



SANDY BAY OJIBWAY FIRST NATION POST-SECONDARY STUDENT SUPPORT PROGRAM HANDBOOK



“To create a sense of purpose that will enhance and foster learning, growth, confidence, respect and understanding to build a strong, healthy, safe environment within the community.”

Isaac Beaulieu Memorial School Mission Statement

Sandy Bay Ojibway First Nation Chief and Council’s statement on the Sandy Post-Secondary Support Program:

- Sandy Bay Ojibway First Nation is committed to working together with students in a fair manner to provide support in order to succeed in post grade 12 education.
- Sandy Bay Ojibway First Nation is dedicated in delivering a holistically and culturally appropriate program service.
- Sandy Bay Ojibway First Nation is committed to planning and providing the capacity development and building up the education for our First Nation in order to succeed in today’s environment.

INTRODUCTION

The Sandy Bay Post-Secondary Student Support Program (SBPSSSP) provides financial support to eligible Treaty/Status members for the Sandy Bay Ojibway First Nation band membership towards the costs of their post-secondary education.

This handbook outlines the criteria to be met by the applicants in order to qualify for financial assistance. It also describes the types and the maximum levels of allowance and incentives and the maximum duration of funding that is available for the different levels of post-secondary education.

The Sandy Bay Post-Secondary Student Support Program (SBPSSSP) is located at the Isaac Beaulieu Memorial School (IBMS). The program is administered by the Director of Education and the Post-Secondary Support Counsellor and office support that includes financial and clerical staff.

The SBPSSSP staff are available to assist students in applying to Post Secondary Institutes, for educational assistance with the SBPSSSP, along with other areas such as budgeting, course selection, mental health counselling.

The role of the SBPSSSP Counsellor is to act as a liaison between the instructors, staff members and students in which our First Nation members are enrolled in.

The SBPSSSP Counsellor is also there to ensure there is a solid line of communication between the students and the SBOFN.



SANDY BAY OJIBWAY FIRST NATION POST-SECONDARY STUDENT SUPPORT PROGRAM HANDBOOK



OBJECTIVE

The objective of the Sandy Bay First Nation Post-Secondary Student Support Program is:

1. To assist the SBOFN members to gain access to post-secondary institutions in order for them to graduate with the qualifications and skills needed to pursue individual careers; and
2. To provide financial support to eligible Sandy Bay Ojibway First Nation band members towards the costs of their post-secondary education
3. To contribute to the achievement of First Nation self-government and economic self-reliance.
4. To provide this document to all applicants to ensure they understand the ***limits*** of post-secondary sponsorship.

BAND MEMBER SPONSORSHIP ELIGIBILITY

To be considered eligible for full-time, part-time or modular sponsorship from the Sandy Bay Ojibway Post-Secondary Student Support Program, the applicant must:

1. Be a treaty member of the Sandy Bay Ojibway First Nation. A copy of a valid Treaty Card is required.
 - a. Must be a member of more than two (2) years.
 - i. Consideration will be made by Chief and Council for any newly transferred band member and who has resided on SBOFN for more than two (2) years.
2. Must be a graduate with a Senior 4 high school or Mature Grade 12 Diploma.
3. An exception will be made for older adults who may qualify to enter a post-secondary institute on a Mature Student Status.
4. Must provide an acceptance letter from the chosen post-secondary institute.
5. Must provide a most recent transcript from the last educational institute attended.
6. Must provide the details of the post-secondary program and institute for accounting purposes:
 - a. Contact Person Name of Registrar
 - b. Address
 - c. Phone Number
 - d. Fax Number (if applicable)
 - e. Email
 - f. Accounting offices (if separate from Registrar)
 - g. Program content, length and all costs associated with the program such as books, tuition, supplies, equipment, etc.



SANDY BAY OJIBWAY FIRST NATION POST-SECONDARY STUDENT SUPPORT PROGRAM HANDBOOK



7. Previous applicants who had their SBOFNPSSP sponsorship discontinued or terminated must wait for a period of up to two (2) years before applying for continued sponsorship. Once this period has passed, the applicant must submit an education plan.
8. Must sign a transcript release form for the institute they are attending or applying to.
9. First Year University sponsorship will start in September or January.
 - a. There will be no first year sponsorships in the spring/summer sessions, unless it has been approved with an educational plan, including the timeframe, between the sponsors and the student.
10. For Modular Programs, if the applicant is employed, a letter of understanding must be attached by the employer regarding costs covered by each party involved.

All the above documents and information will be required when sponsorship application is submitted.

