



**HENVEY INLET FIRST NATION**

**Post-Secondary Education  
Assistance (PSEA) Policy**

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## **Introduction**

Henvey Inlet First Nation is proud to announce that we are members of the newly formed Anishinabek Education System (AES) and are now represented by the Kinoomaadziwin Education Body (KEB). The KEB is a not-for-profit corporation that the Anishinabek First Nations approved by Grand Council Resolution in 2010. The KEB has a 12-member Board of Directors that is comprised of representatives from the four Anishinabek Regional Education Councils (REC). Henvey Inlet First Nation belongs to REC #3 along with the following First Nations: Moose-Deer Point, Wasauksing, Magnetawan, Dokis, Nipissing and Wahnapiatae. The KEB will support the 23 Participating First Nations (PFN's) in their delivery of education programs and services and the KEB will liaise with the province of Ontario on education matters when the Anishinabek Education System becomes operational on April 1, 2018.

## **Purpose**

The Post-Secondary Educational Assistance (PSEA) Policy is designed to help Henvey Inlet First Nation members to offset the personal cost of obtaining a post-secondary education by assisting with tuition and other qualified allowances as set out in this policy. Henvey Inlet First Nation is committed to the educational success of our students. Every effort will be made to ensure that the greatest number of students are funded and supported through this program however it is important for students to remember that the Education budget is limited by the number of students receiving assistance in any given academic year. Students are encouraged to apply for OSAP, Scholarships and Bursaries throughout the year to enhance their financial resources.

## **Role of Education Counsellor**

- a) Ensure that potential applicants are aware of the availability of the Post-Secondary Education Assistance (PSEA) Policy;
- b) If necessary, assist students to complete the application for post-secondary assistance and ensure they understand their rights and responsibilities;
- c) Assist students to develop realistic academic plans;
- d) Direct students to resources that can assist them to acquire academic, social, emotional support services; provide direct services when possible;
- e) Provide students with updates regarding obligations and opportunities;
- f) Maintain up-to-date student files that include the student's application, academic records and guidance related to the individual student's needs;
- g) Act as liaison with Chief and Council and HIFN Administration; provide student advocacy and recommendations for approvals;
- h) Manage the Education Budget and complete reports as required.

## **Eligibility/Criteria for PSEA**

1. Applicants must be a registered member of Henvey Inlet First Nation.
2. The post-secondary program must be provided by an institution that is licensed and recognized by the Educational Authority of the province or territory in which it is located. In Ontario this would be the Ministry of Colleges, Training and Universities.
3. Applicants must meet University/College entrance requirements and be accepted for enrolment to be eligible for funding.
4. All first-time applicants must include a 'Letter of Acceptance' with their application.
5. Mature students must include an 'Offer of Admission' or equivalent documentation with their application.



6. Students who drop-out (i.e., withdraw after the institution's identified date for withdrawal) will be deemed to have abandoned their studies and will not be considered for future funding until they have re-paid the First Nation for the cost of tuition and other expenditures.
7. Providing false information may result in immediate termination of funding.
8. Applications to attend school in September must be received by Henvey Inlet First Nation no later than 4:00 p.m. on May 15<sup>th</sup>. If May 15<sup>th</sup> falls on a weekend, the deadline will automatically become the next business day.
9. For programs that begin at times other than September, students must submit their application at least three months prior to the start date of their program. For example: if the program starts January 9<sup>th</sup> your application must arrive at HIFN by October 9<sup>th</sup>.

### **Eligibility for Living Allowance**

Only \*full-time students (\*as defined by the institution) are eligible for a living allowance. Living allowance cheques cover the period from September to April however they are deposited during the last week of the previous month i.e.) from August to March. Since the First Nation does not receive enough funds to cover the true cost of living, this allowance is intended to assist with rent or food and/or personal needs. The following chart identifies the living allowance rates.

