



# WAHNAPITAE FIRST NATION POST-SECONDARY EDUCATION ASSISTANCE PROGRAM POLICY AND ADMINISTRATION GUIDELINES

Amended by Chief and Council by BCM #WFN 22/23-08-207  
At Chief and Council Meeting of: August 31, 2022

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Adopted by Chief and Council by BCM #WFN-16/17 – 92

This policy will supersede any other Post-Secondary Policy that was in Place

**WAHNAPIITAE FIRST NATION**  
**POST SECONDARY EDUCATION ASSISTANCE PROGRAM**  
**POLICY AND ADMINISTRATIVE GUIDELINES**

**A. PURPOSE**

To state the policy of the Band and the related administrative guidelines with respect to the provision of the educational assistance to registered Band post-secondary students.

**B. PRINCIPAL ELEMENTS**

1. General Information
2. Educational Assistance Available from Other Agencies
3. Counselling Services
4. General Functions of the Education Department
5. Student Appeals

**C. FULL TIME FUNDING**

6. Student Eligibility for Assistance
7. Post-Secondary Priority List
8. Individual Assistance Limits and Conditions
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## B. PRINCIPAL ELEMENTS

### 1.0 GENERAL INFORMATION

- 1.1 The Post-Secondary Education Assistance Program (PSEAP) is designed to encourage registered band members to acquire university, college and professional qualifications so that they can become economically self-sufficient and may realize their individual potentials for contributions to their community and other communities and to Society at large. The program provides support and a financial subsidy (subject to funding availability and if applicant meets criteria set out in this policy) to registered band members who are qualified and/or have been accepted by accredited provincially funded college, university, or private institutions as approved by the Ministry of Colleges, Training and Universities, into programs or courses which normally require the completion of secondary school as a minimum academic entrance requirement. This includes those persons who are accepted with lesser academic qualifications in recognition of the applicant's maturity and potential for success in their chosen field of study.
- 1.2 To ensure that the maximum possible number of band students can achieve their academic and vocational goals through the funds available for this program, fair and reasonable performance standards for students will be established through the co-operation of the institutes of higher learning and the students who participate in the program. Reasonable participation in the program will assist in responsible management of the program.
- 1.3 The Wahnapiatae First Nation Chief and Council are responsible for the implementation of the policy and guidelines.
- 1.4 The post secondary funding program is administered by the Wahnapiatae First Nation Education Department.
- 1.5 The approval of funding based on the priority list will be processed through the Education Department and final approval will be done through Executive Director.
- 1.6 In the event that individuals are not sponsored, they may access the Ontario Student Assistance program (OSAP) to finance their educational endeavors; the repayment of the OSAP loan becomes the responsibility of the individual. The Wahnapiatae First Nation Education Department does not provide reimbursement for OSAP loans.

### 2.0 EDUCATIONAL ASSISTANCE AVAILABLE FROM OTHER AGENCIES

- 2.1 To avoid duplications of funding, students are to accept any and all educational assistance made unconditionally available to them by other funding agencies to offset a portion or all of the financial assistance required from this program.
- 2.2 Awards won by a student for outstanding scholarships, in competition with other scholars, are considered as incentive income and do not affect the computation of assistance benefits available to the student.
- 2.3 **Directed scholarship awards**, those financial awards specifically offered by an institution to an enrolled student for tuition, residence or books must be reported to the Wahnapiatae First Nation Education Department and used by the student for that purpose. The Education Department will not provide 'duplicate' funding (e.g. pay tuition when student has been awarded tuition scholarships at a specific institution).



### 3.0 COUNSELLING SERVICES

Academic and general counseling is available to students enrolled in post-secondary institutions. These services will vary from one College or University to another. Students are strongly encouraged to make use of **Aboriginal Student Services** at their institution and to maintain communication with the **Education Department at Wahnapiatae First Nation**. WFN Education Department will work closely with the staff at the Colleges and Universities when students require assistance, whether for personal or academic reasons. Once again, our goal is to support our students in achieving success.