POST-SECONDARY PROGRAM ELIGIBILITY

1. Requires High School graduation/Mature Grade 12 for entrance.
2. Mature or equivalent students for entrance.
3. Must be at least one academic year in length, which may or not be 8 months in duration.
4. Modular Programs at all post-secondary institutes.
5. On-line or correspondence courses at all post-secondary institutes.

PLEASE NOTE THE FOLLOWING:

1. High-cost private post-secondary institutes will not be considered for funding, when the same of similar programs are offered by public post-secondary institutes.
2. Applicants must attend chosen program that is offered closest to their area of residence, i.e., students will not be relocated out of province if the same program is offered in a Manitoba educational institute. This will be an out-of-pocket cost for the applicant.

SBOFN POST SECONDARY STUDENT SUPPORT PROGRAM APPLICATION PROCESS

The applicant must complete the Sandy Bay Ojibway First Nation Post-Secondary Student Support Program application form, which is found at the end of this handbook. This form can also be found on line at www.sandybayfirstnation.com under the Education Program. It can also be physically picked up at the SBOFN Isaac Beaulieu Memorial School.

This application form must be completed by ***ALL new or continuing students***. The Post-Secondary Student Support Program Counsellor and clerk are available to assist all applicants/students in completing the forms.



SANDY BAY OJIBWAY FIRST NATION POST-SECONDARY STUDENT SUPPORT PROGRAM HANDBOOK



All documents are required to be attached to the application form as listed under “**BAND MEMBER SPONSORSHIP ELIGIBILITY**” on page 2 of this handbook.

The applicant must submit any other documents the SBOFNPSSSP Counsellor requests in order to process the application.

ALL STUDENTS ARE REQUIRED TO COMPLETE AN APPLICATION FOR FUNDING EACH YEAR:

Fall Enrolment: Deadline Date is May 15 for CONTINUING STUDENTS
Deadline Date is July 31 for NEW STUDENTS

Winter Enrolment: Deadline Date is September 30 for NEW STUDENTS

Spring/Summer Enrolment: Deadline Date is March 31 for CONTINUING STUDENTS ONLY

The SBOFN Post-Secondary Student Support Program Counsellor (Post-Secondary Counsellor), will contact students during the month of each deadline date via email, post or text/telephone, to remind students to re-apply.

Students will not be automatically approved for sponsorship from year to year. Each must re-apply and submit the required documents. It is the student’s responsibility to apply for continued sponsorship.

PRIORITY LIST

In the event that the *SBOFN Post-Secondary Student Support Program* receives an excess number of applications over and above budget allocations, the following priority list for selections as follows:

1. HIGH SCHOOL GRADUATES (Mature 12 included), provided they are in good academic standing.
2. Community Based Post-Secondary Programs (College Prep)
3. CONTINUING STUDENTS, All continuing students who have not yet fulfilled the requirements of their diploma or degree programs, provided the criteria for a continuing student is met. Student must submit an education plan which will include current GPA and attendance record.
4. Students who have graduated from one level and are continuing into the next level, i.e. from Bachelor level to Master level
5. Applicants who are changing programs for a legitimate reason i.e. from college to university or vice versa (provided the criteria for a continued student is met).
6. Withdrawals For A Just Cause (medical/mental/spiritual/personal/financial, etc)



SANDY BAY OJIBWAY FIRST NATION POST-SECONDARY STUDENT SUPPORT PROGRAM HANDBOOK



7. Deferred Applicants- All deferred applicants who were not sponsored previously due to budget restrictions
8. No Previous Sponsorship
9. Graduate Of Post Secondary Program- changing career goals- waiting period of 4 years must be met.
10. Previously Unsuccessful- two-year waiting period must be met.

NOTES:

Students who have attended a university or college previously will not be eligible to be funded for a UCEP Program, unless recommended by the PSSSP Counsellor.

Students with a grade point average of less than 2.0/C will not be funded through the Spring/Summer sessions. These students will be placed on probation until the grade point average is 2.0 or higher.

STUDENT CONFIDENTIALITY

Please note that only the student who is being given a funding allowance for educational purposes can inquire on their student file, finances and other information pertinent to their program.

The Sandy Bay Post-Secondary Student Support Program Counsellor is here for the student's benefit and to provide them with any necessary help. A student's family and friends are considered third party and by rights do not have the authority to inquire on any student.

COSTS NOT COVERED BY SBOFN PSSSP

Any student who receives a student loan, is responsible for the payment of the student loan. The Sandy Bay Ojibway First Nation Post Secondary Program will not reimburse the student or pay for the student loan. Any commitments made by any student to any organization without prior approval and/or application and/or sponsorship from the SBOFN PSSSP will be the student's own responsibility.

