition to the tuition fees, s/he will be held responsible for the reimbursement of the books/supplies monies** received before further sponsorship would be granted. **Please refer to page 4: Overpayment: Repayment of Monies Owed to GRFN.**

## **2.5 INAC SCHOLARSHIPS** (new as of Sept. 2008; not retroactive)

As per the signed regular student Contract, it is the student's responsibility to submit official copies of their final grades and transcripts. (Please see Section 1.4: Schedules and Grade Reports)

Garden River Education Unit will provide an INAC Academic Achievement Scholarship for part-time students that complete all graduation requirements for an eligible certificate, diploma and degree program at an eligible college or university.

This scholarship will be awarded to the following **part-time students**, enrolled in credit courses that are considered mandatory for or a part of an eligible certificate, diploma or degree program, based upon the following:

- (i) **Certificate and Diploma Graduates:** must have maintained only part-time registration throughout their studies and **have achieved a cumulative average of "B-" or higher** (please refer to definition (v) Grade Point Average) on page vi for all accredited courses taken. This will be available once at each level if the above conditions are met.
- (ii) **Degree Students:** after completion of 10 accredited courses towards the degree, and provided the part-time student **has achieved a cumulative average of "B-" or higher** (please refer to definition (v) Grade Point Average) on page vi for all accredited courses taken. This will be available after each set of 10 courses are completed and if the above conditions are met.

As per the release dates for full-time students, the Academic Achievement Scholarships will be released twice a year to eligible students. The release dates will be:

- (i) **June (last Friday of the month)** for students that complete the scholarship eligibility requirements during the regular academic year
- (ii) **September (last Friday of the month)** for students that attended during the regular academic year and the Summer session.

The Academic Achievement Scholarships will be automatically included on all continuing students monthly allowance cheques. All others may be picked up on the last Friday of September or if you had submitted your direct deposit information, it will be automatically deposited as scheduled.

**NOTE:** all courses taken that count towards the graduation requirements of the eligible certificate, diploma or degree program will be used in the calculation of the cumulative average.

**IMPORTANT:** Where a post-secondary institution does not include the grades for all courses attempted (i.e. low grades and/or failing grades are omitted) in their gpa calculation, GRFN will recalculate the cumulative gpa using all courses taken and according to that post-secondary institution's formula for these INAC Academic Achievement Scholarship purposes.

**Under these guidelines, College Entrance and General Arts & Science: Career Exploration and College Preparation programs are ineligible.**

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If you wish success in life,  
make perseverance your bosom friend,  
experience your wise counselor, caution  
your elder brother, and  
hope your guardian genius.

**Joseph Addison**

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### **SECTION 3: STUDENT APPEAL**

(approved May 11, 2007; in effect September 2007)

Where a student is convinced that the GRFN Education Unit's Post-Secondary Operating Guidelines or the INAC Post-Secondary Student Support guidelines are not being fairly applied to his/her situation, that student shall have the right to appeal provided they submit their request **within 60 days after** receiving a decision on funding and/or the release of their final grades. **A student may appeal an Education Unit decision only once while at the same level of education.** Appeals will be heard as soon as possible after all documentation has been received and the Appeal Committee members' schedules permit.

The Appeal Committee's decision must be consistent with the intent of the GRFN PS Operating Guidelines and the INAC Post-Secondary Student Assistance Program guidelines.

**CONFLICT OF INTEREST:** It is in the best interest of GRFN and its council/employees to limit the possibility of conflict of interest or personal influence that might bear upon a decision in her or his capacity as an Appeal Committee member. An Appeal Committee member who has or whose relative/immediate family has a substantial interest in an appeal decision shall refrain from participating in the appeal process.

#### PROCEDURE:

1. The student submits a completed **Petition to Appeal form (available from the Education Unit or from [www.gardenriver.ca](http://www.gardenriver.ca) : Downloads section)** to the Post-Secondary Counsellor. The form outlines the reason for the appeal, the section of these PS Operating Guidelines at issue, list of relevant information, and what the student is asking for.
2. The Post-Secondary Counsellor will forward the completed Petition to Appeal to the Manager of Education for consideration. Upon review, the Manager of Education will determine whether or not an appeal is warranted. The student will be notified of the Manager of Education's decision.

