



POST SECONDARY EDUCATION STUDENT HAND BOOK

Sagkeeng Education Authority

**Box 1610
Pine Falls, Manitoba
R0E 1M0**

**Telephone: (204) 367-4287
Fax: (204) 367-2129**

Facebook Group: Sagkeeng Education Authority



TO ALL STUDENTS

Boozhoo — Welcome

The Sagkeeng First Nation Post-Secondary Education Program has prepared this Student Handbook for use by students attending post-secondary education institutions. The Post-Secondary Education Program provides assistance to as many eligible Sagkeeng First Nation members as possible within its budget limitations. The Post-Secondary Education program provides post-secondary students with financial assistance and academic and school counseling.

This handbook provides information about sponsorship guidelines and what is expected of approved students. It outlines the rules and eligibility levels of assistance and procedures for sponsorship and continued sponsorship.

The handbook is to be used by post-secondary students as a guide in the duration of their sponsorship. Students are required to read the entire handbook and be familiar with the rules and regulations as to not jeopardize their sponsorship.

If you have any questions regarding this handbook please contact the post-secondary office at the phone number or fax below.

Telephone: (204) 367-4287

Fax: (204) 367-2129

Facebook Group: Sagkeeng Post Secondary Education Program





SAGKEENG FIRST NATION

POST SECONDARY EDUCATION PROGRAM

TABLE OF CONTENTS

Application Requirements	4
Allowances	5
Allowance Rates	5
Classification of Education Levels	5
Levels of Funding	6
Student Responsibilities	6
Termination of Educational Assistance	8
Types of Sponsorship	8
Changing Programs	9
Incentives.	9
Previously Sponsored Students & Student Appeals	10
Student Contract	11
Student Probation Contract	12
Consent to Release Personal Information	13
Student Information Sheet	14
Allowance Cheque(s) Schedule	15





Application Requirements

- An application **MUST** be a registered member of Sagkeeng First Nation.
- Deadline for all applications, new and continuing, is **April 15** by Noon (central time).
- All funding will be in Canadian Funds only.
- Canadian residents applying to U.S. institutions **CAN** be approved **ONLY** if there is no comparable program in Canada.

Required documents:

NEW STUDENT	POST GRADUATE STUDENT	CONTINUING STUDENT
Application Form	Application Form	Application Form
Acceptance Letter		
Release of Information Consent Form	Release of Information Consent Form	Release of Information Consent Form
	Student Contract	Student Contract
Probationary Contract		
Education Plan	Education Plan	
Transcripts of Marks (high school, college, university)	Transcripts of Marks	Transcripts indicating marks to continue studies
Registration Form/ Course Schedule	Registration Form/ Course Schedule	Registration Form/ Course Schedule

Applications will be considered based on availability of funds.

All students must maintain a 2.0 grade point, a "C" average, or better. Failure to meet G.P.A. requirements will result in suspension of all funding for one academic year or probation depending on the individual circumstances. All students must maintain a full course load of 18 credits for fall and winter terms.

Note: Due to the limited funding received by I.N.A.C. Level 3 funding (Graduate Programs) assistance for tuition and books only. The student is responsible for travel/ accommodations if school is out of province/country.





Allowances

1. Full time students will receive a bi-weekly living allowances that is expected to cover such costs as food, shelter, daily transportation, and daycare.
2. There are no advances of allowances or loans given to students.
3. Will not assume responsibility for any student loans, and agreements entered into by students.

Allowance Rates

	8 months	10 months	12 months
Single Student	607.95	603.14	600.00
Single Parent	See Married Student		
Married Student with Employed Spouse	607.95	603.14	600.00
With 1 dependent	715.00	708.96	705.00
With 2 dependents	825.12	817.78	812.99
With 3 dependents	932.18	923.61	918.00
With 4 dependents	962.77	953.85	948.01
With 5 dependents	993.36	984.07	978.00
Dependent Spouse	742.53	736.16	732.00
With 1 dependent	834.29	826.87	822.00
With 2 dependents	932.18	923.61	920.61
With 3 dependents	1,023.95	1,014.30	1,007.99
With 4 dependents	1,054.53	1,044.54	1,038.01
With 5 dependents	1,088.18	1,077.79	1,071.02

Classification of Education Levels

The four (4) levels of post-secondary education are:

- UCEP** University/College Entrance Preparation Program
- LEVEL I** Community College and CEGEP diploma or certificate programs
- LEVEL II** Undergraduate Programs
(e.g. Bachelor of Arts/ Education programs)
- LEVEL III** Advanced or professional degree programs
(e.g. MD, Masters or Doctoral programs)

NOTE: Students are eligible for the cycle of 12 months of sponsorship in their final year of studies or practicum.





Levels of Funding Time Frames

Duration of sponsorship is as follows:

UCEP University and College Entrance Preparation 10 months, The objective of this program is to help/enable students to attain the academic level required for entrance to degree and diploma credit programs.