### 4.0 GENERAL FUNCTIONS OF THE EDUCATION DEPARTMENT

- a) Ensuring that potential applicants are aware of the availability of "The Post-Secondary Education Assistance Program."
- b) Discussing with eligible potential applicants, the individual(s) interests and goals with a view to assisting the student to relate these to a realistic academic achievement plan.
- c) Directing the student to resources that can assist them in acquiring as much information as possible about programs of study, consistent with the student's academic plan, which meet the terms of the Educational Assistance Program.
- d) Assisting, the student, if requested, in the registration process for College or University.
- e) Assisting the student to complete the application for post-secondary assistance program. This will include advising the student of all benefits of the assistance program to which the student is entitled.
- f) Maintaining current student files that include copies of the student's completed application for assistance after final approval has been given, academic records, any other personal documentation and financial records.
- g) Being available to answer questions students and/or parents may have regarding the Post-Secondary Education Program generally, and/or providing direction and guidance related to the individual student's needs.

### 5.0 STUDENT APPEALS

- 5.1 Should any student be convinced that the preceding regulations and guidelines have not been fairly applied to his or her situation the student shall have the right to review the decisions made.

The student shall submit an appeal in writing, explaining the concerns and providing whatever information is pertinent to the situation, to the Wahnapiatae First Nation Education Department. The written appeal will be reviewed by the Education Director and the WFN Executive Director, at which time all new or additional information will be taken into consideration along with the Post-Secondary Policy guidelines. The student will be notified of the final decision within 10 business days. If the student wishes to appeal the decision of the Executive Director, they have the right to appeal to Chief and Council.

The results of this appeal from Chief and Council are to be consistent with the Post-Secondary Policy and other documentation on file and will be final and binding.



**C. FULL TIME FUNDING**

**6.0 STUDENT ELIGIBILITY FOR ASSISTANCE**

- 6.1 To be eligible to receive assistance under the Full-Time terms of the Post-Secondary Educational Assistant Program, it is necessary that:
- a) The applicant must be a registered Wahnapiṭae First Nation member and;
  - b) The applicant is enrolled or accepted to be enrolled as a Full-Time student attending classes weekly during a semester.
  - c) The applicant has attained university or college entrance requirements through successful completion of secondary studies and has been accepted for registration by a recognized college, university or private institution into a program of studies which has secondary school graduation as a normal prerequisite to registration.

OR

- d) The applicant has not been registered as a full-time student in a recognized secondary school for at least one full year prior to application and has been accepted for registration as a "Mature Student" (21 years of age or over) into a program of studies listed in a) above.
  - e) Applicants who are not in good standing financially with Wahnapiṭae First Nation may be denied funding. Arrangements can be made with the Wahnapiṭae First Nation Finance Department.
- 6.2 The applicant is aware that funds provided to students through this program are not intended to be sufficient to pay off personal debts for prior educational expenses or otherwise.
- 6.3 "Additional Qualification" courses. See Part Time Funding, section 13.2
- 6.4 Students can be funded in the College General Arts and Science Certificate Program only for a maximum of two semesters with a written recommendation and education plan for the following year from the College.
- 6.5 Applications must be received no later than **May 31<sup>st</sup>** annually. Should the deadline fall on a weekend, the next business day will be the deadline.

Applications received after this date may be processed by order according to date received. It is the full responsibility of the student to apply early. (this is also subject to funding availability.)

**DATES OF APPLICATION DEADLINES:**

For September enrolment:	May 31 <sup>st</sup>
For January enrolment:	November 15th
For Summer Programming	April 1st

- 6.6 Students who dropped out of Post-Secondary studies or had a Grade Point Average of Zero and made no alternate plans with the Wahnapiṭae First Nation Education Department will be required to successfully complete a semester in a post-secondary institute prior to submitting an application with the Wahnapiṭae First Nation Education Department. Wahnapiṭae First Nation Education Department will not be responsible for costs incurred by students.