There are no advances or loans from the SBOFN PSSSP. It will not assume responsibility for any loans or any other costs than those specifically identified in the initial funding approval. SBOFN PSSSP will not pay for a student's hydro, gas, telephone or any other utility bills. Students who continually cause problems through negligent payment of bills and cause damage to rented apartments/housing will be counselled and may be terminated from funding



LEVELS OF POST SECONDARY STUDENT SUPPORT PROGRAM ASSISTANCE

FULL-TIME STUDIES- are as defined by the Post-Secondary Institution. In Manitoba, a minimum full course load at UNIVERSITY is 18 credit hours in fall/winter term and minimum 12 credit hours in the spring/summer terms. Each province may have different minimum full

course load requirements. COLLEGE students must be registered in a full-time college program and must be carrying the required course load. The Sandy Bay Post-Secondary Program will provide the following financial assistance to full-time students listed below:

1. **Student Living Allowance**-The PSSSP Counsellor will determine the level of assistance for each student.
 - a. The student living allowances are provided in regular payments to students during their attendance on the 1st and 15th of each month. If either date falls on a Saturday, Sunday, or Holiday Monday, than issuance will be on the preceding business day.
 - b. These rates are all inclusive for such items as food, shelter, daily transportation, daycare, and contingency funding.
 - c. A student who is married or known to be living in a common-law relationship with a spouse who is employed, collecting employment insurance, or receiving social assistance benefits will have their student allowance adjusted to reflect the married with employed spouse category. If both applicants are students, only one applicant will be allowed to claim the children.
 - d. Proof of legal guardianship (court documents or child tax benefit slip) is required in writing if a child other than one's own is claimed as a dependent. Siblings are not to be claimed as dependents unless the student has legal guardianship of child (proof must be provided).
 - e. A foster child cannot be claimed as a dependent.
2. **Tuition**- full tuition will be provided for government funded post-secondary institutions.
3. **Fees**-registration fees, commitment fees, application fees, additional testing fees, CAAT testing fees that are required by the institution. Fees will be paid either directly to the educational institution or the applicant will have the fees reimbursed to them provided receipts are submitted to the SBOFN PSSSP office.
4. **Conferences/ Workshops/ Cultural Camps** that are compulsory by the institution may qualify for tuition and travel allowance, upon receipt of documentation, such as a letter from the instructor, professor, or Dean or as outlined on the course syllabus.



**SANDY BAY OJIBWAY FIRST NATION POST-SECONDARY
STUDENT SUPPORT PROGRAM HANDBOOK**



5. **Tutorial assistance**- will be provided when requested for students and must be pre-arranged with the PSSSP Counsellor. The initial number of hours for tutorial assistance be (4) hours per course. The Counsellor will approve additional hours if the student is experiencing difficulty in their course.
6. **Mental Health**- assistance is available and is eligible to be paid through the program.
 - a. NOTE: Students who seek and utilize this service and provides documentation then withdraws from their funded program will not be penalized.
 - b. NOTE: A list of Mental Health Workers and contact numbers will be made available from the PSSSP Counsellor.
7. **Books**- all costs of books and classroom supplies are covered through SBOFN PSSSP. *A course registration must be submitted to the SBOFN PSSSP office before a student's name can be added to the list of sponsored students supplied by the campus bookstores. Only books required can be charged to the account.*
 - a. **University students**: Accounts will be set up at the University Bookstore for textbooks and allotment will be based on an estimate of \$750.00 per term.
 - i. Repeat courses are not eligible for textbook allowance unless the student can provide proof that the course requires a different textbook.
 - b. **College students**: Accounts will be set up at the College Bookstores for textbooks and allotment will be based upon the estimated costs of the program.
8. **Supplies**- supplies money in the amount of \$150.00 will be issued to the student prior to the beginning of the Fall term(September) and again in the Winter term(January)and \$75.00 for the Spring/Summer sessions (course registrations must be submitted first).
9. **Equipment**- list of required equipment in order to complete program, must be provided to the SBOFN PSSSP Counsellor.
10. **Laptop**- the SBOFN PSSSP may provide assistance by giving students actual laptops purchased by the program. If this is required, please provide documentation.
11. **Travel Assistance**- is provided to students based on the following:
 - a. A flat rate will be provided only to students and dependents that are required to relocate from their home to attend a post-secondary institution.
 - i. Assistance will be available at the beginning of the academic year, Christmas, and at the end of the academic year.