Level I	College 20 months Integrated — 30 months
Level II	University — Undergraduate 3 years (24 months) 4 years (32 months) 5 years (40 months)
Level III	Graduate Degree (Masters) 24 months Doctorate Program

Student Responsibilities

Upon approval for financial sponsorship with Sagkeeng Post-Secondary Education Program the student shall be responsible for the following:

1. Students must attend post-secondary education sponsorship orientation. Failure to attend will result in cancellation of financial sponsorship.
2. Students must contact the Post-Secondary Education (PSE) office to ensure sponsorship documents have been submitted to the institute to which they are accepted.
3. All students are required to provide a list of books required (as per course outline) for the classes to which they are enrolled in.
4. As a condition of financial sponsorship all students are required to sign necessary student contacts and agree to abide by them.
5. Students must officially inform the PSE office and obtain prior written approval of any course changes or course withdrawals before doing so.





6. Students are required to provide a transcript of grades to the PSE department for every term completed. Failure to comply will delay further financial sponsorship.
7. Students must attend classes on a regular basis.
8. All students must maintain a **minimum of a 2.0 or better grade point average**. Failure to meet G.P.A. requirements will result in suspension of all funding for a minimum of 1 academic year. Students that are suspended from sponsorship must reapply for sponsorship and are not guaranteed sponsorship if the funds are not available.
9. All students (including continuing) are required to apply for financial sponsorship every academic year online by the **deadline date of April 15**.
10. Students who do not meet the requirements for the program to which they are attending or withdraw before completion of the program will be automatically withdrawn from all funding.
11. Students are requested to consult with the PSE department if any problems arise that may affect the outcome of their studies. This would include, but not limited to, academically, emotionally, physically.
12. Students must notify the PSE department of any changes of address, telephone number and/or new dependents.
13. Requests for leave (maternity, illness, compassionate) must be made and approved by the PSE department (in writing) prior to taking the leave. Leaves are only granted for **one year**. If the student does not return to his/her studies after a year **they will have to reapply for sponsorship**.
14. **Health Plan/Opt Out**. As you are already covered by Treaty Status (the same benefits as the Health Plan Insurance Plan) it is the student's responsibility to opt out of the Health Plan/Insurance Plan of the educational institution you are attending. **If you do not opt out of the Health Plan by the deadline you will be responsible for the costs**. Ensure that you check the "Opt Out" deadline dates with your educational institute each academic semester.





Termination of Educational Assistance

Educational assistance will be discontinued when a student:

- Has graduation requirements for College or University.
- Has used up the total number of student months as originally defined by the institution.
- Has been asked to exit the program by the College or University.
- Has not submitted his/her transcripts within **3 weeks of completion of semester**.
- Has not **reapplied** by the deadline date of **April 15th**.
- Has not met the **minimum 2.0 G.P.A.**

Types of Sponsorship

Full time Students

Full time students are eligible to receive living allowances, tuition books and supplies, tutorial assistance, and student registration fees (student pays registration fee when applying to the post-secondary institution of choice, keeps the receipt and hands it in to the PSE department and will be reimbursed upon notification of sponsorship). Full time students are as defined by the educational institution. In Manitoba we request that a first year student take a minimum full course load (18 credits) in the fall/winter terms; a second year student takes 24 credits in the fall/winter term, and a third/fourth/fifth year student takes 30 credits in the fall/winter terms.

Note: Students who are employed full time by Sagkeeng First Nation are not eligible for student living allowances.

Part Time Students

Part time students may be eligible to receive tuition, books and supplies. Part time students are as defined by the post-secondary institution. In Manitoba, less than 18 credit hours at a university in the fall/winter term is considered part time.

Note: Each province may have different minimum course load requirements as to define full time/part time students.

Students in Private or Foreign Institutions

Where a student elects to attend a private or foreign institution, tuition will not exceed the maximum in Manitoba (i.e. The University of Manitoba, University of Winnipeg).





Changing Programs

When students want to change their field of study within one of the levels, the academic months and/or years already used within this level will be counted toward number of student months eligible per level (refer to Levels of Education, Time Frames).

The student must consult with the PSE department in writing of any plans prior to changing a program or field of study.

APPROVAL is required by the PSE department before any change in programs of study (**in writing**).

The PSE department will inform the student **in writing** of the period of support **already used** for the first program of studies within the level and remaining support the student has for the second program of studies within the same level.

For example: if a student has completed two years of an undergraduate degree in Science then transfers to a four-year undergraduate degree in Business, the duration of the assistance provided for the Business program will be two years (the four of Business less two years taken in Science).

Incentives

Students enrolled as a full-time student at a Level I and Level II may be eligible to receive an incentive from the Post-Secondary Education program subject to availability of funds. Students must obtain a cumulative G.P.A. of 3.5 and be registered in a full course load.

Consideration may be given for students enrolled as a full time Level I or Level II studies who wish to enroll for the spring and summer courses if during the regular fall and winter terms obtain a cumulative G.P.A. of 3.5 (full course load = 24 credit hours). This is only eligible during the final or practicum year.

Note: Option 1 and Option 2 can be combined.