<b>Category</b>	<b>Monthly Allowance</b>
S1 Single Student	\$ 875.00
S2 Single Parent <ul style="list-style-type: none"> <li>• With 1 dependent</li> <li>• With 2 dependents</li> <li>• With 3 dependents</li> <li>• \$50.00 per month for each additional dependent</li> </ul>	\$ 1245.00 \$ 1405.00 \$ 1565.00
M Married with Spouse <ul style="list-style-type: none"> <li>• With 1 dependent</li> <li>• With 2 dependents</li> <li>• With 3 dependents</li> <li>• \$50.00 per month for each additional dependent</li> </ul>	\$ 875.00 \$ 1035.00 \$ 1195.00 \$ 1355.00

*\*Dependent child is a child who is under age 18 who is dependent on the student and who is not in receipt of PSEA funds from Henvey Inlet First Nation. Students with dependent children must submit proof of the child/ren's age (eg: copy of birth certificate or status card) and proof of custody.*



## **HIFN Selection Priorities**

### **Priority I**

- a) Continuing students who are currently enrolled full-time (and who maintain a passing Grade Point Average - GPA) in a post-secondary program funded by Henvey Inlet First Nation PSEA;
- b) Continuing students who are enrolled full-time (and maintain a passing GPA) in a post-secondary program but who were previously funded by OSAP, scholarship or other funding source;
- c) Recent Grade 12 graduates: those who graduated in the current year or one year prior and who are enrolling in post-secondary studies for the first time.
- d) Students accepted into a full-time Anishnaabemwin program and who maintain a passing GPA. Individuals enrolling in Anishnaabemwin programs will not be limited by prior levels of study.

### **Priority II**

- a) Continuing part-time students who maintain a passing GPA
- b) Continuing part-time students who maintain a passing GPA and who now wish to study on a full-time basis;
- c) Recent post-secondary graduates who wish to further their studies eg) students who completed college or university more than one year ago and now wish to study at the next post-secondary level;
- d) Returning students (students who maintained a passing GPA but) who stepped out from their post-secondary studies and who now wish to resume their program;
- e) Henvey Inlet Staff who wish to increase their expertise in their current job as per the HIFN Personnel Policy.

### **Priority III**

- a) Mature students: those who have obtained a grade 12 equivalent, or who are eligible for mature student standing and who have been accepted into a college or university;
- b) New applicants requesting part-time studies;
- c) Probationary students who were previously unsuccessful.

## **Probationary Standing**

A student who is struggling to meet the academic requirements of their program may be placed on probation for one year. Students with supporting documentation will have a different outcome based on individual circumstances and, communication with and between the Education Counsellor and their institution. It is therefore, to your advantage to contact the Education Counsellor and request help to meet your challenges. The following chart provides examples of specific situations and outcomes that may be implemented.

<b>Course Failures per semester</b>	<b>Consequences for Student</b>
One Course	There will be no effect on living allowance Student must contact the HIFN Education Counsellor and the Native Student Services Office or Academic Advisor to develop a student success plan prior to retaking the failed course.



Two Courses	Student must contact the HIFN Education Counsellor and the Native Student Services Office or Academic Advisor to develop a student success plan prior to retaking the failed courses. The student may be responsible for tuition costs to retake the failed courses.
Three Failures per semester	The student will be required to contact the HIFN Education Counsellor to discuss the following options: <ul style="list-style-type: none"> <li>a) The student must reimburse the First Nation for tuition fees for all the failed courses. These costs will not be reimbursed if/when the courses are subsequently passed.</li> <li>b) The student's funding will be suspended for 1 academic year (8 months) during which time the student will need to successfully complete the failed courses at their own expense prior to reapplying for funding.</li> </ul>

After one semester on probation a student must demonstrate academic improvement in order to maintain eligibility for funding. Failure to do so could result in the student being required to reimburse HIFN and/or the cancelation of continued funding.