## 7.0 POST SECONDARY PRIORITY LIST

### 7.1 PRIORITY ONE

- a) **Continuing Students:** Students who are presently enrolled as a full-time student and are continuing to resume their full-time studies after an academic break (May – August) and have completed their courses successfully.
- b) **High School Graduate:** Students who graduated in June of the Current year and granted an Ontario Secondary School Graduation Diploma and has been accepted into a Post-Secondary institution.
- c) **Continuing students:** Students who have been enrolled in Post-Secondary Studies at one institution (in present school year) with an overall passing Grade Point Average as required by the Program and are continuing (following school year in the same program) **BUT who accessed funding from a source other than the Wahnapiatae First Nation Education Department.**
- d) Full time Anishnaabemowin Programs – students must submit funding applications by the deadline and students must meet the Institution requirements for enrollment – continuing students in this program are to have an overall passing Grade Point Average as required by the Program. Individuals enrolling in Anishnaabemowin Programs will not be limited by prior levels of study (section 8.8).
- e) Continuing Student: Students who have been successful in completing their first year of study but have decided to switch to new program, will be reviewed on a case by case basis.

### 7.2 PRIORITY TWO

- a) Students who have successfully obtained their grade 12 graduation diploma and have been out of school for two or more years but have not attended any post-secondary institution. Other funding initiative should also be explored as they may be more easily assessed or more suitable.
- b) Students who have successfully obtained their grade 12 equivalent or mature student testing certificate but have not attended any post-secondary institution. Other funding initiatives should also be explored as they may be more easily accessed or more suitable.

### 7.3 PRIORITY THREE

Students who earned a passing Grade Point Average as required by the Program, wishing to return to a post-secondary institution to complete a course of study after being out of school for one or more years.

### 7.4 PRIORITY FOUR

Students who earned a passing grade point average as required by the program, and wishing to return to post-secondary to pursue a Master's or Doctorate degree in the same field of study.

### 7.5 PRIORITY FIVE

Students who have not received Post-Secondary funding from Wahnapiatae First Nation for a period of 10 years may receive an additional 2 years of Educational Support.



## 8.0 INDIVIDUAL ASSISTANCE LIMITS AND CONDITIONS

### 8.1 PROBATIONARY STANDING

A student who is struggling to meet the academic requirements of the program may be placed on probation for one semester. Students with supporting documentation will have a different outcome based on individual circumstances and communication with the Education Department and their institution. Below are some examples of specific situations and outcomes that may be implemented.

Number of credits/courses failed	Outcome to the Post-Secondary Student
	*If personal circumstances of the student are such that the student's Post-Secondary Counsellor at the College or University recommends further consideration, an extension of education assistance benefits can be approved. The student must provide supporting documentation to the Education Department in a timely manner to avoid any disruption to funding.
One/Two failure per academic semester	<ul style="list-style-type: none"><li>• Student may be responsible for tuition costs to retake failed course or courses, depending on individual circumstances.</li><li>• The student will also be required to meet with the WFN Education Department and the Institution's Native Student Services office or Academic Advisor to develop a student success plan prior to retaking the failed course</li></ul>
Three failures or more per academic semester	The student will be required to meet with the WFN Education Department to discuss moving forward. a) The student's funding will be suspended for 1 academic semester and if successful the first semester, they may apply for funding to begin for second semester.

After one semester on probation a student must be demonstrating academic improvement if funding is to continue. Failure to do so will result in the termination of funding. In this case a student may not be eligible to apply for funding for a minimum of two years.

### 8.3 HEALTH AND DENTAL INSURANCE COVERAGE

**\*\*NOTE:** Health and dental insurance that is NOT part of mandatory fees will NOT be paid by Wahnapiatae First Nation Education Department. All students have access to non-insured benefits through the First Nation/ Inuit Health Branch of the federal Ministry of Health. Students may choose to purchase the additional coverage through the post-secondary institution, but at their own expense.



Students are responsible to notify the appropriate department at the post-secondary institution that they are either 1) declining the coverage or 2) are to be billed directly.

Students are advised to read the complete registration package that they receive from the institution carefully to determine the **deadline date for withdrawing** from these services to avoid being charged for them. Contact the Registrar's Office if additional information is required.