**SANDY BAY OJIBWAY FIRST NATION POST-SECONDARY
STUDENT SUPPORT PROGRAM HANDBOOK**



- b. Students who attend spring and summer sessions will not receive travel assistance, but will instead receive a continuation of student allowance to replace travel.
Travel assistance may also be provided to students who must travel to and from home to attend field experience as per the following rates: Accommodations- \$100.00 per night and meals- \$30.00 per day.
- c. Travel Assistance is not available to students who choose to commute to attend school.
- d. Travel Assistance of \$150.00 will be available at the Christmas break to come home to SBOFN and another \$150.00 to return to your place of study.
12. **Relocation costs**- to offset relocation costs, Sandy Bay Post-Secondary will provide the following to students moving assistance.
- | | |
|-------------------------|---|
| <u>Within province:</u> | Single Student- \$250.00;
Family- \$500.00 |
| <u>Out of Province:</u> | Single Student \$750.00
Family- \$1,000.00 |
- ***only if program is not offered in the Province of Manitoba, otherwise, it is an out-of-pocket cost for out of province relocations****
13. **Moving costs**- will only be paid at the beginning and the end of the study period, except in emergency situations, but these requests will be reviewed case by case and must have prior approval from the SBOFN PSSSP Counsellor. Students must provide proof of change of address prior to relocation assistance cheque being issued. Full-time students commuting to their educational institution do not qualify for relocation assistance.
14. **Emergency Travel Assistance**- will be provided due to illness or death of a Sandy Bay Band Member in the IMMEDIATE FAMILY, (i.e.; mother, father, brother, sister, children, grandparent, and in-laws). Travel equivalent to mileage @ .50/km. Airfare will be paid for those living out of province. Daily meal allowance of \$30.00 per day, for a maximum of 4 days, will be paid. Travel assistance is only available to those students who must travel to be with a sick family member or to attend a funeral and are living outside of Sandy Bay Ojibway First Nation.
15. **Clothing Allowance**- students on field experience or work placement will receive up to \$350.00 for clothing allowance only once during their program of studies. Student must provide details of work placement prior to assistance being issued.
16. **Licensing/ professional fees**- teacher, lawyer, medicine, etc. These fees will be paid once only after graduation. The graduate will pay any subsequent fees.



SANDY BAY OJIBWAY FIRST NATION POST-SECONDARY STUDENT SUPPORT PROGRAM HANDBOOK



17. **Bar exam, examination fees, exam rewrites**- fees will be paid once only.
18. **Transcripts**- Post-Secondary will cover the cost of one transcript when a student must provide transcripts to an educational institution with application. Additional transcripts must be paid for by the applicant/student.
19. **Orientation Session**- all first year students must attend the orientation sessions provided by the institutions. If the orientation is held in the previous month prior to student allowance eligibility, students will be provided travel equivalent to bus fare. Meals at \$30.00 per day, hotel accommodations up to \$150.00 per night or private accommodations at \$50.00 per night. The student will be required to provide proof of orientation before a travel allowance is issued.

PART-TIME STUDIES

Part-time Studies are as defined by the Post-Secondary Institution. In Manitoba, less than 18 credit hours at a University in the fall/winter term and less than 12 credit hours in the spring and summer term is considered part-time. Sandy Bay Post-Secondary will provide the following financial assistance to part-time students:

- Tuition- Paid directly to the institution.
- Books- Accounts will be set up at the University or College Bookstore and allotment will be based on an estimate of \$100.00 per course or as per list.
- Supplies- \$100.00 per regular session and \$50.00 for spring and summer session.
- Graduation Assistance
- Academic and Graduation Incentives.

CORRESPONDENCE- INDEPENDENT STUDY- DISTANCE EDUCATION

In order for students to be considered for correspondence, independent study, on-line or distance education programs, the applicant;

- Must be enrolled in an eligible, certificate, diploma, or degree granting program either on a part-time or full-time basis AND
- Must have a legitimate reason; i.e., working, disabled, or course/program is available only through the method of instruction.

MODULAR PROGRAMS

- Consideration of funding will be based on availability of funding.
- Geared toward staff that are employed with the Band, Education, Own Source Revenue and Health Departments for professional development and capacity building
- Staff must be employed at least three (3) years before being sponsored for programs unless required by current position.



SANDY BAY OJIBWAY FIRST NATION POST-SECONDARY STUDENT SUPPORT PROGRAM HANDBOOK



- There must be a memorandum of understanding between the employer and the employee and the SBOFN PSSSP regarding what is expected from the student, what the employer pays and what the SBOFN PSSSP pays.
- Employees must pass all modules and failures will be addressed by employers and may lead to termination of future training.

LIMITS OF SUPPORT

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

- Level I Community College diploma or certificate programs
- Level II University Undergraduate programs
- Level III (i) Professional Degree programs, e.g. MD., or
- Master or Doctoral programs.

Please be advised that when a student has received their designation for a completed program, SBOFN Post-Secondary Student Support Program is not obligated to fund further studies.

