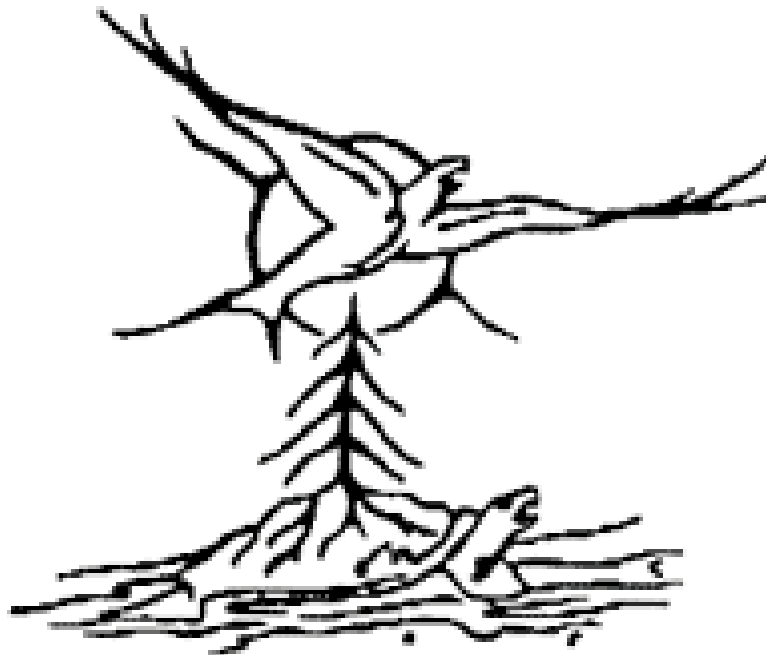


2023

Delaware Nation -
Moravian of the
Thames

Education
Department



DELAWARE NATION
POST SECONDARY PROGRAM
Student Assistance Policy

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1.0 Background

Under the umbrella of the Southern First Nations Secretariat, this policy is governed by the elected body of the Delaware Nation.

The Delaware Nation Post Secondary Committee consists of appointed members of the Delaware Nation membership and is authorized by the elected Council.

The duties and responsibilities of the Post Secondary Committee are:

- To provide direction to the Delaware Nation Post Secondary Program staff of the Delaware Nation concerning the overall monitoring of the Post Secondary Program,
- To review annually the Student Assistance Policy,
- To review quarterly reports provided by the Post Secondary Program staff,
- To review and approve the three yearly intake submissions (October 1, March 1, and May 1) presented by the Delaware Nation Post Secondary Program staff.

2.0 Introduction to the Post Secondary Program

The goal of the Delaware Nation Post Secondary Program is to assist registered member students of the Delaware Nation to access Post Secondary education.

The Delaware Nation Post Secondary Program objectives are:

1. To support lifelong learning.
2. To provide financial support to Delaware Nation members within the Delaware Nation Post Secondary Program budget.
3. To provide for student counselling as an important part of the Delaware Nation Post Secondary Program.

3.0 Introduction to Student Assistance Policy

This document outlines the Delaware Nation Post Secondary Student Assistance Policy.

The objectives of the Delaware Nation Post Secondary 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 financial assistance that may be available; and,
3. 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.

4.0 Definitions

In this document

- A. **“Academic Year”** is as defined by the Post Secondary institution, but will not be less than eight months’ duration.
- B. **“CEGEP”** is an abbreviation of College d’enseignement general et professionnel. CEGEPs operate in Quebec.
- C. **“Course Months”** are defined as the number of months required to complete a program or course of study.
- D. **“Delaware Nation Post Secondary Program Staff”** is the staff employed by the Delaware Nation Council for the delivery of this program.
- E. **“Delaware Nation Post Secondary Committee”** is the recommending body for Delaware Nation Post Secondary Program, as appointed by the Delaware Nation Council.
- F. **“Delivery Mode”** in which a program is delivered.
- G. **“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. Students will be required to submit an impact statement outlining their circumstances. Extenuating circumstances does not include ceremonies or religious practices.
- H. **“Family”** is defined as a student’s spouse, child(ren), siblings, parents, grandparents, aunts, uncles, and their spouses child(ren), siblings, parents and grandchildren.
- I. **“First Nation”** shall have the same meaning as “Band” defined in the *Indian Act*.
- J. **“Foreign Institution”** is any post secondary institution located outside of the geographic boundaries of Canada.
- K. **“Fraud”** is defined as a wrongful or criminal deception intended to result in financial or personal gain. Delaware Nation considers this type of behaviour to be of a serious nature that will not be tolerated.
- L. **“Full Time Students”** as defined by the Post Secondary institution. Otherwise, a full-time student is defined as being enrolled in four courses per semester or three courses based on approval through their school’s accessibility office.
- M. **“Grade Point Average (GPA)”** 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, etc.

