

2016

Delaware Nation -
Moravian of the
Thames

Education
Department



**[DELAWARE NATION
POSTSECONDARY
PROGRAM]**

Student Assistance Policy

Contents

1.0	Background.....	2
2.0	Introduction to the Postsecondary Program	2
3.0	Introduction to Student Assistance Policy.....	3
4.0	Definitions.....	3
5.0	Eligibility.....	5
5.1.	Criteria.....	5
5.2	Successful Applicants.....	6
5.3	Priority Designations.....	6
5.3.	Non-Discrimination Policy	7
6.0	Types of Assistance: Full Time Students.....	7
6.1.	Tuition Assistance	7
6.2.	Tuition assistance may be provided:.....	7
6.3.	Assistance for Living Expenses	7
6.4.	Exceptional Assistance	8
6.5.	Academic & Career Entrance (ACE) Programs Living allowance	8
6.6.	Distance Education Programs.....	8
6.7.	Ineligible Assistance	8
6.9.	Application Reimbursement.....	8
7.0	Types of Assistance: Part-time Students	8
8.0	Limits of Assistance.....	8
8.1.	Levels of Sponsorship	8
8.2.	Tuition assistance.....	9
8.3.	Living Allowance Assistance	9
8.4.	Level III inclusion.....	9
8.5.	Assistance – Dropping out.....	9
8.6.	Second Ticket	9
8.7.	Teacher Additional Qualifications	9
8.8.	Intersession/Summer term.....	9
8.9.	Foreign/International Financial Aid.....	9
9.0	Processing Applications for Assistance.....	10
10.0	Appeal Process	10
11.0	Student Registry.....	10
12.0	Students Not In Good Standing.....	11
12.1	Not in Good Standing.....	11
12.1.	Good Standing	11
13.0	Student Reviews	11
13.1	Academic Review	11
13.2	Ineligibility – Not in Good Standing.....	11
14.0	Annual Policy Review.....	12
15.0	Delaware Nation Education Committee’s Right to Review Decisions	12
16.0	Information and Applications.....	12
	Delaware Nation Postsecondary Program - Monthly Allowance Rate Schedule	13

1.0 Background

Under the umbrella of the Southern First Nations Secretariat, which is made up of the following First Nations: Caldwell First Nation, Chippewas of Kettle and Stony Point, Chippewas of Sarnia First Nation, Chippewas of the Thames First Nation, Oneida Nation of the Thames and Delaware Nation, this policy is governed by the elected body of the Delaware Nation.

The Delaware Nation Education Committee consists of appointed members of the Delaware Nation membership and is authorized by the elected Council to manage the Postsecondary Program.

The duties and responsibilities of the Delaware Nation Education Committee are:

- To provide direction to the Delaware Nation Postsecondary Program staff of the Postsecondary Education Program of the Delaware Nation concerning the overall monitoring of the Program,
- To review annually the student assistant policy,
- To provide guidance to program staff in the review, evaluation, and/or development of recommended revisions to First Nation specific programs provided by the local colleges and universities,
- To review quarterly reports provided by the Postsecondary Program Coordinator and staff of the Delaware Nation Postsecondary Education Program,
- To review and approve the three yearly intake submissions (October 1, April 1, and May 15) presented by the Delaware Nation Postsecondary Program staff,
- To establish an appeal's committee to review appeals granted to students.

2.0 Introduction to the Postsecondary Program

The goal of the Delaware Nation Postsecondary Program is to assist registered member students of the Delaware Nation to access postsecondary education in order to graduate with the qualifications and skills needed to pursue individual careers.

The Delaware Nation Postsecondary Program objectives are:

1. To support lifelong learning.
2. To provide financial support to Delaware Nation members within the limits available funds in the Delaware Nation Postsecondary Program budget.
3. To provide for student counselling as an important part of the Delaware Nation Postsecondary Program.

3.0 Introduction to Student Assistance Policy

This document outlines the Delaware Nation Postsecondary Student Assistance Policy.

The Objectives of the Delaware Nation Postsecondary Student Assistance Policy are to:

1. Establish the criteria to be met by students in order to qualify for, and maintain eligibility for financial assistance;
2. Outline the types and maximum levels of allowances that may be available; and
3. Provide for the maximum duration of assistance that may be provided with respect to various levels of postsecondary education through the Postsecondary Program.

This policy is effective June 1, 2013, and will apply to all students, including the summer intake of the 2012-13 academic year, and onward.