Failure to do so will result in the fees becoming the responsibility of the student.

#### 8.4 **ASSISTANCE LIMITS AND CONDITIONS**

Wahnapiitae First Nation Education Department may terminate Educational Assistance for post-secondary funding to a student who has demonstrated a lack of ability or willingness to meet the academic or financial management responsibilities, which the student has accepted.

8.5 A student who has withdrawn or chosen not to attend school and has failed to notify the Education Department while continuing to receive post-Secondary funding, will be required to repay the full amount disbursed. The student will not be eligible for any post-Secondary funding until the full amount has been repaid.

8.6 The total assistance provided will depend on the length of the program as determined by the institution.

8.7 Students are required to provide a program outline from the institution indicating the time required to complete the course of study at the time of application. This will be used to project funding in the post-Secondary budget and allocate assistance to each student for the application year.

#### 8.8 **LEVELS OF ASSISTANCE**

Students who have completed any Level, with or without assistance from WFN, are ineligible for financial assistance for the same level or a lower level of study. Students may be assisted in Level I or II after dropping out of a higher-level study, if not previously funded in the newly requested Level. (For example, a student in their first semester of a Bachelor's Degree can request to move into a College Diploma program, presuming no prior College Program was taken).

- I. Certificate Program greater than 1 year
- II. College Diploma
- III. Bachelor's Degree
- IV. Master's Degree
- V. Doctorate (Ph.D.)

If a student anticipates changes to their educational plan, communication with the Wahnapiitae First Nation Education Department must take place promptly. In such circumstances where a student requires additional time to complete a program (e.g. when transferring from one institution to another), funding may be extended provided the student submits adequate documentation. This extension will be at the discretion of the Education Department and approved with Executive Director. Each application will be reviewed on a case by case basis.

Students registered in a Level III may receive up to a maximum of (2) semesters to complete an Honours Degree;

Students wishing to complete a Bachelor or Education degree may receive up to 4 additional semesters to complete such degree (depending on the institution);



Students registered in a Level IV Master's Level Program may receive up to a maximum of Two Years of funding.

Students registered in Level V. Doctoral Level Program, may receive up to (4) semesters to complete such program. Students must be registered as a full-time student and letters from the student's institution or thesis supervisor must be submitted annually.

Students may re-apply for further funding at each level, however, the application will be reviewed on a case by case basis with the Education Director and Executive Director.

## 8.9 POST SECONDARY PROGRAM DEADLINES

The WFN Education Department will provide each student with a calendar of important dates including deadlines for final documentation submission, midterms, and final marks. Reminders will also be sent through email. Students are required to regularly check their emails and to update the Wahnapiitae First Nation Education Department with changes to their contact information.

## 9.0 CATEGORIES AND LEVELS OF ASSISTANCE

### 9.1 STUDENT LIVING ALLOWANCE

- a) An allowance is provided to full time students who qualify, to assist with daily living expenses such as food, travel, rent, hydro, phone, heating etc. It is not intended to cover ALL costs, but rather to assist students with these expenses. NOTE: Some tuition fees include the cost of a bus pass. There will be additional travel dollars for students who are attending an institution away from their usual place of residence, such as their parent's home.

A student who is required to attend school out of province for a very specialized program not available closer to the student's usual place of residence, may be approved additional travel dollars to a maximum of one return trip per school year. This must be discussed with the Education Department prior to funding approvals. Supporting documentation must be provided by the student.

- b) The amount of Allowance a student is entitled to is based on whether or not the student has dependents (a child under 18 years of age), and whether or not the student has an employed spouse.
- c) To be funded for full time studies, students must attend one educational institution only.
- d) Students in a required placement (e.g. co-op program) will be entitled to a living allowance for the period of such placements.

Allowances to be as follows:

Single student or student with employed spouse	\$1250 per month
Student with 1 dependent	\$1425 per month
Student with 2 dependents	\$1600 per month
Student with 3 dependents	\$1775 per month
Additional dependents	\$75 per month

Allowance Notes:

- Allowances will be deposited on the last Thursday of each month while the student is attending school.



