



# Post-Secondary Education Student Assistance Policy

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# Table of Contents

<b>1. Background</b> .....	2
<b>2. Introduction to the CFN Post-Secondary Education Program</b> .....	2
<b>3. Introduction to the Post-Secondary Program</b> .....	3
<b>4. Definitions</b> .....	4
<b>5. Eligibility</b> .....	7
<b>6. Type of Assistance: Full-Time Students</b> .....	8
<b>7. Types of Assistance: Part-Time Students</b> .....	12
<b>8. Limits of Assistance</b> .....	12
<b>9. Application Deadlines</b> .....	14
<b>10. Appeals Process</b> .....	14
<b>11. Student Registry</b> .....	15
<b>12. Students Not in Good Standing</b> .....	15
<b>13. Student Reviews</b> .....	16
<b>14. Annual Policy Reviews</b> .....	16
<b>15. CFN Council Right to Review Decisions</b> .....	16
<b>16. Information and Applications</b> .....	16

# 1. Background

The Caldwell First Nation Post-Secondary Education Department (CFNPSED) has a mandate to deliver the Caldwell First Nation Post-Secondary Education Program (CFNPSEP) through funding received by Caldwell First Nation (CFN) and Indigenous Services Canada (ISC). This program is intended for Caldwell First Nation Citizens (on the Band Membership List) according to the Indigenous Services Canada (ISC) Post-Secondary Student Support Program's National Guidelines and the Caldwell First Nation Post-Secondary Student Assistance Policy (CFNPSESAP).

CFNPSED is operated by the Post-Secondary Department staff under the direction of the Director of Operations. As it relates to CFNPSED, the duties and responsibilities are:

- To provide information to the Director of Operations of Caldwell First Nation concerning the overall management and delivery of the program. The Director of Operations provides updates and/or reports to Council.
- In conjunction with the Director of Operations, annually review the CFNPSSAP and make recommendations for changes based on ISC National Guidelines, or other suggestions for changes based on the review, evaluation, and/or development of First Nation-specific programs provided by local colleges and universities.
- To provide monthly reports to the Director of Operations.
- To present intake submissions for approval (October 1, March 1, and May 1) to the Director of Operations. There may be up to three intakes per year, based on available funds.
- To establish an Education Advisory Committee which will review quarterly reports will review any appeals granted to students.
- To provide quarterly reports to the Education Advisory Committee.

## 2. Introduction to the CFN Post-Secondary Education Program

The mission of the CFNPSED is to assist eligible students in their pursuit of higher educational opportunities. It strives to enrich the experience of the learner by supporting them and advocating for them while they are on their academic path.

The goal of the CFNPSED is to continually increase the number of student graduates, while maximizing the limited funds in accordance with relevant policies in order to enrich the student, their family, and Caldwell First Nation.

The CFNPSEP objectives are to improve communications, develop skill sets of the students, and strengthen partnerships for the continual success for the next seven generations in the following ways:

### **Improve Communication**

- Increase communication to and from students through student service contracts, Caldwell First Nation Education webpage, phone, email, and one-on-one or group counselling sessions.
- Strengthen communications between CFNPSED staff and outside educational institutions through information sessions, annual open-houses, and other outreach activities.

### **Develop Student Skill Sets**

- To be responsive to student needs by establishing a rapport through counselling sessions, meetings, and discussions.
- Encourage students to access educational institution supports to increase their skill set.
- Locate and develop workshops for students to obtain the necessary skills to be successful in their education.

### **Strengthen Partnerships**

- Develop partnerships with local post-secondary institutions by having representation on the Indigenous education councils or committees to advocate for students and advise on initiatives, research, community resources, academic programming, and oversight of services.

## **3. Introduction to the Post-Secondary Program**

This document outlines the Caldwell First Nation Post-Secondary Financial Assistance Policy. The Objectives of the Post-Secondary Program Student Assistance Policy are to:

- Establish the criteria to be met by students in order to qualify for and maintain eligibility for financial assistance.
- Outline the types and maximum levels of allowances that may be available.
- Provide for the maximum duration of assistance that may be provided with respect to various levels of post-secondary education through the Post-Secondary Program.
- Ensure students make their education studies a top priority and are achieving an acceptable Grade Point Average (GPA) requirement for their program of studies. (See extenuating circumstances see page 4).