4.0 Definitions

In this document

- A. **“Registered member”** means a person whose name has been entered on the First Nation membership roll and in the Indian Register maintained by the Department as defined by the *Indian Act*.
- B. **“Department”** is as defined by the Indian Act.
- C. **“First Nation”** shall have the same meaning as “Band” defined in the Indian Act.
- D. **“Postsecondary education”** means a program of studies, offered by a postsecondary institution, for which completion of secondary school studies or equivalent is prerequisite.
- E. **“Ticket”** is defined as the number of times a student is eligible for sponsorship by the Postsecondary Program, in a certificate, diploma, or degree in a postsecondary program.
- F. **“First Ticket”** is defined as the successful completion of a program of studies and receiving of a certificate, diploma, or degree.
- G. **“Second Ticket”** is defined as studies in another program field, pursuing graduate studies, or a change in career focus that can be unrelated to the first ticket program of studies.
- H. **“Program of Studies”** includes all postsecondary 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:** Academic & Career Entrance (ACE), Community College and CEGEP diploma or certificate programs.

- **Level II:** Undergraduate Programs.
 - **Level III:** Advanced or professional degree programs e.g. Medical Doctor, Masters or Doctoral Programs.
- I. **“Postsecondary institutions”** are degree, diploma, and certificate granting institutions, which are recognized by the province of Ontario, and include education institutions affiliated with, or delivering accredited postsecondary programs by arrangement with a postsecondary institution.
- J. **“Canadian public institution”** is a postsecondary institution which receives the majority of its funding from federal and provincial governments.
- K. **“Private postsecondary institution”** is a postsecondary institution which receives the majority of its funding from the student fees, and from sources other than governments.
- L. **“Student”** is defined as a full or part time postsecondary student sponsored by the Delaware Nation Postsecondary Program.
- M. **“Full time students”** are defined as students who are registered in a recognized postsecondary institution and attend classes at least 12 hours per week during any school term, semester or school year.
- N. **“Part time students”** are defined by the postsecondary institution.
- O. **“Academic year”** is as defined by the postsecondary institution, but will not be less than eight months duration.
- P. **“Course months”** are defined as the number of months required to complete a program or course of study.
- Q. **“Semester”** refers to a part of the academic year, as defined by the postsecondary institution. Semesters usually cover the periods from September to December, January to April, and May to August.
- R. **“Single student”** refers to a student who has no eligible dependents as defined in subsection T of this policy.
- S. **“Dependent”** means a person under the age of eighteen (18) sometimes over the age of eighteen (18) who is totally dependent on the postsecondary student, permanently resides with the student, the student has legal custody, and who does not receive income in excess of the level of net income allowed for a dependent by Revenue Canada’s Income Tax Regulations. This definition will be effective December 22, 2009.
- A person over the age of eighteen (18) may be considered the dependent of a student if he or she is considered disabled, as evidenced by the student’s receipt of the Disability Tax Credit (or other similar documentation) for the person aged over eighteen (18). This definition will be effective December 2, 2011.
- T. **“CEGEP”** is an abbreviation of College d’enseignement general et professionnel. CEGEPs operate in Quebec.

- U. **“Grade average”** is the grade assigned to the student by the postsecondary 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, etc.
- V. **“Delaware Nation Education Committee”** Is the recommending body for Delaware Nation Education Department, as appointed by the Delaware Nation Council.
- W. **“Foreign Institution”** is any postsecondary institution located outside of the geographic boundaries of Canada.
- X. **“Delaware Nation Postsecondary Program staff”** is the staff employed by the Delaware Nation – Moravian of the Thames for the delivery of this program, and can, but not limited to the Coordinator, Counsellors and administrative staff.
- Y. **“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.
- Z. **“Extenuating circumstances”** are unplanned events of a significant nature and may include medically diagnosed condition or illness, death in the family, incarceration or accidental injury.
- AA. **“Family”** – is defined as a student’s spouse, child(ren), siblings, parents, grandparents, aunts, uncles, and their spouses child(ren), siblings, parents and grandchildren,
- BB. **“Second Career”** – is defined as a student applying to return to studies in a program, which differs from their original degree/diploma program.

5.0 Eligibility

5.1. Criteria

To be eligible to apply for assistance under the Delaware Nation Postsecondary Student Assistance Policy applicants:

- i. must provide proof of being registered members of the Delaware Nation;
- ii. Must possess a grade 12 secondary school graduation diploma or its equivalent or 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;
- iii. must satisfy the Delaware Nation Postsecondary Program that they will be attending the closest Canadian postsecondary institution to their permanent residence, to which they have met entrance requirements and which offers their program of chosen studies;

- iv. In the case of “second career” applicants, has had a break in studies for a minimum of eight years, since graduation from their original program.