### **Education Levels and Post-Secondary Assistance**

Assistance can be provided at four levels of post-secondary education;

**Level 1:** Community college and/or University and College Entrance Preparation Program (UCEP) diploma or certificate programs;

\*UCEP students must provide a statement from the university or college which confirms that once they have successfully completed the UCEP program they will be eligible to apply to that institution for the relevant course of studies.

**Level 2:** Undergraduate University programs eg, B.A., B.Ed., LLB;

**Level 3:** Advanced or professional degree programs, eg., Master's, M.D., M.A.;

**Level 4:** Doctoral program (PhD)

Students will only be funded for courses required to graduate from their current program of study however the following options may be considered:

Level 2 may also include assistance for an additional degree at the bachelor level which has, as a prerequisite, an undergraduate degree or undergraduate courses; and/or, if a student withdraws from a Level 2 (University) program prior to completing it, they may be eligible to attend a Level 1 (College) program however future Level 2 funding will only consist of the unused balance. Once a student has graduated from a Level 1, 2, 3 or 4 they are not eligible for additional funding at the previous or lower Level. For example, a University graduate is not eligible for post-secondary assistance to attend a College Diploma program.

The First Nation may consider funding a student attending a different program at the same Level, 72 months after a student has graduated. For example, after 72 months a College graduate may be eligible for funding in an unrelated College program.

Educational Funding is limited to the official length of the program as defined by the institution.



### **Changes to Education Plan**

1. Students must discuss potential changes to their program with the HIFN Education Counsellor and/or the Director of Finance *prior to* making any changes. This includes adding or dropping courses. HIFN may refuse to pay for program changes made without the above noted consultation and approval.
2. If a student must withdraw for health reasons, they must provide a note from a medical doctor or nurse practitioner stating this recommendation.

### **Annual Application**

1. All students must submit a new PSEA Application with supporting documentation by May 15<sup>th</sup> each year. Although much of the information is a duplication from the previous year students must understand that files are archived according to the year they were created and information cannot be transferred from one year to another. Unfortunately the academic year (typically September to April) does not correspond with the fiscal year (from April to March) which is how the Education Budget is calculated.
2. Students should state their intention to attend Spring/Summer courses as early as possible however they are still required to submit a new application by May 15<sup>th</sup> since funding for these semesters is taken from the budget for the following year.
3. All students must submit a signed copy of the Henvey Inlet First Nation 'Authorization to Release Information' form with their application. Students must also submit a signed copy of the institution's 'Authorization to Release Information' to Henvey Inlet First Nation, with their application. This authorization (also known as Third Party Consent) will allow the HIFN Education Counsellor to discuss student fees, concerns and/or progress with the educational institution. The Institution's form can usually be downloaded from their website or it can be obtained from the Registrar's Office.

### **Living in Residence**

Students who plan to live in college/university residence must complete the necessary arrangements with their institution and they must include a copy of their Residence Agreement with their application. Although HIFN will not pay Residence fees in full, and will not pay for a Meal Plan, the student can agree to have their Living Allowance entitlement paid to the institution in lieu of a monthly allowance paid to themselves. To be clear, HIFN will either contribute to Residence Fees or will provide a Living Allowance but will not provide both. Residence deposits will not be reimbursed, as these fees are returned to students at the end of the school year.

### **Student Responsibilities**

1. Students are expected to demonstrate a commitment to their studies as evidenced by consistent attendance, maintaining a passing Grade Point Average for their program and regular contact with the HIFN Counsellor.
2. Regular contact with the Education Counsellor means that the student must personally call or email the Education Counsellor at least once per semester and does not include emails from or conversations with the student's parent on the student's behalf.
3. It is the students' responsibility to provide the required information and documentation with their application. DO NOT send LINKS for online information to the Education department as these will not be reviewed and will result in an incomplete application.