## 4. Definitions

In this document:

**“Academic Year”** is as defined by the post-secondary institution but will not be less than eight months’ duration.

**“ACE”** is an abbreviation for Academic Career Entrance

**“Caldwell First Nation Council” or “Council”** means the executive decision-making body made up of the Chief and Councillors of Caldwell First Nation selected in accordance with the custom Election Code of Caldwell First Nation. May also be used intermittently with **“Chief & Council”**.

**“Canadian public institution”** is a post-secondary institution which receives the majority of its funding from federal and provincial governments.

**“CEGEP”** is an abbreviation of College d’enseignement general et professionnel. CEGEPs operate in Quebec.

**“CFN”** is an abbreviation for Caldwell First Nation.

**“CFNPSED”** is an abbreviation for Caldwell First Nation Post-Secondary Education Department operated by CFN staff for the delivery of the CFNPSP under the direction of the Director of Operations.

**“CFNPSP”** is an abbreviation for Caldwell First Nation Post-Secondary Program.

**“CFNPSESAP”** is an abbreviation for Caldwell First Nation Post-Secondary Student Assistance Policy (this policy).

**“Citizen”** means a person whose name has received Caldwell First Nation Indian Status under the Indian Act and on the Caldwell First Nation Band Membership List maintained by the Membership Clerk. People who are eligible for Indian Status but have not received a certificate of Indian Status by Indigenous Services Canada and are not on the Caldwell First Nation Band Membership List are not considered citizens. Associate members are not considered citizens.

**“Course months”** are defined as the number of months required to complete a program or course of study.

**“Co-op education”** is defined as program which alternates periods of academic study with periods of work experience for which the student receives remuneration from the employer.

**“Deferred student”** is a student who was an eligible first-time applicant in the past but not funded due to limited funds/lack of funds. A deferred student is not the same as a waitlisted student.

**“Distance Education”** is defined as the education of students who may not always be physically present at a school.

**“DOO”** is an abbreviation for Director of Operations of Caldwell First Nation.

**“Education Advisory Committee”** is defined in section 10.c. as “The Education Advisory Committee shall be comprised of three citizens of Caldwell First Nation on the Band Membership List, an ex-officio member of Council (holding the Education Area of Focus), and one ex-officio staff member providing administrative support (i.e. recording minutes). They meet quarterly to review reports, policies, and other relevant materials to enhance the CFNPSEP. They will also meet to review appeals. Refer to the ***CFN Education Advisory Committee Terms of Reference*** and the ***CFN Overarching Committee Terms of Reference***.”

**“Extenuating circumstances”** are unplanned events of a significant nature and may include a medically diagnosed condition, mental health issues or illness, death in the family, or accidental injury. Extenuating circumstances do not include ceremonies or religious practices.

**“Family”** – is defined as a student’s spouse, child(ren), siblings, parents, grandparents, aunts, uncles, and their spouse’s child(ren), siblings, parents, and grandchildren.

**“Field placement”** is defined as an opportunity to gain vital work experience, develop professional contacts within the industry, and enhancement of resumé while studying. It is typically an unpaid position.

**“First Nation”** shall have the same meaning as “Band” defined in the Indian act.

**“Free Application for Federal Student Aid”** – Federal student aid comes from the federal government – specifically the U.S. Department of Education. It is money that helps a student pay for higher education expenses (i.e. college, career school, or graduate school expenses). Federal student aid covers such expenses as tuition and fees, room and board, books and supplies, and transportation. Aid also can help pay for a computer and for dependent care. There are three main categories of federal student aid: grants, work-study, and loans. Students should check with their educational institution to find out which program(s) it participates in; may also check: [www.fafsa.gov](http://www.fafsa.gov).

**“Foreign Institution”** is any post-secondary institution located outside of the geographic boundaries of Canada.

**“Full-Time Students”** are as defined by the post-secondary institution.

**“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 grade point average is assigned by the institution, they will do the equivalency conversion to A, B, C, etc.