- By definition, a dependent child is one who is under 18 years of age and residing full time with the student or a non-income earning spouse
- Married or common law students can only claim a dependent(s) when the spouse does not have an income. A spouse can be claimed as a dependent only when there are dependent children in the home. Rate for unemployed dependent spouse will be same as dependent child. Record of employment, Employment Insurance documentation, income tax documentation or other pertinent documentation will be required to determine eligibility. Any change in employment status must be reported immediately to Education Department so that the necessary adjustments can be made. Overpayment of such funds must be re-paid to the Education Department prior to the future education funding being issued.
- By definition, an unemployed dependent spouse is a non-income earning individual.
- Maximum number of dependents, including unemployed spouse and children will be four.

## 9.2 TRAVEL & TRANSIT

With prior approval of the Education Department, a student may receive an allowance to cover the costs of emergency travel to the student's home community. Example: Funeral, Act of God. (Full Time) students may also receive a travel allowance in the amount of \$250.00 if their place of study is greater than 200 and less than 400km away from their permanent address. Travel allowance in the amount of \$350.00 for students if their place of study is further then 400km. This travel allowance will be paid to each student who qualifies in the following payments;

September Travel (1)  
December Holiday Travel (2)  
March End of School Year Travel (1)

Wahnapiatae First Nation will support students with transit fees if not included in tuition.

## 9.3 APPLICATION FEES AND DEPOSIT

Application fees paid by a student are reimbursable for the institution that you have accepted to attend, provided the student submits the receipt with the Post-Secondary Application Form

Residence damage deposit and tuition deposits will not be reimbursed by Wahnapiatae First Nation, as these fees are returned to the students at the end of the school year.

## 9.4 TUITION ALLOWANCE

- Effective April 1, 2017 the following will be implemented to policy:
  - Full Tuition costs shall be paid directly to any publicly funded post-secondary institution on behalf of a student enrolling in a Post-Secondary education program of studies. Fees which are not mandatory registration fees will not be paid by Wahnapiatae First Nation Education Department (e.g. Health Benefits). It will be the responsibility of the student to pay such fees themselves or opt out of such fees. Students are responsible to submit tuition amounts with their application.
  - The maximum tuition allowance for any post secondary institution is \$4500.00 CDN per semester. This allowance will be paid directly to the institution that the student attends.
- Students will be responsible for the tuition amounts which exceed the maximum tuition allocation.
- Tuition will be paid only to post secondary institution that are recognized by the Ministry of Training, Colleges and Universities.



- d) The WFN Education Department will advise the Registrar's Office at the post-secondary institution by letter that Wahnapiatae First Nation Education Department will sponsor the student for tuition and other mandatory registration fees (up to a maximum education funding allowable). A copy of the sponsorship letter will be forwarded to the student. The student should contact the Education Department if they do not receive a copy of the sponsorship letter by the start of classes.
- e) Students requesting full time funding for Spring and/or Summer courses must provide written documentation from the institution indicating that this is a required part of their program of studies.

Students can alternatively request for part-time funding for Spring or Summer semester where full time funding does not apply.

#### 9.5 BOOK ALLOWANCE & SPECIAL EQUIPMENT

- a) Each full-time student shall be eligible to receive a Book Allowance to assist with the cost of books. Up to a maximum of \$900 is available for university students per school year, and \$800 is available for College students broken up into two \$400 installments per semester. **Note: If costs of books are over the eligible amount, all original receipts for all books purchased must be submitted for review and reimbursement and based on budget availability.**

Special Equipment will be covered up to maximum \$500.00 for the school year, and that the equipment is considered as mandatory by the College or University for a student's program of studies. **Students must submit all original receipts for the special equipment purchased. Once the WFN Education Department receives all original invoices, you will receive your reimbursement.**