4. Students must submit their marks/e-Grades or a progress report (from the instructor or web advisor) to the Education Counsellor at the end of each semester in order to retain their education funding and/or to be eligible for funding the following semester. All grades and/or correspondence must be in English or they must be accompanied by an official English translation provided by the institution.
5. If the student receives a Tuition Invoice from the institution they must forward it to the First Nation Education Counsellor with the subject heading TUITION INVOICE. Tuition Fees cannot be paid without an invoice from the institution.

### **Health Benefits Not Covered**

Most colleges and universities automatically add “Health Insurance, Dental or Vision benefits” into their tuition fees however Henvey Inlet First Nation does not cover these costs since these services are provided by Health Canada. Therefore, students must notify their institution that they wish to ‘opt-out’ of these benefits or they must pay these fees themselves. Students must ‘Opt out’ of the institution’s ‘Health Insurance, Dental and/or Vision’ benefits or pay these fees themselves. Please create a reminder for yourself to do this before the date has passed.

### **Fees and Reimbursements**

1. Students must submit the list of required books/supplies and associated costs for their program to the Education Counsellor at the beginning of each semester. Failure to do so may result in reduced funding for books/supplies.
2. All receipts must be mailed, photocopied or emailed to the Education Counsellor within 30 days of purchase. Receipts must clearly show the date, place of purchase and total cost of books/supplies.
3. Students must submit receipts for Application Fees with their Post-Secondary Application form. Fees such as OCAS will be reimbursed at the beginning of the student’s first semester.
4. Many Colleges/Universities waive ‘seat fees’ for Sponsored Students so it is worthwhile to ask the Registrar’s office if your College or University follows this practice. Students who choose to pay a fee to ‘Hold a Seat’ in their program must submit their receipt and will be reimbursed at the beginning of their first semester.

**Students must allow a minimum of 3 weeks for reimbursements to be processed.**

### **HIFN Limits to Post Secondary Funding**

1. Only required books and/or supplies as identified on the institution’s ‘official course list’ will be paid for; the list and receipts must be submitted to the HIFN Education Counsellor for reimbursement, within 30 days of purchase. The date and place of purchase must be clearly visible on all receipts.
2. Part-time students (as defined by the post-secondary institution) will receive tuition, mandatory student fees (not including Health Insurance, Dental and Vision benefits), books and supplies as identified on the ‘official course list’. Part-time students are not eligible for a living allowance and/or a bus/parking pass.
3. Full-time students are eligible for all funding categories as well as bus/parking passes however the amount allowed per student will depend on available funds.



### **Overpayment**

An overpayment is any payment or expenditure for which the student was not eligible or became ineligible; this may include tuition, books, supplies or living allowance/residence fees. Students will be expected to repay the First Nation and/or may be disqualified from current and future Educational Assistance.

This may include the following scenarios:

- A student who withdraws from school and does not immediately notify the HIFN Education Counsellor while continuing to receive funds from HIFN;
- A student who enrolls as a full-time student then drops to part-time and does not immediately notify the First Nation Education Counsellor;
- A student who drops out or fails a semester and does not advise the First Nation Education Counsellor.

Overpayments may be reclaimed via deductions to a student's living allowance or through other arrangements agreed to by the Education Counsellor, the student and the HIFN Finance Department. Students will not receive further assistance until these arrangements have been confirmed.

### **Request for Supplementary Funding/Special Events**

Requests for special events such as conferences, workshops, cultural events must include:

1. A letter from the student outlining the particulars of the event and reasons for attending.
2. A budget that includes the student's own contribution to the cost of the event.
3. A letter from an Instructor supporting the student's participation and relationship to their program.
4. All requests must be received by the Education Counsellor at least one month prior to the actual event. Late submissions will not be considered for funding. Approval is based on the availability of funds.

### **Eligible Post-Secondary Institutions**

In Canada there is no single entity that regulates educational institutions. Instead, the provincial and territorial governments have the authority to grant academic credentials to public and private postsecondary institutions in their respective jurisdictions. These institutions are recognized and authorized through provincial and territorial charters or legislation that ensures or enables mechanisms for institutional and program quality.