Any proposed further sponsorship will be subject to available funding for extended studies.

MONTHS OF ELIGIBILITY

The number of student months for which the student is eligible for educational assistance is listed as guidelines:

<u>Types of programs</u>	<u>Student Months</u>
University/ College Entrance Preparation	10
Diploma's, Certificates, licenses	20
University Bachelor's Degree	48
After Degree i.e. Education	Additional 24
University Master's Degree	Additional 24
University Doctoral Degree	Additional 24

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

Any extension of funding length from the original approval will require re-application to the Sandy Bay Post-Secondary Program.

******For the purpose of determining previous post-secondary months that a student has been funded, months from other administrative organizations, such as ISC, ISETS will also be considered.******



**SANDY BAY OJIBWAY FIRST NATION POST-SECONDARY
STUDENT SUPPORT PROGRAM HANDBOOK**



MASTER’S DEGREE

- The Master’s Degree enrollment means a program of study described by the university as sequential to the completion of attainment of a university of a university Bachelor’s Degree (maximum of 24 student months).
- A student is also considered to be engaged in a Master’s Degree level of studies after successful completion of forty-eight (48) student months of university study in a continuous program such as medicine, law, or dentistry, and similar professions (maximum of 24 student months).

DOCTOR OF PHILOSOPHY (Ph.D.)

- In order to qualify as a Ph.D. level student, the student must be enrolled in studies in a program which is described by the university as being sequential to the attainment of a Master’s Degree which is the normal academic pre-requisite for the university Doctoral program and through which the student is able to earn a Ph.D. Degree (maximum of 24 student months).
- A student is also considered to be engaged in Ph.D. Degree level studies after successful completion of seventy-two (72) student months of university study in a continuous program such as medicine, law, and similar professions (maximum 24 student months).

UNIVERSITY COLLEGE ENTRANCE PROGRAM (UCEP)

- May be offered on-reserve campus through partnering colleges. Sponsorship varies regarding student allowances. This information is available at the beginning of each program.
- Available for sponsorship off reserve with same conditions of as a full-time student.

GRADUATION INCENTIVES AND ASSISTANCE

Post-Graduation Incentives will be provided to students upon completion of their program. An official letter or transcript from the institution must be forwarded to Sandy Bay Post-Secondary as proof of convocation. Awards will be as follows:

<u>Programs/Levels</u>	<u>Amounts</u>
UCEP/ Mature Grade 12/ High School	\$200.00
Level I	
a) One (1) year Program	\$500.00
B) Two (2) year program	\$800.00
Level II	
a) Three (3) Year Program	\$1000.00
b) Four (4) Year Program	\$1500.00
c) Graduate Diploma or 2nd Degree	\$2000.00



SANDY BAY OJIBWAY FIRST NATION POST-SECONDARY STUDENT SUPPORT PROGRAM HANDBOOK



Level III	a) Masters	\$2500.00
	b) Doctoral	\$3000.00

Additionally, graduation costs will be covered at a maximum rate of \$300.00 to offset costs related to convocation- photo's, gown rentals and travel.

ACCOUNTABILITY & TRANSPARENCY OF INFORMATION

Applicants should represent Sandy Bay Ojibway First Nation to the best of their ability and any abuse or misinformation to social programs or other sponsoring agencies will be the student's own responsibility. This office will not be held liable for any student infractions or wrongdoing. If a student misrepresents him/herself to other social agencies, he/she will be terminated immediately upon being reported to the SBOFN PSSSP.

GUIDELINE CRITERIA FOR CONTINUED SPONSORSHIP

1. To be eligible for continued sponsorship in any program, the following conditions must be met:
 - a. Maintain a minimum of a "C" (2.0 or 50%) sessional grade point average per semester in the previous session/terms;
2. Provide a transcript to Sandy Bay Post-Secondary after each semester;
3. Complete and sign an application form for educational assistance sponsorship before the applicable deadline dates as previously listed.
4. Any intent to withdraw must be made in writing to the SBOFN PSSSP and must be approved by Director of Education in writing.
5. NOT to withdraw from any courses without proper authorization from the SBOFN PSSSP Counsellor.
6. NOT have exceeded their allotment for funding and duration of assistance. Example: An example is 3-year Bachelor of Arts degree - must be completed within a three (3) year period (36 months) if that student had received funding continuously through Regular sessions and Spring/Summer sessions. If a student has received funding during Regular sessions only, the degree must be completed within a four year period (32 months).
7. Level I and Level II student s will NOT be sponsored for spring and summer courses unless they provide proof that they have successfully completed their studies during regular session for example, no F's, no unauthorized VW's, no INCOMPLETES from previous sessions, no marks below a "C" (2.0), and must have carried the minimum required course load of either 18 or 24 credits, depending on the year of study.
8. Any student who quits or drops out may not be funded for 2 years (each student who is in this situation will be given the opportunity to explain circumstances).