#### 9.6 FUNDING FOR SPECIAL NEEDS/LEARNING EXCEPTIONALITIES

- a) Request for supplementary funding to address specific learning needs will be considered. Students will be required to assume costs for expenses incurred without prior approval by the WFN Education Department. The WFN Education Department will assist however possible, but the student will be responsible for meeting the following conditions:
- ✓ Students must identify additional service or special equipment needs on initial funding application, where known.
  - ✓ Contact the Special Needs Office at the institution they are attending to determine what resources are needed and available. This could be done initially through the Aboriginal Student Services Office, especially for first year students.
  - ✓ Submit copies of testing results and/or other documentation to the WFN Education Department to determine need and what support is required, and to identify the program extensions.
  - ✓ Requests must be accompanied by documentation from the receiving institution
  - ✓ All costs must be pre-approved by the WFN Education Department and original receipt must be submitted to the WFN Education Department. They will be kept on the student's confidential file.



✓ Approvals are subject to the availability of funds and priority needs.

b) **Short Term Tutorial Assistance**

Students experiencing difficulty with classes should first speak with the instructor or faculty advisor about getting extra help. This is often available through the college or university at no additional charge.

Students who require tutorial support where a charge is involved must first discuss this with the WFN Education Department before costs are incurred. Supporting documentation will be required from the Faculty or Program Advisor that the service is necessary and other supports have been explored.

**10.0 SUPPLEMENTARY FUNDING REQUESTS FOR SPECIAL EDUCATION COMPONENTS**

10.1 Student must contact the Education Department well in advance with the request, and each request will be looked at on a case-by-case basis and will depend on funding availability.

**11.0 PROCEDURES FOR APPLICATION AND PROVISION OF EDUCATIONAL ASSISTANCE**

**11.1 APPLICATION PROCESS**

All Wahnapiatae First Nation Registered Members who are interested in receiving Full Time Educational Assistance under the terms of this program are to complete and submit a Full Time Post-Secondary Application Form to the WFN Education Department by the last business day of May. Incomplete applications will be returned to the applicant for completion. A letter will be attached indicating which section(s) are incomplete.

The WFN Education Department may require proof of the applicant's eligibility as a Registered WFN member (copy of both sides of the status card.)

**Residence Applications:** Students planning to live in college/university residence must complete the necessary arrangements with the college or university of their choice themselves; however, it is very important that the WFN Education Department be advised of these arrangements. If students decide to live in residence and purchase the meal plan, Wahnapiatae First Nation will pay direct to residence.

Usually, deposits are required in the Spring to hold space in residence. Arrangements for payment need to be discussed with the Education Department as individual circumstances will determine the best way to proceed. Reimbursements are not given by WFN to students; they are reimbursed directly by their institution/residence office at the end of their school year. Any outstanding balance for residence fees is the responsibility of the student.

**11.2 REVIEW OF APPLICATIONS**

Once all completed applications have been received on the last business day of May, a review process takes place. Applications will be prioritized, as outlined in section 8 of this document.

**All Priority One:** Continuing Students will be notified no later than the last business day of June. Letters of approval for continued funding will go out immediately along with a Post-Secondary Package. If there is a reason that funding will not be approved, the student will also be notified with an explanation.



**New Student Applications:** Approved applications requiring additional documentation will receive a preliminary letter of acceptance, along with a Post-Secondary Package, advising the additional documentation that is required (e.g. high school transcripts, consents for the release of information and funding agreement form.)

Applicants will be notified of Final approval once all the necessary documentation has been submitted. It is important that students return all necessary documentation by the last business day of June.

The WFN Education Department's goal is to fund as many students that meet the requirements as possible based on Post Secondary funding budget.

### 11.3 **STUDENT BANKING INFORMATION**

Once an application is approved, each student must provide banking information to the WFN Finance Department, prior to the start of the new school year. Specific dates will be provided as a part of the registration package. This is very important as allowances and book money are provided through electronic banking and this must be set up prior to the start of the school year.

### 11.4 **PROVISION OF INFORMATION TO STUDENTS**

Each student shall receive copies of application forms, notices, and requests for information, reminders and any other documentation pertaining specifically to the student, which has been prepared by the WFN Education Department at the address provided by the student. It is the student's responsibility to notify the WFN Education Department of any change of residence address, email address or telephone contact information. Failure to do so could result in the student not receiving information important for the continuation of funding.