5.2 Successful Applicants

All approved applicants must attend an orientation session at the Delaware Nation-Moravian of Thames on the third Friday of August, at their own expense. (as identified on the application)

5.3 Priority Designations

Within the limits of funding received by the Delaware Nation, through contributions from AANDC, The Postsecondary Program will provide financial assistance through the following priority allocation system.

Priority Designation	Definition of Designation
1	Students continuing postsecondary studies and in good standing within this policy. Students who have ceased to attend school for extenuating circumstances.
2	Students newly graduated or within a 24 month period from secondary school and moving into postsecondary studies within this policy.
3	Adult/mature students who are first time applicants.
4	Adult/mature students returning after a break in postsecondary studies, and in good standing within this policy and meeting all other eligibility criteria. (e.g. SSW to BSW to MSW)
5	Students who have previously dropped out or discontinued their program and out of school for two or more consecutive academic semesters.
6	International students. Those students who reside outside of Canada.
7	2 nd Ticket students
8	Students not in good standing from the previous semester. May be eligible for the costs of tuition and books only as per available funds.

5.3. *Non-Discrimination Policy*

The Postsecondary Program does not apply restrictions for eligibility based on age, terminal illness, or learning disabilities.

6.0 Types of Assistance: Full Time Students

6.1. *Tuition Assistance*

Tuition Assistance includes student fees for registration, tuition, and the cost of books and supplies which are listed as required by the program of study in the postsecondary institution.

6.2. *Tuition assistance may be provided:*

- I. for students attending Canadian public institutions, at the normal rate in Canadian dollars charged by the institution for a Canadian student;
- II. for students attending Canadian private postsecondary institutions where a comparable program is offered by a Canadian public postsecondary institution, at the normal rate in Canadian dollars as charged by the Canadian public institution nearest to the student's place of residence at the time of application;
- III. for students attending Canadian private postsecondary institutions where no comparable program is offered by a Canadian public postsecondary institution, at the rate in Canadian dollars as charged by the Canadian private institution;
- IV. High Cost Tuition Fees: students are encouraged to seek out less costly but similar programs, all tuition fees exceeding \$10,000.00 Canadian funds per annum will be subject to the Education Committee approval;
- V. for students attending a foreign public or private postsecondary institution, where no comparable program is available in Canadian public postsecondary institution, at actual rates in the appropriate currency;
- VI. for students attending foreign public and/or private postsecondary institutions where a comparable program is offered by a Canadian public postsecondary 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 for application.

6.3. *Assistance for Living Expenses*

Training allowances to help cover students living expenses may be provided at a rate not to exceed that established by the Education Committee.

Training allowances are in Canadian funds. Part months will be pro-rated for the first two weeks, and full month assistance for three weeks or greater.

6.4. *Exceptional Assistance*

Exceptional assistance for legally or institutionally required activities for final professional certification or licensing may be provided as well as special needs as determined by the circumstances of each student

6.5. *Academic & Career Entrance (ACE) Programs Living allowance*

Student applications for accredited Postsecondary Entrance Preparation programs may be supported from within the Postsecondary Student Assistance Policy. Student must be in class for a minimum of 12 hours a week to qualify.

6.6. *Distance Education Programs*

Students that are employed and receiving wages will be eligible to receive financial assistance with the payment of tuition fees, text books and supplies, travel expenses and a pro-rated living allowance.

6.7. *Ineligible Assistance*

Correspondence programs and Internet programs offered by private institutions will not be funded.

6.9. *Application Reimbursement*

College and University application fees will not be paid or reimbursed by the Delaware Nation Postsecondary Program. Application fees include OCAS, OUAC applications for Master, PhD's and etc.

7.0 Types of Assistance: Part-time Students

Part time students may receive assistance for tuition and the cost of books.

8.0 Limits of Assistance

8.1. *Levels of Sponsorship*

Assistance may be provided for one time sponsorship (called tickets) in each level, at the ACE and three levels of postsecondary education.

Level I: University/college preparatory programs:

- a. One (1) year university transition programs.
- b. One (1) year college pre-technology, pre-health sciences, pre-business, and Human Services Foundation programs.

Level II: Community college and CEGEP diploma or certificate programs.

Level III: Undergraduate programs.

Level IV: Advanced or professional degree programs e.g., MD., Master or Doctoral programs.

8.2. *Tuition assistance*

Tuition assistance as outlined in 6.1 may be provided to students enrolled in all four levels.

8.3. *Living Allowance Assistance*

Assistance for living expenses as outlined in 6 (3) may be provided to students to complete one program at each level.