Reimbursements

Some programs require students to purchase items which are not covered under books, supplies, and tuition. For example: a culinary arts student is required to purchase a chef's knife set or students in education and health related fields require Criminal Record & Child Abuse registry checks. These are eligible expenses and will be covered by SEA. It is done only once per student per degree program.





Procedure for Previously Sponsored Students

This section refers to those students who previously received student sponsorship (full sponsorship — student allowance, tuition, books and supplies), but did not successfully complete their studies.

1. Students will not be eligible to apply for sponsorship for one (1) academic year. After one (1) year, students can re-apply.
2. If re-instated, students will be placed on Probationary Sponsorship for the period of one (1) academic year.
3. Students who do not maintain a minimum cumulative “C” average (2.0 G.P.A.) will be terminated from sponsorship with **no option for appeal**.

Student Appeals

Should any student feel that the preceding regulations and guidelines have not been fairly applied to his/her situation, then the student will have access to an Appeal.

The student is expected to provide a letter to the Director of Education outlining the grounds for their appeal. The Director of Education will determine if there are grounds for an appeal and will contact the student in writing.

The appeal board will consist of:

Chief

Counselors with the Education Portfolio

Director of Education (as chair person)

Post-Secondary Education Manager (to provide information only)

Post-Secondary Counsellors (to provide information only)

Elders (x2)

Community Members (x2)

Prior to any appeal process, the student should attempt to work through any issues first with the Post-Secondary Education Counsellors and then the Post-Secondary Education Manager.

Sagkeeng Education Authority is responsible for its own appeals process. It is unable to recognize appeals to other jurisdictions.





Student Contract

Sagkeeng Post Secondary Education Program (hereinafter referred to as SPSEP) agrees to provide financial assistance to the student whereby:

- The student agrees to hand in their course outline/syllabus two weeks after commencement of classes;
- The student agrees to take a minimum of 3 full courses (or equivalent) in the first year and 4 courses (or equivalent) in the second and subsequent years;
- The student agrees to attend classes/lectures regularly and consistently;
- The student agrees to sign transcript release forms and consent to release personal information forms so that academic progress may be monitored;
- The student agrees to take study skills and make use of tutoring if they are having academic difficulties;
- The student agrees to discuss any personal problems that may affect academic progress with the PSE department,
- The student agrees to maintain a “C” (2.0) average;
- The student agrees to officially inform (in writing) the PSE department and obtain prior written approval of any course changes or course withdrawals before doing so;
- The student agrees that the PSE department may terminate sponsorship to students who have not abided by the rules established or have shown an unwillingness to meet academic criteria established by the SPSEP.

I have read and understood the terms and conditions of this contract and of the student handbook and agree to abide by its rules and regulations.

Signed: _____ Print Name: _____

this _____ day of _____ 20 _____

Witnessed by: _____





Student Probation Contract

Sagkeeng Post-Secondary Education Program (hereinafter referred to as SPSEP) agrees to provide financial assistance to the student whereby:

- The student agrees to hand in their course outline/syllabus two weeks after commencement of classes;
- The student agrees to take a minimum of 3 full courses (or equivalent) in the first year and 4 courses (or equivalent) in the second and subsequent years;
- The student agrees to attend classes/lectures regularly and consistently;
- The student agrees to sign transcript release forms and consent to release personal information forms so that academic progress may be monitored;
- The student agrees to take study skills and make use of tutoring if they are having academic difficulties;
- The student agrees to discuss any personal problems that may affect academic progress with the PSE department,
- The student agrees to maintain a “C” (2.0) average;
- The student agrees to officially inform (in writing) the PSE department and obtain prior written approval of any course changes or course withdrawals before doing so;
- The student agrees that the PSE department may terminate sponsorship to students who have not abided by the rules established or have shown an unwillingness to meet academic criteria established by the SPSEP.

I have read and understood the terms and conditions of this contract and of the student handbook and agree to abide by its rules and regulations.

Signed: _____ Print Name: _____

this _____ day of _____ 20 _____

Witnessed by: _____





Consent to Release Personal Information

Name: _____

Address: _____

Institution: _____

Address: _____

Program or Course: _____

Student Number: _____

I hereby authorize the release of my transcript, student history, or account information for the academic year

_____ to _____ to the following:

Post-Secondary Department
Sagkeeng Education Authority
Box 1610
Pine Falls, Manitoba
R0E 1M0

Student's Signature: _____

Date: _____





Student Information Sheet

(Please Print)

Name: _____

Address: _____

Phone: _____

Messages: _____

Email Address: _____

Treaty Number: _____

Student Number: _____

Institution Attending: _____

Program Enrolled In: _____

Year of Studies: Expected Graduation Date: _____

Last Day of Classes: _____

Date: _____

Signature: _____

Notes: It is your responsibility to notify the PSE department of any changes in address and/or phone number.





Allowance Cheque Schedule

April: _____

May: _____

June: _____

July: _____

August: _____

September: _____

October: _____

November: _____

December: _____

January: _____

February: _____

March: _____