3. If, the Manager of Education determines that the Petition to Appeal is warranted, the Post-Secondary Counsellor will arrange with the Appeal Committee members and the student, a date, place and time for the appeal hearing. Arrangements will be made to hear the appeal at the earliest convenience to the Appeal Committee and the student.
4. The **student must be present, in person**, for the appeal unless, the student is located out-of-town and is unable to attend the appeal. Arrangements will then be made for this student to participate via telephone conferencing with the Appeal Committee members. The **student must participate in his/her Appeal**.
5. The Education Unit will set up an Appeal Committee with the following members:
  - (a) one Education Committee member (when active),
  - (b) three Education Portfolio Council members.Where it is not possible for one of the Education Portfolio Councillors to attend, another Council member will be asked to sit in. Three of the above-mentioned people must be present to validate the appeal meeting.
6. Verbal and/or written acknowledgement of the meeting will be made.
7. The Post-Secondary Counsellor will provide the student's assistance summary and any documentation necessary for review by the Appeal Committee at the meeting. S/he does not have a vote.
8. The Appeal Committee decision will be based upon the majority decision.
9. The Appeal Committee decision will be forwarded to the student within one week of the meeting date. This report will include the names and positions of the Appeal Committee members, the decision and if any, conditions to be adhered to.

10. If the Appeal Committee has ruled in favour of the appeal, the student must complete his/her studies at that level without disruption. If a student has to withdraw from the program, for academic or personal reasons, s/he realizes that s/he will not be eligible for full-time sponsorship for one academic year.
11. **The Appeal Committee's decision is final. In order to eliminate political interference, Chief and Council have agreed as per Motion #21 (August 17, 1999 meeting) that they will not hear any appeals at their level.**

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"People become really quite remarkable when they start thinking that they can do things. When they believe in themselves they have the first secret of success."  
-- Norman Vincent Peale

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**SECTION 4: AMENDMENTS**

Under the direction of the Chief and Council, amendments may be made at any time to these GRFN Post-Secondary Operating Guidelines. Notice of changes will be given to everyone as soon as possible.



Name / Address


**Major Revisions were made to these PS Operating Guidelines on:**

**(i) June 14, 2001 and were in effect as of the Fall 2001 semester.**

**(ii) May 11, 2007 & July 24, 2007; in effect as of the Fall 2007 semester.**

**(iii) July 28, 2008 ; in effect as of the Fall 2008 semester.**







**GARDEN RIVER FIRST NATION  
CONTACT INFORMATION**

**EDUCATION CENTRE STAFF**

phone: 946-3933 or toll-free: 1-866-518-7806

	<b><u>ext. #</u></b>
Dianne Roach, Manager	203
Anne Marie Jones, Post-Secondary Counsellor	202
Philip Jones, Liaison Worker: Secondary	209
Leah-Anne Pine, Liaison Worker: Elementary	201
Stephanie Jones, Administrative Assistant	208
Kerry Boissoneau, Finance Clerk	219
Irene M. Gray, Resource Technician	210
Natalie Barry, Teacher/Co-ordinator: Adults-In-Motion	206
Joanne Thiessen, Co-op Teacher: AIM	211
Michelle Thibault, Administrative Assistant: AIM	205

**Band Office/Main Administrative Office**

phone: (705) 946-6300  
toll-free: 1-800-665-0987  
fax: (705) 945-1415

**GR Wellness Centre**

phone: (705) 946-5710  
fax: (705) 946-6288

**GR Child Care Centre**

phone: (705) 256-5400  
fax: (705) 256-6584

**GR Fire Hall**

phone: 253-1870

**Anishnabek Police Services**

phone: 946-4196

**GR Recreation Centre**

phone: (705) 946-3933

**Strategies to Support Academic Success**

**All students are encouraged to take steps to support their academic success. Here are some tips to help you be successful in your studies at college or university.**

- ✓ **Contact your Instructors if you are having trouble with the material being covered in class.**
- ✓ **Ask for help with specific concepts or materials from lectures which you do not understand.**
- ✓ **Do the preparatory work before you visit the instructor so that you are able to effectively discuss your difficulties.**
- ✓ **Contact your First Nations Counsellor at the school; and/or your Academic Advisor and/or your Garden River Post-Secondary Counsellor if you are experiencing any difficulties that may affect your academic success.**
- ✓ **Sign up for a Peer Tutor by contacting Student Services.**
- ✓ **Stay healthy by eating a balanced diet, having regular check-ups and getting enough sleep.**
- ✓ **If you are having difficulties that are personal in nature do not hesitate to contact Counselling Services at your school.**

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*Remember...*

- *To submit all required documentation  
as soon as you receive it!*
- *To update your address, phone number and  
email address!*
  - *If, at any time you are experiencing  
any difficulty (academic or personal) that  
will affect your studies,  
YOU MUST TAKE THE FIRST STEP..  
ASK FOR HELP  
from the Post-Secondary Counsellor  
and  
your college/university advisor,  
your instructor.....*

Have you updated your personal information with  
the GRFN Membership Clerk: Jackie Rickard ?  
(i.e. marital status, name changes, address,  
children, etc.)

*If you have any questions or concerns about your  
education, contact your Post-Secondary  
Counsellor, Anne Marie Jones.*

**Good Luck  
in your  
Studies!**

**Your chances of success in any  
undertaking can always be measured  
by your belief in yourself.**

(Robert Collier)