A+	90 – 100 %	Grade A	Grade Point 4 Excellent
A	80 – 89 %	Grade A	Grade Point 4 Excellent or Great

B	70 – 79 %	Grade B	Grade Point 3 Good or Above Average
C	60 – 69 %	Grade C	Grade Point 2 Satisfactory or Average
D	50 – 59 %	Grade D	Grade Point 1 Below Average or Poor
F	Less than 50%	Grade F	Grade Point 0 Unsatisfactory or Failure

“**IEP**” is an abbreviation for Individual Education Plan. This is a plan developed to ensure a student who has a disability receives specialized instruction and services.

“**Internship**” is defined as an opportunity offered by employers to students interested in the industry. Internship may be paid or unpaid.

“**ISC**” is an abbreviation for Indigenous Services Canada.

“**Mature Student**” is defined as a person over the age of 21 and who has been out of school for at least two years and meets all other eligibility criteria in this policy.

“**Part-Time Students**” are defined by the post-secondary institution. Part-time students may receive assistance for tuition, compulsory fees and the actual cost of books and supplies. If granted a living allowance, Part-time students will receive a pro-rated rate.

“**Post-secondary education**” means a program of studies, offered by a post-secondary institution, for which completion of secondary school studies or equivalent is a prerequisite.

“**Post-Secondary Institutions**” are degree, diploma, and certificate-granting institutions which are recognized, and include educational institutions affiliated with, or delivering accredited post-secondary programs by an arrangement with a post-secondary institution.

“**Private post-secondary institution**” is a post-secondary institution which receives the majority of its funding from the student fees, and from sources other than governments.

“**Program of Studies**” includes all post-secondary programs leading to a certificate, diploma, or degree. For the purposes of this policy, the program of study is divided into the following categories:

- Level I: Community College and CEGEP (Quebec) diploma or certificate programs.
- Level II: Community College diploma programs
- Level III: Undergraduate Degree programs, Teacher’s College, Law School
- Level IV: Advanced or professional degree programs e.g. MD., Masters or Doctoral Programs.

“**Pro-rated**” is defined as the division of monthly living allowances into weekly amounts.

“**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; or May to August.

“**Student**” is defined as a full- or part-time post-secondary student sponsored by Caldwell First Nation.

“**Textbooks and supplies**” are defined as: textbooks identified by the school/course list as necessary for the course. Supplies include items such as: pens, pencils, paper, binders, notebooks, and other supplies as defined in the course outline.

“**Ticket**” is defined as the number of times a student is eligible for sponsorship by the Post-Secondary Program, in a certificate, diploma, or degree in a post-secondary program.

“**First Ticket**” is defined as the successful completion of a program of studies and receiving of a certificate, diploma, or degree.

“**Second Ticket**” is defined as studies in another program field, pursuing graduate studies, or a change in a career focus that can be unrelated to the first ticket program of studies.

“**UCEP**” is an abbreviation of University and College Entrance Programs.

“**Waitlisted student**” is an eligible student who has been funded in the past but could not be funded due to a lack of funds.

## 5. Eligibility

- 5.1 To be eligible to apply for assistance under the CFNPSESAP, applicants must:
- Provide proof of being a citizen of Caldwell First Nation and on the Band Membership List.
  - Possess a grade 12 secondary school graduation diploma or its equivalent and have met university or college requirements. As well, students who have previously received certification from a government recognized educational institution such as CEGEP or an ACE program are eligible.
- 5.2 Within the limits of funding received through contributions from ISC and CFN, the CFNPSP by way of this policy, may provide financial assistance through the following priority allocation system:

Priority Designation	Definition of Designation
1	Students continuing post-secondary studies, in good standing within this policy and funded by Caldwell First Nation the previous semester. Applicants enrolling in Indigenous teacher language programs. Students who have ceased to attend school for extenuating circumstances/mental health issues which can be supported by medical documentation.