8.4. *Level III inclusion*

Level III will include assistance for an additional student year at the bachelor level to acquire an honours undergraduate degree.

8.5. *Assistance – Dropping out*

Students may be assisted in Level I studies after dropping out of Level II studies. If a student resumes Level II studies, the previous time spent at Level II will be counted for assistance purposes. Students who have completed Level II studies, with or without assistance from this program are ineligible for level I assistance with the exception of post-diploma programs that specify BA requirements for admission.

8.6. *Second Ticket*

Second ticket students will only be eligible for living allowance, books and tuition, subject to availability of funds.

8.7. *Teacher Additional Qualifications*

Assistance may be provided for a maximum of six AQ's, up to and including two specialist qualifications.

8.8. *Intersession/Summer term*

Intersession/summer term will be funded only when it is a regular scheduled semester for continuing students

8.9. *Foreign/International Financial Aid*

In the situation where a student attends a foreign/international postsecondary institution and qualifies to receive federal/state financial aid in the form of Pell grants, bursaries or sport scholarships, the federal/state aid will take precedence over the Delaware Nation Postsecondary Program tuition sponsorship, with the exception of work study programs and loans.

9.0 Processing Applications for Assistance

There may be 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, been postmarked as mailed, or delivered in person for:

- September enrolment, by **May 15**
- January enrolment, by **October 01**
- Intersession/summer school, by **April 01**

Applications for assistance will be reviewed and decisions communicated to the last known address provided by the students within 30 days of the deadline established for each session. Applications received after the deadline date will be eligible for tuition and books only, on an available funding basis.

10.0 Appeal Process

To ensure fairness and equitable treatment, any student may appeal any decisions made under this policy following the outlined procedure:

- a. All Postsecondary appeals must be made in writing within (10) working days of receipt of notification.
- b. All appeals must be forwarded to the Director of Operations of the Delaware Nation-Moravian of the Thames.
- c. All inquiries related to any appeal must be directed to the Director of Operations of the Delaware Nation – Moravian of the Thames.
- d. The Appeal Board shall be comprised of three designates appointed by the Director of Operations, and will be chosen based on the Delaware Nations Conflict of Interest policy.
- e. All information to be used in the appeal must be provided in writing to the Director of Operations of the Delaware Nation – Moravian of the Thames.
- f. All decisions made by the Appeal Board must be finalized in writing within thirty (30) days of receipt of the appeal.
- g. All decisions of the Appeal Board are final.

***There is no appeal against refusal of assistance because funds are not available.**

11.0 Student Registry

The Delaware Nation 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 Delaware Nation may report this information, in confidence, annually to AANDC

12.0 Students Not In Good Standing

12.1 *Not in Good Standing*

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 are as follows:

- 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. Giving false/invalid information at the time of application.
- d. Participating in inappropriate use of funds.
- e. Any other reason approved by the Delaware Nation Education Committee.

12.1. *Good Standing*

The Delaware Nation Postsecondary Program staff may set terms and conditions to allow Students to regain their “Good Standing” status by:

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

13.0 Student Reviews

13.1 *Academic Review*

Upon the completion of each 4-month term or semester, all sponsored students will undergo an academic review to determine continued full-time financial assistance. The Delaware Nation Postsecondary Program staff will determine student success by the following guidelines:

- a. 75% successful completion of the students full time course load
- b. A GPA of 2.0 (60%) or higher or the standard set by the students program of studies will be the determining guideline for a student to be deemed in good standing.

13.2 *Ineligibility – Not in Good Standing*

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.

14.0 Annual Policy Review

The Delaware Nation Education Committee will meet in November of each year with the Delaware Nation Postsecondary Program Staff to conduct a review of this policy. Any changes to the policy resulting from the review will, if at all possible, be made effective for the September intake following the meeting. Changes will be communicated to community, students, and appropriate postsecondary institution support personnel.

15.0 Delaware Nation Education Committee's Right to Review Decisions

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

16.0 Information and Applications

For further general information or information on process and deadlines for applications for assistance, call 519-692-5551 or write to:

Delaware Nation Postsecondary Program
RR#3
14760 School House Line
Thamesville, Ontario, Canada
N0P 2K0
Attention: Postsecondary Coordinator
Fax: (519) 692-5951
Email: post.secondary@delawarenation.on.ca

Delaware Nation Postsecondary Program - Monthly Allowance Rate Schedule

SINGLE STUDENTS	\$1000.00
STUDENTS WITH DEPENDENTS	
1 Dependent	\$1,200.00
2 Dependents	1,350.00
3 Dependents	1,500.00

****NOTE: After 3 dependents add \$50.00 for each additional dependent.**