



God's Lake Narrows First Nation School Board

Post-Secondary Student Guidelines



God's Lake Narrows First Nation School Board

Post-Secondary Student Program Student Guidelines and Information

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1.0 INTRODUCTION

The objective of the Post-Secondary Student Program (PSSP) is to assist God's Lake First Nation Band members gain access to post-secondary education and to graduate with qualifications and skills needed to pursue individual careers and to contribute to the achievement of First Nation self-government and economic self-reliance. The student assistance program provides financial assistance, academic counselling, and social counselling to eligible God's Lake First Nation Band Membership.

Education assistance will be provided for the following:

- ◆ Post-Secondary
- ◆ University/College Entrance Program (UCEP)
- ◆ Vocational

All information shared with God's Lake Narrows First Nation School Board is kept confidential and will not be shared unless written permission is supplied by the applicant/student.

2.0 LEVELS OF EDUCATION

Assistance will be provided to students enrolled in the following three levels of post-secondary institutions:

- | | | |
|---------|---|---|
| Level 1 | - | Community College/diploma/certificate programs |
| Level 2 | - | University or undergraduate and graduate programs |
| Level 3 | - | Masters / Doctoral degree programs |

3.0 CRITERIA FOR SPONSORSHIP

To be eligible for sponsorship from God's Lake Narrows First Nation School Board (GLNFNSB) applicants must:

- ◆ Be a treaty status member of God's Lake First Nation
- ◆ New Band members must provide a copy of their transfer or reinstatement from Indigenous Services Canada and include a copy of your status card or a letter from the Band Membership Clerk confirming your status. There is a twelve-month waiting period before consideration or for eligibility to apply for sponsorship and depending on the availability of funds.
- ◆ Complete and sign an application form before the deadline date.
- ◆ Provide and forward a copy of acceptance from an accredited educational institution and once acceptance letter is received, you must forward it to GLNFNSB no later than July 1st of the calendar year. A copy of your term timetable must be provided to our office. Failure to do so may result in your monthly allowance being withheld until such time the timetable is received. Timetables can be found in your university or college's student support site. E.g. Red River College has HUB, University of Winnipeg has Nexus, University of Manitoba has Aurora, University College of the North has Learn, etc.
- ◆ Must meet institution academic requirements and must be a Grade 12 graduate or equivalent.
- ◆ Include and provide high school transcripts to GLNFNSB (if necessary).
- ◆ Student must not exceed time allotment for funding.

- ◆ Applicant must be a resident in Canada for 12 consecutive months before consideration or for eligibility to apply for sponsorship and depending on the availability of funds.
- ◆ Program must be **eight to ten months in length per academic year**.
- ◆ Take advantage of orientation sessions provided by the educational institution.
- ◆ ***Must maintain a minimum full-time course load of 12-credit hours per term for a total of 24-credit hours per academic year.***
- ◆ Permission must be provided by the Director of Education if a student would like to withdraw from a course. The student must provide a written request and a valid reason. Failure to do so may affect sponsorship funding. Students who drop his/her program without an official withdrawal will not be sponsored the following year.
- ◆ All students must adhere to all college/university residence rules and regulations.
- ◆ Attendance at classes must be kept at 100% unless a legitimate reason for absences is reported to the post-secondary counsellor.
- ◆ All students must utilize all support services provided by the universities/colleges, such as Study Skills, Tutoring, Counselling, etc.
- ◆ Consult with your post-secondary counsellor when difficulties arise in terms of program of studies, housing, finances, or personal problems affecting student's progress.
- ◆ Students not applying him/herself diligently to his/her studies and is not meeting the program requirements will have his/her sponsorship re-evaluated by GLNFNSB.
- ◆ A student put on probation by the College/University or GLNFNSB will be monitored very closely for improvement.
- ◆ A breach of probation will result in termination of sponsorship. The length of the suspension will be at the discretion of GLNFNSB.
- ◆ Students who fail more than half of his/her courses or program in an academic year will not be sponsored the following year unless legitimate reasons are presented to GLNFNSB.
- ◆ All students must provide all marks and reports to GLNFNSB after every term.
- ◆ Any student who wishes to change their major in midstream must seek prior approval from GLNFNSB first. The student must submit a letter in writing stating why they wish to change their major and should include a letter of support from their student advisor.
- ◆ Students are expected to provide true and accurate information. Dishonesty may result in immediate termination of sponsorship.
- ◆ Any student that is caught bringing in any alcohol or drugs onto the reserve their sponsorship will be immediately terminated with no chance of appeal. God's Lake First Nation is a dry reserve as stated by its by-law.
- ◆ Any student that is incarcerated during their sponsorship, their sponsorship will be immediately terminated and cannot be deferred to the next term. Our Counsellor will not be bailing any student out of jail. It is not our student counsellor's responsibility.
- ◆ Should a student decide to enter a treatment program, GLNFNSB will support the student, but an allowance cannot be provided due to its limited funding. Sponsorship will be put on hold until such time the student completes their treatment program.
- ◆ Students in Adult Education or in a Mature Student Diploma Program must remain in the same institution per calendar year. Requests for a transfer must be submitted in writing stating the reason.

All the required documents must be received by GLNFNSB by the 1st week of July before final consideration for sponsorship is given.