2	Deferred students/applicants from the previous year who were eligible first-time applicants and denied due to lack of funding.
3	Students newly graduated or within a 24-month period from secondary school and moving into post-secondary studies within this policy. Students who would like to obtain their master's after being employed for a period of time.
4	Adults/mature students who are first time applicants. Age 21 and over, GED, ACE graduates.
5	Adult/mature students returning after a break (for 2 or more consecutive semesters) in post-secondary studies, and are returning in good standing as defined in this policy and meeting all other eligibility criteria.
6	Students who have previously dropped out or discontinued their program and are out of school for two or more consecutive academic semesters.
7	Students not in good standing from the previous semester may be eligible for the costs of tuition and books only as per available funds
8	Students who have completed one ticket of funding and are in good standing. <b><i>See Section 8: Limits of Assistance.</i></b>
9	Students who have completed two tickets of funding and are in good standing. <b><i>See Section 8: Limits of Assistance.</i></b> Subject to review by the Education Advisory Committee and Council approval.

- 5.3 The Post-Secondary Program does not apply restrictions for eligibility based on age, terminal illness, or learning disabilities.
- 5.4 Students who are self-funding their post-secondary studies and applying to the program, the priority system will apply at the time of application.
- 5.5 Waitlisted students will be given first priority for funding if it becomes available.
- 5.6 Funding is limited and not all students who apply may receive assistance.

## 6. Type of Assistance: Full-Time Students

- 6.1 Tuition Assistance includes student's fees for registration, tuition, and the cost of books and supplies which are listed as required by the program of study in the post-secondary institution. Tuition is always paid directly to the institution. Exceptions will not be made.
- 6.2 Tuition assistance may be provided:
  - a. For students attending Canadian public institutions, at the normal rate in Canadian dollars charged by the institution for a Canadian student.
  - b. For students attending Canadian private post-secondary institutions where a comparable program is offered by a Canadian public post-secondary institution, at

the normal rate in Canadian dollars as charged by the Canadian public institution to the student's place of residence at the time of application.

- c. For students attending Canadian private post-secondary institutions where no comparable program is offered by a Canadian public post-secondary institution, at the rate in Canadian dollars charged by the Canadian private institution.
- d. High Cost Tuition Fees: students are encouraged to seek out less costly but similar programs, all tuition fees exceeding \$10,000-\$25,000 Canadian funds per annum will be subject to the Education Advisory Committee review and Council's approval.
- e. For students attending foreign (or US) public post-secondary institution, where no comparable program is available in Canadian public post-secondary institution, at actual rates in the appropriate currency.
- f. For students attending a foreign (or US) private institution, where no comparable program is available in Canadian public/private post-secondary institution, tuition will be paid at actual rates in the appropriate currency, subject to the Education Advisory Committee review and Council's approval. This must be obtained prior to funding students in such a situation.
- g. For students attending foreign (or US) public and/or private post-secondary institutions where a comparable program is offered by a Canadian public post-secondary institution, at the normal rate in Canadian dollars as charged to a Canadian student by the Canadian public institution nearest to the student's place of residence at the time of application.
- h. In the case of a First Nation Post-Secondary Institution, the tuition fees will be those normally charged to students attending a comparable program at a nearby provincial institution.
- i. Prior Learning Assessment (PLAR) will be deemed an eligible expense.
- j. PhD student funding will be based on financial need. Doctorate students must provide financial and/or grant information to the CFNPSED.
- k. All financial assistance is based on availability of funds.

### 6.3 Tuition assistance:

- a. All travel costs are at the expense of the student including relocation expenses for full-time students, the actual cost of one return trip to the student's permanent place of residence every 16 weeks. Travel support does not include moving expenses. Students are encouraged to always seek economic means for travel and the rates of travel assistance will not exceed those set for government travel in the Treasury Board of Canada Secretariat's Travel Directive where possible.

- b. Conference funding: students may be eligible for funding that includes registration fees and travel expenses to attend conferences and school trips that are mandatory and directly related to their program of studies by being a part of the regular curriculum which may be supported with a letter of recommendation from their instructor. All mandatory conferences must be known at the start of the program and communicated to the CFNPSED. Students must provide the CFNPSED with a written report and expense receipts upon return.