SANDY BAY OJIBWAY FIRST NATION POST-SECONDARY STUDENT SUPPORT PROGRAM HANDBOOK



ATTENDANCE

- Students must attend class everyday as required by the institution.
- Absences must be phoned in to the SBOFN PSSSP Counsellor. Documents may be requested such as a doctor's note and must be provided after 3 days of continuous absence.
- Mental Health is important and if this affects your studies, you must contact the PSSSP Counsellor, the Director of Education or PSSSP Assistant. They will guide you to the contacts for help.
- Students who will be unable to catch up in their studies after a lengthy period of absence from school for any reason are expected to make a reasonable decision as to whether they should continue or postpone their studies to the next academic term. The final decision as to whether or not to continue sponsorship will depend on a further review of the student's education plan by the Director of Education.

MENTAL HEALTH

SBOFN PSSSP recognizes the importance of mental health and understands at times students need support in this area and will:

1. Treat mental health problems seriously.
2. Identify issues and work with the student to resolve them.
3. Support all students faced with mental health issues with counselling support.
4. Maintain a healthy environment so students feel comfortable, safe and be able to reach out to the sponsoring agency requesting help or referrals to qualified professions.

And to repeat from levels of SBOFN PSSSP ASSISTANCE #6 and Attendance:

"Mental Health- *assistance is available and is eligible to be paid through the program.*

1. **NOTE:** *Students who seek and utilize this service and provides documentation then withdraws from their funded program will not be penalized.*
2. **NOTE:** *A list of Mental Health Workers and contact numbers will be made available from the PSSSP Counsellor."*

"Mental Health is important and if this is affected your studies, you must contact the PSSSP Counsellor, the Director of Education or PSSSP Assistant. They will guide you to the contacts for help."



SANDY BAY OJIBWAY FIRST NATION POST-SECONDARY STUDENT SUPPORT PROGRAM HANDBOOK



PROBATION

Students will be put on probation and be required to sign a probation contract with Sandy Bay Post-Secondary Program under the following conditions:

1. When the session and/or cumulative grade point average has fallen below 2.00 (50%).
2. When there is a marked decrease in attendance without justifiable reason.
3. Previously unsuccessful students who have subsequently been approved to return to their studies.
4. Other conditions may be deemed warranted as reasons to be put on probation.

The Post-Secondary Counsellor, in consultation with the student and the Director of Education will determine the length of the probation period.

TERMINATION OF SPONSORSHIP

Prior to termination of sponsorship, a meeting will be arranged with the student and the funding organization to see if any assistance can be offered to help the student deal with any issue brought forward. SBOFN is desired to aide the success in the student's program, not provide roadblocks.

Depending on the outcome of the scheduled meeting, the decision to terminate or continue will be informed to the student.

REASONS WHY SPONSORSHIP MAY BE TERMINATED:

1. Academic suspensions by the University or College will also result in automatic termination of funding.
2. While on probation or after probation, if the sessional grade point average has not been raised to or maintained at a minimum grade point average of "C" or 2.0 (50%).
3. Where a student is absent from school for up to 10 days during the sponsorship period without medical or justifiable reasons or informing the sponsor (SBOFN PSSSP).
4. Students who have had their education discontinued by the educational institution will have a two-year waiting period before an application will be considered by the Post-Secondary office.
5. Any type of Violence, Abuse, either verbal or physical, by the student or by the family members of students, towards SBOFN PSSSP staff. Violence will not be tolerated and will result in immediate discontinuation of sponsorship and criminal charges laid.

PENALTIES AND RECOVERY OF FUNDS

1. To prevent and/or reduce the abuse of fraudulent claims the student funding sponsorships, penalties will be applied as follows:



SANDY BAY OJIBWAY FIRST NATION POST-SECONDARY STUDENT SUPPORT PROGRAM HANDBOOK



- a. Student who received travel assistance, student allowance, or any other funds to attend an orientation session and do not attend or overpayments will have the total amount received deducted from their student allowance;
- b. Students who withdraw from their program of studies without notifying the educational institution and/or the sponsor of their intent to withdraw will have the following penalty imposed:
 - i. Any funds received as sponsorship dollars during the said period, i.e. student allowance, textbook money, relocation, etc. will be set up as an accounts receivable in the Post-Secondary finance records until said dollars have been repaid in full.
- c. Students who do not voluntarily withdraw from their course upon discontinuing their program of studies for any reason shall be dealt with in the following manner:
 - i. Any tuition or fees incurred due to not withdrawing/canceling from the course will be set up as accounts receivable in the SBOFN PSSSP finance records until said dollars are paid in full.
- d. Students whose transcripts indicate RDNA (Registered Did Not Attend) shall be dealt with in the following manner:
 - i. Any funds received for student allowance, textbook dollars, relocation fees, etc. for that course in that time period will have that amount set up as accounts receivable in the Sandy Bay Post-Secondary finance records until said dollars have been repaid in full.
- e. Students who are found to have claimed dependents that do not qualify will have any overpayments deducted from their student allowance in the pay period immediately following the discovery.
- f. Students who receive Income Assistance while receiving student allowance shall be dealt with in the following manner:
 - i. Any overpayment to Income Assistance shall be deducted from student allowance over several pay periods if arrangements and documents are made by Income Assistance.

For all of the above, should the SBOFN subsequently employ said person, arrangements will be made through the entity to deduct through payroll until paid in full.

APPEAL PROCESS

To ensure fairness and equitable treatment, the Sandy Bay Ojibway First Nation Post-Secondary Student has an appeal process in place.

Where the applicant is convinced that the Sandy Bay Ojibway First Nation Post-Secondary Student Support Program guidelines are not fairly applied to his/her situation then the student shall have access to an appeal hearing with the Director of Education within 15 working days after an applicant has been notified of non-approval or discontinuation of sponsorship.



**SANDY BAY OJIBWAY FIRST NATION POST-SECONDARY
STUDENT SUPPORT PROGRAM HANDBOOK**



The appeal hearing will be conducted at a duly convened council meeting:

1. Students may not appeal to Indigenous Services Canada on decisions made by the quorum of Chief and Council.
2. There will be no appeals for refusal of assistance because funds are not available.

APPEAL PROCEDURE

The student shall contact the Post-Secondary Counsellor in writing of the intent to appeal.

The applicant or student must provide the following information:

1. Name, address, and telephone number;
2. The institution attended or intending to attend and program of studies enrolled in.
3. The reason for the appeal, citing the relevant sections of the Post-Secondary Program Policy Manual, a letter of support from the post-secondary institution may be included.
4. Sandy Bay Ojibway First Nation Post-Secondary Student will confirm receipt of the appeal request in writing to set a date to hear the appeal.
5. Sandy Bay Ojibway First Nation Post-Secondary Student Support Counsellor will arrange with the student the date, place, and time of the appeal hearing. Appeals may be conducted via conference calls for students who are unable to attend an appeal hearing or as a cost-effective measure or for pandemic safety precautions.
6. The Chief and Council ruling will be based on a quorum vote and decisions made will be final.
7. The Sandy Bay Ojibway First Nation Post-Secondary Student may terminate sponsorship at any time to a student who has not abided by rules outlined in this handbook or has not shown any willingness to meet academic and financial criteria.
8. If a student is convinced that rules and regulations have not been observed or have not been fairly applied in his/her situation, the student will have access to a duly constituted Appeal Board hearing.
9. The Appeal Board shall be comprised of the Sandy Bay Ojibway First Nation Chief and Council, an advocate as identified by the student, the PSSSP Counsellor and one Elder.
10. The Appeal Board will sit to hear appeals as required.
11. It is the responsibility of the student to initiate the appeal by a formal written request to the Director of Education.
12. Student will be informed of outcome by letter within two (2) working days.
13. The Appeal Board decision is the final decision.



**SANDY BAY OJIBWAY FIRST NATION POST-SECONDARY
STUDENT SUPPORT PROGRAM HANDBOOK**



SPONSORSHIP STUDENT ALLOWANCE TABLE

CODE	ASSISTANCE CATEGORY	MONTHLY
S2	Single Student	\$1200.00
S3-1	Single Parent with 1 dependent	\$1345.00
S3-2	Single Parent with 2 dependents	\$1445.00
S3-3	Single Parent with 3 dependents	\$1500.00
S3-4	Single parent with 4 dependents	\$1600.00
S3-5	Single Parent with 5 dependents	\$1650.00
S3-6	Single Parent with 6 dependents	\$1700.00
	Each additional dependent after 6	\$50.00
M1-0	Married student with employed spouse	\$1200.00
M1-1	Married student with employed spouse/ 1 dependent	\$1300.00
M1-2	Married student with employed spouse/ 2 dependent	\$1350.00
M1-3	Married student with employed spouse/ 3 dependent	\$1375.00
M1-4	Married student with employed spouse/ 4 dependent	\$1400.00
M1-5	Married student with employed spouse/ 5 dependent	\$1450.00
M1-6	Married student with employed spouse/ 6 dependent	\$1500.00
	Each additional dependent after 6	\$50.00
M2-1	Married student with dependent spouse	\$1345.00
M2-2	Married student with dependent spouse/ 1 dependent	\$1445.00
M2-3	Married student with dependent spouse/ 2 dependents	\$1500.00
M2-4	Married student with dependent spouse/ 3 dependents	\$1600.00
M2-5	Married student with dependent spouse/ 4 dependents	\$1650.00
M2-6	Married student with dependent spouse/ 5 dependents	\$1700.00
M2-7	Married student with dependent spouse/ 6 dependents	\$1750.00
	Each Additional Dependent after 6	\$50.00