The WFN Education Department shall regard individual and personal documents as confidential.

The WFN Education Department shall prepare an information brochure, which outlines the General Terms of this program for distribution to potential participants.

## **D. PART TIME FUNDING**

### **12.0 STUDENT ELIGIBILITY FOR ASSISTANCE**

12.1 To be eligible to receive assistance under the Part Time terms of the Post-Secondary Educational Assistance program, it is necessary that:

- a) The applicant must be a Registered Wahnapiatae First Nation member and;
- b) The applicant has attained university and college entrance requirements through successful completion of secondary school studies and has been accepted for registration by a recognized college, university or private institution into a program of study which has secondary school graduation as a normal prerequisite to registration.

OR

The applicant has not been registered as a full-time student in a recognized secondary school for at least one full year prior to application and has been accepted for registration as a "Mature Student" (21 years of age or over) into a program of studies listed in a) above.

- c) Applicants who are not in good standing with Wahnapiatae First Nation may be denied funding.



- 12.2 "Additional Qualification" course (e.g. individual with Early Childhood Education diploma requests funding for course that leads to an additional qualification such as "Working with Children with Special Needs") may be funded through the Part-time post-secondary budget, based on funding availability. In such situations documentation will be requested indicating the potential portion that the individual's Employer is willing to contribute.

Part time students may receive assistance for tuition and the cost of books and special equipment which are listed as mandatory by the post secondary university institution.

### 12.3 **ON-LINE COURSES OR PROGRAMS**

All on-line courses through accredited college or universities will be considered under part-time funding and will only receive tuition and books. Full time on-line courses will be reviewed based on the reason for courses on-line eg. Covid-19.

## 13.0 **PROCEDURES FOR APPLICATION AND PROVISION OF EDUCATIONAL ASSISTANCE**

### 13.1 **APPLICATION PROCESS**

All Wahnapiitae First Nation Members who are interested in receiving Part Time Educational Assistance under the terms of this program are to complete and submit a Post-Secondary Application Form to the WFN Education Department.

All applications are taken on a first come first served basis with applications being accepted no earlier than January 1<sup>st</sup> of each year. Application requests are to fall within the fiscal year of April 1<sup>st</sup> to March 31<sup>st</sup>. Applications will be reviewed upon submission, with decisions to follow starting April 1<sup>st</sup>.

Approval will also be based on availability of funding.

The WFN Education Department may require proof of the applicant's eligibility as a Registered WFN member.

### 13.2 **EDUCATIONAL ASSISTANCE**

All assistance is based on applicants pursuing other means of potential funding during the application process, such as cost sharing with employer or other agencies.

The maximum amount for book reimbursement for Part Time students shall be \$150 per approved course taken. Only required books are eligible for reimbursement. Original receipts must be provided to the WFN Education Department for reimbursement purposes within the first month of the course start date.

### 13.3 **PROVISION OF INFORMATION TO STUDENTS**

Each student shall receive copies of application forms, notices, and requests for information, reminders and any other documentation pertaining specifically to the student, which has been prepared by the WFN Education Department at the address provided by the student. It is the student's responsibility to notify the WFN Education Department of any change of residence address, email address or telephone contact information. Failure to do so could result in the student not receiving information important for the continuation of funding.

The WFN Education Department shall regard individual and personal documents as confidential.



**13.4 OVERPAYMENTS**

Overpayments are any payment or expenditure for which the student was or is not eligible and may result in suspension of assistance and denial of future assistance. (Example: a student who withdraws from a course and does not immediately notify the WFN Education Department while continuing to receive funds from WFN.)

**14.0 GRADUATE INCENTIVES**

College Graduates will receive \$500.00

University Graduates will receive \$800.00

Students must provide a copy of their Diploma/Degree/Doctorate (Ph.D) to the Wahnapiitae First Nation Education Department in order to receive this incentive.

**15.0 AMENDMENTS:**

The Education Department will review the policy annually. Chief and Council will do full review every 3 years.