**6.4 Assistance for Living Expenses:** Living allowances to help cover students living expenses may be provided at a rate not to exceed that established this policy. Living allowances are in Canadian funds. Living allowances are paid for Christmas and study breaks. The monthly full-time student allowance rate is \$1300 Canadian. Part months will be pro-rated for the first two weeks, and full month assistance for three weeks or greater. Example: One week of allowances would be pro-rated at \$325, two weeks at \$650. Monthly Allowance Rates are as follows:

Full-time student monthly allowance rate: \$1300 Canadian

Full-time student annual books and supplies rate: \$1000 Canadian (or \$500 in September and \$500 in January)

Full-time student will receive a one-time laptop rate: up to a maximum of \$2000 Canadian, only provided once every 5 years (only laptop costs, NO accessories)

US students will be paid in Canadian Funds

Effective March 15, 2022

- 6.5 Residence Expenses: Students who apply and are accepted for residence with an educational institution must provide a letter of acceptance from the institution.
- 6.6 Co-op, internship and Field Placements: Students who are on co-op semesters and being paid by the employer will not be eligible for living allowances unless the monthly wage is less than that offered monthly by this policy. If the amount is less than \$1300/month CFN will supplement the difference up to the amount of \$1300. Students who are on unpaid internships and field placement may be eligible to receive assistance for living allowances.
- 6.7 Exceptional Assistance: Exceptional assistance for legally or institutionally required activities for initial professional certification or licensing fees may be provided as well as special testing fees as determined by the circumstances of each student.
- 6.8 Distance Education Programs: Students will be eligible to receive financial assistance with the payment of tuition fees, textbooks and supplies, and a pro-rated living allowance.
- 6.9 Ineligible Assistance: Correspondence programs and online programs offered by private institutions will not be funded.

- 6.10 College and University base application fees may be paid if the student meets all eligibility requirements as defined by Part 5, Eligibility. Application fees will be reimbursed after the student has completed the first year of study successfully. Payment of application fees are limited to one fee reimbursed every three years and are set at a maximum of a \$500 for university applications and \$200 for college applications.
- 6.11 All online studies are eligible for tuition fees and books. Full-time and part-time online studies are eligible for living allowances. Extension fees for online course work will not be covered by the CNFPSED, CNFPSEAP, CFNPSP or CFN. If a course is offered both in class and online and the tuition covers the in-class costs, the student may change to study online at their own expense.
- 6.12 High cost Equipment Purchases: High cost equipment purchases such as computers, cameras, musical instruments, culinary supplies, etc., requires documentation from the college or university that the purchases are a necessary part of the program. If a student fails to complete their program of studies, all high cost equipment purchases become the property of the CNFPSED and must be returned immediately or the costs may be recovered utilizing the **CFN Post-Secondary Funding Recipient Policy & Contract**. Failure to return equipment to the CNFPSED will affect future assistance eligibility
- 6.13 Special Needs Purchases: Special Needs Equipment purchase requests such as computers, readers, scanners, etc. requires documentation from Accessibility Services at the student's institution. The student must provide a copy of their IEP documentation that identifies their learning disability. If a student fails to complete their program of studies all special needs equipment purchases become the property of the CNFPSED and must be returned immediately or the costs may be recovered utilizing the **CFN Post-Secondary Funding Recipient Policy & Contract**. Failure to return equipment to the CNFPSED will affect future assistance eligibility
- 6.14 Students on an Individual Education Plan (IEP): Students on an IEP are required to discuss it with the CNFPSED staff prior to the academic year to ensure all supports are in place before commencing the school year. Each year the student is required to revise their IEP indicating any changes and provide an outline of the academic standing achieved along with a transcript of marks.
- 6.15 Books and Supplies Assistance: Support for books and supplies will normally cover textbooks and supplies including special equipment, officially listed as required by the university or college for a student's program of studies. An amount in excess of \$1000, per school year may be approved if a student demonstrates need by submitting copies of the course outlines and the prices charged by the institution's bookstore or suppliers clearly demonstrating the costs. Book allowances will not be paid to students who are retaking a course for which they previously received funding for. Receipts should be submitted before the end of each semester if applicable.