"Registered" or "licensed" institutions are monitored by government for institutional and program quality and consumer protection, depending on the jurisdiction. In some jurisdictions, there are processes for program approval or voluntary accreditation for private colleges. Non-registered and non-licensed institutions are private commercial enterprises whose programs are not monitored. (1990-2017 The Canadian Information Centre for International Credentials (CICIC), a unit of the Council of Ministers of Education, Canada (CMEC)).  
<https://www.cicic.ca/1264/An-overview/index.canada>

In order to ensure students receive quality education and that their Degree, Diploma or Certification is recognized within and outside of Canada, HIFN will only pay tuition to "registered" or "licensed" post-secondary institutions identified by the Canadian Information Centre for International Credentials (CICIC).



### **Eligible Tuition**

Tuition support includes the cost of instruction, mandatory student fees (minus Health Insurance, Dental and/or Vision benefits) charged by the institution, books and supplies as identified on the institution's 'official course list'. Tuition support is provided for:

1. Students attending a Post-Secondary Institution that is listed as registered or licensed on the CICIC website. Tuition is paid to the Institution at the normal tuition rate charged for a Canadian student.
2. Students who wish to attend a foreign Post-Secondary Institution must be prepared to pay a portion of their own tuition fees. Tuition at foreign institutions will be paid by HIFN in Canadian dollars at a rate equivalent to tuition fees charged for a comparable program at a CICIC recognized Post-Secondary Institution in Canada.
  - Where no comparable program is offered in Canada, HIFN may consider paying tuition at a foreign currency rate however as part of their funding application the student must provide the following additional information: Evidence from a reputable Canadian or international source that the Institution has a long-standing reputation for providing exceptional quality education;
  - A review of the institution that includes the length of time the institution has been in existence, the number of graduates it has produced and a list of notable alumni both past and present;
  - Evidence that graduates will be eligible for employment in Canada;
  - Finally, the student must provide evidence that there is no comparable program offered at a Canadian Institution.

### **Online Post-Secondary Programs**

Tuition may be provided for Online Programs however this will depend on the length and type of program offered. Students may not be eligible for a Living Allowance depending on how the program is delivered. The program must be provided by an institution that is listed as registered or licensed on the CICIC website.

### **Student Awards**

All graduates receiving a College Diploma or University Degree shall be granted a one-time \$500.00 Award in recognition of their achievement and commitment to their studies



### **Approval Process**

1. The Education Counsellor will review applications and submit recommendations to Council by the end of June each year. Recommendations will be based on: the date applications are received, the HIFN Selection Priority and the available education budget.
2. Council will review the submissions and approve funding for the upcoming academic year.
3. Notices are sent to all qualifying applicants by August 1<sup>st</sup> of each calendar year.

Incomplete applications will not be considered for funding however the Education Counsellor will notify the student so that they can resubmit the application. However it must still arrive by the due date.

### **Appeals**

Should a student be convinced that this policy has not been fairly applied to them, they may request a hearing by:

1. Submitting a letter to Chief and Council outlining their concerns and requesting a hearing.
2. Chief and Council shall review the request and provide the student with notice of a hearing date.
3. An Appeals Committee will be formed to hear the appeal.
4. The decision of the Appeals Committee is to be consistent with the Henvey Inlet First Nation PSEA Policy and shall be considered final and binding.

Note: The appeal process is not applicable when assistance is denied due to lack of funding.

### **Contact Information**

For additional information please contact the HIFN Education Counsellor at 1-800-614-5533 or 705-857-2331 extension 229; or by email at [education@henveyinlet.com](mailto:education@henveyinlet.com).

Note: Henvey Inlet First Nation reserves the right to amend this policy without prior notice. An amendment becomes effective on the date it is posted to the HIFN website and is circulated within the community.