A+	90- [*] 100%	Grade A	Grade Point 4 Excellent
A	80 – 89%	Grade A	Grade Point 4 Excellent
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

- N. **“ISC”** is an abbreviation for Indigenous Services Canada.
- O. **“National Guidelines”** are guidelines that set out the program delivery requirements for funding recipients that enter into a funding agreement with ISC for the delivery of the Post Secondary Program.
- P. **“Part Time Students”** as defined by the Post Secondary institution.
- Q. **“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 pre-requisite.
- R. **“Post Secondary 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 Post Secondary Programs by arrangement with a Post Secondary institution.
- S. **“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.
- T. **“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:** Certificate or diploma
 - **Level II:** Undergraduate degree program
 - **Level III:** Graduate degree or advanced or professional degree
 - **Level IV:** Doctoral degrees
- (these levels reflect the National Guidelines)
- U. **“Registered Member”** means a person whose name has been entered on the First Nation membership roll and in the Indian Register maintained by Indigenous Services Canada (ISC) as defined by the *Indian Act*.
- V. **“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, and May to August.

W. **“Student”** is defined as a full or part time Post Secondary student sponsored by the Delaware Nation Post Secondary Program.

5.0 Eligibility

5.1. Criteria

To be eligible to apply for assistance under the Delaware Nation Post Secondary 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. Students who have previously received certification from a government recognized educational institution such as CEGEP or an ACE program are eligible.

5.2 Approved Applicants

All approved applicants must attend one orientation session at the Delaware Nation-Moravian of Thames on the third Saturday of August, at their own expense. If a student is to travel in excess of 250kms, virtual connection is permitted.

5.3 Priority Designations

Within the limits of funding received by the Delaware Nation, through contributions from Indigenous Services Canada, the Post Secondary Program will provide financial assistance through the following priority allocation system:

Priority Designation	Definition of Designation
1	Students continuing Post Secondary studies and in good standing within this policy. Students who have ceased to attend school for extenuating circumstances.
2	Students newly graduated or have graduated within a 24 month period from secondary school and moving into Post Secondary studies within this policy.
3	Students who are first time applicants, i.e. aged 21 and older, GED, ACE graduates.

4	Post Secondary students that have graduated from their program of study and have taken a break in studies. Student must be in good standing within this policy and meeting all other eligibility criteria.
5	Students who have previously dropped out or discontinued their program and out of school for two or more consecutive academic semesters.
6	Students not in good standing from the previous semester may be eligible for the costs of tuition and books only as per available funds.
7	Students who have graduated from three or more levels of funding and are in good standing.

5.4 Non-Discrimination Policy

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

5.5 Funding Availability

Funding is limited and not all students who apply may receive assistance.

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 Post Secondary Institution. Tuition is always paid directly to the Post Secondary 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 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 nearest to the student’s place of residence at the time of application;
- III. 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 as charged by the Canadian private Institution;
- IV. for students attending foreign 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 for application;

- V. for students attending a foreign public or private Post Secondary Institution, where no comparable program is available in Canadian Public Post Secondary Institution, at actual rates in the appropriate currency;
- VI. High Cost Tuition Fees: students are encouraged to seek out less costly but similar programs, all tuition fees exceeding \$20,000.00 Canadian funds per annum will be subject to the Post Secondary Committee approval.

6.3. Assistance for Living Expenses

Living allowances to help cover students living expenses may be provided at a rate not to exceed that established by the Post Secondary Committee. Full time student monthly allowance rate is \$1,350.00 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 \$337.50, two weeks at \$675.00.

6.3.1 Student Residence

Students are to notify Delaware Nation Post Secondary Program staff if they wish to have their living allowance applied to their residence fees. The maximum available is \$5,400.00 per semester and will be paid directly to their school upon receipt of invoice. If the residence fees are less than \$5,400.00 per semester, the Delaware Nation Post Secondary program will supplement the difference up to a maximum of \$5,400.00.

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. Subject to the availability of funds.

6.5. Co-op, Internship and Field Placements

Students who are in co-op semesters and being paid by the employer will not be eligible for living allowance unless the monthly wage is less than that offered monthly by the Delaware Nation Post Secondary Policy. If the amount is less than \$1,350.00 per month, the Delaware Nation Post Secondary program will supplement the difference up to \$1,350.00. Students that are in an unpaid internship or field placement will be eligible to receive assistance for a living allowance.