- 6.16 For a student enrolled in community college or CEGEP diploma or certificate program, or an undergraduate university program, the maximum amount payable per full-time student under the post-secondary program cannot exceed \$35,000 - \$50,000 per year. On an extraordinary and justified basis, the maximum amount payable per year for a student in an advanced or professional degree program (e.g. dentistry, medicine) or a Masters or Doctoral program may exceed \$35,000 - \$50,000 up to a maximum of \$50,000 - \$85,000. Such awards may be granted by special request on a case-by-case basis only and considered only when a graduate student has extraordinary circumstances that warrant the setting aside of the standard policy on maximum amounts payable. The maximum amount is established to ensure that the most extreme circumstances could be funded as necessary. The actual amount of funding available to a student will depend on the overall amount of funding available in the program and for each recipient.
- 6.17 Health and dental fees will not be paid or reimbursed by CFNPSP, CFNPSED, or CFNPSESAP for students accessing this program.
- 6.18 Child care costs or services will not be paid or considered by CFNPSP, CFNPSED, CFNPSPSAP, or CFN for students accessing this program.
- 6.19 Other personal expenses, costs, wage losses, or payments will not be paid or considered by CFNPSP, CFNPSED, CFNPSESAP, or CFN for students accessing this program.

## 7. Types of Assistance: Part-Time Students

Part-time students may receive assistance for tuition and the cost of books and supplies only as detailed in 6.1 which are listed as required by the post-secondary institution. Living allowance will be pro-rated in accordance to course load. Exceptions may be made for students enrolled in intensive delivery programs. Part-time student will receive a one-time laptop rate: up to a maximum of \$2000 Canadian, only provided once every 5 years (only laptop costs, NO accessories).

## 8. Limits of Assistance

8.1 Assistance may be provided at five levels of post-secondary education:

**UCEP:** College certificate programs: Pre-health, pre-technology, foundational programs (1-2 years or 8-16 months).

**Level I:** Community College and CEGEP diploma or certificate programs:

- 1 year (8 course months) General Arts and Science/CEGEP, or
- Community College diploma or certificate programs (1-3 years or 8 to 24 course months), or

- 2 year General Arts and Science Program for individuals entering University studies only.

**Level II:** Undergraduate and University Programs

- 3 to 4 years or 24 to 32 course months

**Level III:** Advanced or professional degree programs or Masters Program

- 1 to 3 years or 12 to 36 months

**Level IV:** Doctoral programs

- 4 years or 48 months

- 8.2 Tuition assistance as outlined in 6.1 may be provided to students enrolled in all five levels.
- 8.3 Level II will include assistance for an additional student year at the bachelor level to acquire an honours undergraduate degree.
- 8.4 The duration of assistance will be in accordance with the official length of the program as defined by the post-secondary institution in which the student is enrolled.
- 8.5 Students enrolled in Level I, II, and III may be assisted for up to one additional academic year per level if such an extension is approved in writing by the institution's dean or the head of department.
- 8.6 Students enrolled in Level IV may be assisted for up to one additional academic year for medical or personal reasons.
- 8.7 Where students change programs within one of the levels, the academic years used for each program within this level will be counted for assistance purposes.
- 8.8 Students who become eligible for assistance and who have previously completed a portion of post-secondary studies without assistance from this (or previous SFNS) program may receive assistance for the balance of their program of studies in accordance with 6.2, 6.3, and 6.4.
- 8.9 Teacher Additional Qualifications: Assistance may be provided for a maximum of six Additional Qualifications (AQ), up to and including two specialist qualifications.
- 8.10 Intersession/summer term may be funded only when it is a regular scheduled semester for continuing students in addition to Indigenous/First Nation-specific programs which are only offered during the summer (i.e. Native Teacher Training, Native Language, Native Classroom Assistant, etc.)

- 8.11 Retirees and persons age 65 and older in receipt of pension benefits may receive assistance for the costs of tuition fees and books only.
- 8.12 In the situation where a student attends a foreign/international post-secondary institution and qualifies to receive federal/state financial aid in the form of Pell grants, Free Application for Federal Student Aid (FAFSA), bursaries or sport scholarships, the federal/state aid will take precedence over the CFN tuition sponsorship, with the exception of work study programs and loans.
- 8.13 Students receiving funding from the CFNPSESAP must declare support received from this program as a source of income when applying for social assistance.
- 8.14 Student loans will not be repaid by this program.