DEFINITIONS

- **Employed**- includes receipt of Employment Insurance Compensation (EI) OR in receipt of Income Assistance.
- **Dependent**- means a person who is dependent upon the student as defined by Revenue Canada's Income Tax Regulations and who does not receive income in excess of the level of income allowed.
- **Spouse**- Is a person to whom you are legally married.
- **Common-law partner**- A person with whom you are living in a conjugal relationship, and to whom at least one of the following situations applies: *a) has been living with you in a conjugal relationship for at least 12 consecutive months; b) is the parent of your child by birth or adoption; or c) has custody and control of your child (or had custody or control immediately before the child turned 19 years of age) and your child is wholly dependent on that person for support. NOTE: "12 consecutive months" includes any period that you were separated for less than 90 days because of the breakdown in relationship. (As per Revenue Canada definition on internet site 2006).*



**SANDY BAY OJIBWAY FIRST NATION POST-SECONDARY
STUDENT SUPPORT PROGRAM HANDBOOK**



CONTACT INFORMATION

The following people:

- SBOFN Post-Secondary Student Support Program Counsellor
- SBOFN Post-Secondary Student Support Program Assistant
- SBOFN Director of Education, Isaac Beaulieu Memorial School

Can be reached at:

Isaac Beaulieu Memorial School
 500 Townsite
 Sandy Bay Ojibway First Nation
 Box 108, Marius P.O., MB R0H 0B0
 E: post.secondary@ibms.ca
 T: 204-843-2431
 F: 204-843-2269

*Sandy Bay Ojibway First Nation Post-Secondary Student Support Program Is Referred To As
SBOFN PSSSP Throughout This Handbook.*

AMENDMENTS OF THIS POLICY

1. No Chief or Council member shall have the right to change, alter, or rescind any part of this policy unless authorized by a majority vote of the Band Council, at a duly convened Chief and council meeting.
2. The sole power to amend, or repeal any part of this Policy rests with the Band Council and no amendments shall be in effect unless it is approved by a majority of Council, at a duly convened Chief and Council meeting.
3. This revised policy shall be in force and in effect on the date of adoption, at a duly convened Chief and Council meeting.
4. Any further amendments shall be in force and in effect on the date of adoption.
5. This student handbook shall be reviewed, revised and amended as the Sandy Bay Post-Secondary program deems it necessary.



**SANDY BAY OJIBWAY FIRST NATION POST-SECONDARY
STUDENT SUPPORT PROGRAM HANDBOOK**



At a duly convened meeting of the Sandy Bay Ojibway First Nation Council, this 23rd day of November, 2021, the Sandy Bay Post-Secondary Student Support Program Handbook was reviewed and revised and will be used hereafter as a guideline for the administration and delivery of the Post-Secondary Student Support Program for the Sandy Bay Ojibway First Nation". Chief and Council reviewed and passed the following motion:

MOTION # 2021.11.23.01: *Motion to accept and adopt the Sandy Bay Ojibway First Nation Post-Secondary Student Support Program Handbook with revisions and amendments as indicated November 23, 2021.*

The SBOFN Post Secondary Education Policy will replace the SBOFN Post Secondary Education Policy dated April 1, 2011, effective November 23, 2021.

Moved by: Chief Trevor Prince
Seconded by: Councillor Michael Dumas
All in favor: Yes Carried.

Signed on the behalf of the SANDY BAY OJIBWAY FIRST NATION,

Chief & Councillor Trevor Prince

Councillor Michael Dumas

Councillor Randal Roulette

Councillor Jason Starr



**SANDY BAY OJIBWAY FIRST NATION POST-SECONDARY
STUDENT SUPPORT PROGRAM HANDBOOK**




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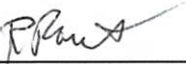
Signed on the behalf of the SANDY BAY OJIBWAY FIRST NATION,



Chief & Councillor Trevor Prince



Councillor Michael Dumas



Councillor Randal Roulette



Councillor Jason Starr