6.6. Distance Education Programs

Students will be eligible to receive financial assistance with the payment of tuition fees, text books and supplies, and living allowance.

6.7. Application Reimbursement

College and University application fees may be paid if the student meets all eligibility requirements as defined by Section 5. Application fees will be reimbursed after the student has completed the first year of studies successfully. Payment of application fees are limited to one every 3 years and are set at a maximum of \$500.00)

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

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

8.1. Tuition Assistance

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

8.2. *Living Allowance Assistance*

A monthly living allowance stipend as outlined in Section 6.3 may be provided to eligible students for one program at each funding level, as identified in Section 8.0.

8.3. *Assistance – Program Change*

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.

8.4. *Teacher Additional Qualifications*

Tuition and books may be provided for a maximum of six Additional Qualifications, up to and including two Specialist Qualifications.

8.5. *Intersession/Summer term*

Applications must be submitted for Intersession/Summer term funding requests. All students wishing to apply for the Intersession/Summer term are required to submit an application.

8.6. *Student Loans*

Student loans will not be repaid by this program.

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, electronic mail or delivered in person for:

- September enrolment, by **May 01**
- January enrolment, by **October 01**
- Intersession/Summer enrolment, by **March 01**

Application deadlines refer to new enrolments only. All students wishing to apply for the Intersession/Summer term are required to submit an application.

Applications for assistance will be reviewed and decisions communicated to the student's e-mail address within 30 days of the deadline established for each session. Applications received after the deadline date **may** be eligible for tuition and books only. Subject to the availability of funds.

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 post secondary appeals must be made in writing within ten (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. The Delaware Nation Post Secondary staff may be available to answer questions of clarification for the Appeal Board.
- g. All decisions made by the Appeal Board must be finalized in writing within thirty (30) days of receipt of the appeal and provided in writing to the student by the Director of Operations.
- h. All decisions of the Appeal Board are final.
- i. Appeals are not available to those applications denied due to lack of funding.
- j. Appeals will not be available to those students who have participated in fraudulent activity.

11.0 Student Records

The Delaware Nation may maintain student records. At a minimum, it would include the student's name, the institution attended, the program of study, the support provided, and the results obtained. This information will be used for statistical purposes only and will remain confidential. The Delaware Nation may report this information, in confidence, annually to Indigenous Services Canada.

12.0 Maintaining Sponsorship

12.1 Good Standing

The student must provide the following to the Delaware Nation Post Secondary program:

- Grade report/marked transcript within 21 days of completing a term or when asked to provide a grade report.
- Submit confirmation of enrollment at the beginning of each term.

12.2 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. Participating in fraud as outlined in definitions.
- f. Any other reason identified by the Delaware Nation Post Secondary Committee.

12.2.1 Regaining Good Standing

The Delaware Nation Post Secondary 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; and,
- 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.
- c. Students that participate in fraud will be barred from any future financial assistance under the Delaware Nation Post Secondary program.

12.2.2 Fraudulent Activity

Upon discovery of fraudulent activity, the student will be deemed ineligible, and any funding assistance will be discontinued immediately. Any funds received as a result of the fraud, will be required to repay the Delaware Nation. There will be no opportunity to regain good standing within the Delaware Nation Post Secondary Program in cases of fraudulent activity.

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 post secondary program staff will determine student success by the following guidelines:

- a. 75% successful completion of the student’s full time course load and;

- 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 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 Post Secondary Committee will meet in November of each year with the Delaware Nation post secondary program staff to conduct a review of this policy. Any changes to the policy resulting from the review will be submitted to Council as a recommendation for their consideration. Any changes will come into effect for the September intake. Changes will be communicated to community, students, and appropriate post secondary institution support personnel.

15.0 Information and Applications

For further information on the Post Secondary Program, call 1-833-592-3949, visit our website at www.delawarenation.on.ca/postsecondary or write to:

Delaware Nation Post Secondary Program
14753 School House Line
Thamesville, Ontario, Canada
N0P 2K0
Telephone: 1-833-592-3949
Fax: (519) 692-5951
Email: post.secondary@delawarenation.on.ca

Delaware Nation Post Secondary program Monthly Allowance Rate

Full time student monthly allowance rate: \$1,350.00
US Students will be paid in Canadian Funds
Book allowance rate: \$400.00

Effective: April 2023