## 9. Application Deadlines

There may be up to three intakes for review of student applications. For the purpose of clarity, applications may be confirmed as having been received for review if they have arrived by fax (although it is advisable to not utilize this method), been postmarked before the deadline, or delivered in person by:

- May 1 (for September enrolment)
- October 1 (for January enrolment)
- March 1 (for intersession/summer enrolment)

Applications for assistance will be reviewed and decisions communicated to the last known address provided by the student within thirty days of the deadline established for each session, above. Applications received after the deadline will not be considered unless there are extenuating circumstances and approved by the Education Advisory Committee.

Applications are approved based on priority level and availability of funds. The CFNPSED may, at times, be unable to fund all eligible expenses under this policy due to lack of available funds.

## 10. Appeals Process

To ensure fairness and equitable treatment, any student may appeal any decision made under this policy following our outlines procedure:

- a. All Post-Secondary appeals must be made in writing within ten working days of receipt of decision.
- b. All inquiries related to any appeal must be directed to the DOO of Caldwell First Nation, who must then compile relevant information in a report for the Education Advisory Committee to accompany the appeal.

- c. All information to be used in the appeal must be provided in writing to the DOO and the Education Advisory Committee of Caldwell First Nation.
- d. All decisions made by the Education Advisory Committee must be finalized in writing within sixty days of receipt of the appeal.
- e. All decisions of the Education Advisory Committee are recommended to Council for the final decision to be made.
- f. There is no appeal against refusal of assistance because funds are not available.

## 11. Student Registry

The CFNPSED may maintain a student registry. At a minimum, it would include the student's name, the institution attended, the program of study, the support provided, the results obtained, and any additional information which may be required from time-to-time. This information will be used for statistical purposes only and will remain confidential. The CFNPSED will report this information, in confidence, annually to the ISC when required for reporting compliance, as well as Council. Statistical data will be provided annually, at a minimum, to the community.

## 12. Students Not in Good Standing

- 12.1 Any expenditure made to or on behalf of a student for which that student is ineligible places that student in a "Not in Good Standing" status within the meaning of this policy. Examples of situations include (but not limited to) the following:
- a. Allowing tuition payments under Section 6(2) to be made on their behalf where a stop-payment opportunity existed and was missed.
  - b. Producing an unsatisfactory academic progress report.
  - c. Incarceration.
  - d. Giving false/invalid information at the time of application.
  - e. Participating in inappropriate use of funds.
  - f. Not attending classes.
  - g. Any other reason reviewed and recommended by the CFNPSED and DOO and confirmed by the Education Advisory Committee and Council. (Note: would likely warrant a change in the policy to include the reason under this section).
- 12.2 The CFNPSED may set terms and conditions to allow students to regain their "Good Standing" status by:

- a. allowing students to repay any funds paid out during the period of ineligibility.
- b. allowing the students to use their own financial resources to attend and successfully complete one full term or semester before being considered again for sponsorship.

## 13. Student Reviews

- 13.1 Upon the completion of each four-month term or semester, all sponsored students will undergo an academic review to determine continued full-time assistance. The post-secondary term/staff will determine student success by the following guidelines
  - a. 75% successful completion of the student's full-time course load.
  - b. A GPA of 2.0 (60%) or higher or the standard set by the student's program of studies will be the determining guideline for a student to be deemed in good standing.
- 13.2 Students deemed not in good standing and achieving below the standards mentioned in 13.1, above, will become ineligible for further financial assistance. The priority designation will apply.

## 14. Annual Policy Reviews

The Education Advisory Committee will meet with the Caldwell First Nation Post-Secondary Education Department in January of each year to conduct a review of this policy. Any recommended changes to the policy will be presented to Caldwell First Nation Council for review and potential subsequent implementation. Council will review and update this policy on an annual basis after the Education Advisory Committee review. In a timely fashion, changes will be communicated to Caldwell First Nation staff, students, community (via the CFN website at a minimum), as well as appropriate post-secondary institution support personnel.

## 15. CFN Council Right to Review Decisions

The CFN Council reserves the right to review and rescind any decision made under this policy as may be justified by new and relevant information.

## 16. Information and Applications

For further general information or information on process and deadlines for applications for assistance, call 1-519-322-1766 or write to:

Caldwell First Nation  
14 Orange Street  
Leamington, ON N8H 1P5

Attention: Post-Secondary Education  
[etow@caldwellfirstnation.ca](mailto:etow@caldwellfirstnation.ca)