If you are not sure whether you plan on attending university or college or which program to take, it is recommended *for all applicants to still* apply before the deadline. It is *further* recommended that you have a definitive answer prior to the selection process otherwise your application will be deemed incomplete. Selection process will take place prior to May 15.

4.0 REQUIRED DOCUMENTS AND INFORMATION

Applications will not be considered complete without the following:

1. A letter of acceptance from an accredited educational institution and forwarded to GLNFNSB by July 1st of each calendar year.
2. Latest transcript of marks from recent high school or from a recognized post-secondary institution by July 1st of each calendar year.
3. All required information on application must be complete; incomplete applications will not be considered. If assistance is required contact the post-secondary counsellor or the Director of Education.
4. Program information, including an outline of the program and tuition costs. This can be found on the institution's website or it may be sent to you.
5. A photocopy of your status card with the expiry date shown including dependents you are claiming as part of your allowance. If status cards are not available, please sign the Release of Information form for the Band Membership Clerk found in the application.

Your application for sponsorship may be delayed until all the requested documents and information are forwarded and received by God's Lake Narrows First Nation School Board in a timely manner. Failure to abide by the deadline date to submit documentation will result in a forfeiture of sponsorship.

5.0 CRITERIA FOR CONTINUED SPONSORSHIP

A continuing student is a student that is continuing in the same program they were in the previous school year. Any student that has changed programs is not considered a continuing student and will be considered a new applicant. To be considered for continued sponsorship of funding from God's Lake Narrows First Nation School Board, the student must meet the following conditions:

- ◆ Completed continuing application sponsorship form.
- ◆ Must provide a timetable for each term once courses have been chosen.
- ◆ Must meet and maintain educational institution requirements.
- ◆ Must provide transcripts to our office after each term.
- ◆ Must maintain a "C" average or an overall GPA of 2.0.
- ◆ Updated contact information.
- ◆ Academic plan for duration of program.

6.0 LENGTH OF FUNDING

Post-secondary student funding is valid for one academic year. **All students must re-apply each academic year regardless of the length of the educational program.**

7.0 APPLICATION DEADLINES

7.1 Regular Session (Fall/Winter)

Completed applications must be **received by** God's Lake Narrows First Nation School Board, either in God's Lake Narrows or Winnipeg sub-office, on or before **APRIL 30** of each calendar year. Required documents for sponsorship must be included. The required documents are listed on page 4 of the guidelines. Be advised if any part of the application form is not filled out or signed, it will be deemed incomplete and will not be considered during the selection process.

7.2 Spring/Summer Session

Completed applications must be **received by** God's Lake Narrows First Nation School Board, either in God's Lake Narrows or Winnipeg sub-office, on or before **FEBRUARY 15** of each calendar year. Only continuing students are eligible for spring/summer sessions; first year students are not eligible. Required documents for sponsorship must be included. This includes teachers and PENT students who wish to enroll for summer courses at a recognized and accredited institution.

Late or spur of the moment applications will not be considered, and no exceptions will be made.

You are encouraged to send in your application for educational sponsorship so that a file will be opened, however, your application for educational sponsorship will not be assessed until all documents listed above are received. We realize that acceptance letters take time, please do send in your sponsorship application before the deadline date.

8.0 ONCE APPLICATION IS COMPLETE

All completed applications and documentation can be mailed or dropped off to:

God's Lake Narrows First Nation School Board
P. O. Box 284
God's Lake Narrows, MB
R0B 0M0

Phone: (204) 335-2499
Fax: (204) 335-2019

Email: glnschoolboard@yahoo.ca

Post-Secondary Counsellor
God's Lake Student Services
503 – 294 Portage Avenue
Winnipeg, MB R3B 0C9

Phone: (204) 989-5385
Fax: (204) 989-5387

Email: sporch@glns.ca

When faxing applications/documents, please include a cover page indicating your name and the number of pages being faxed. Applicants are encouraged to follow up with a phone call to ensure all pages were received.

Once all documents are received, God's Lake Narrows First Nation School Board will review the student's application and documents by May 15 to determine sponsorship. If the application and documents are complete and approved for sponsorship, the student will receive a letter of approval for sponsorship. Information is not given out over the phone. Letters will be emailed and / or mailed. We encourage all applicants to supply their email addresses. Please do not call our office to find out about the status of your application. That information is not provided over the phone.

9.0 SELECTION COMMITTEE PANEL

The selection committee panel consists of the Director of Education, Education Portfolio Councillor or representative, three School Board Members, and ISETS worker. Selections will be completed by May 15 of each year.

The Committee uses prior academic and/or funding history and priority category to assess and classify all applications. Approvals are given until all available funding is allocated, which may result in funding not being available for lower-ranked categories. The Committee does not impose a strict yes-no decision, rather the Committee will approve applications in one of the following categories:

1. Regular or Probationary Approval (issued when all documentation is submitted);
2. Conditional Approval (applications still waiting for transcripts or acceptance letters);
3. Approval of Partial Sponsorship
4. Denial of Sponsorship

The Selection Committee understands that applicants may still be waiting for final transcripts and/or acceptance letters from the post-secondary institution which is why these applications are issued on a conditional approval.

10.0 APPLICATION PRIORITY CATEGORY

Student applications are prioritized according to the following categories:

1. Current students in good standing continuing in the same program of study;
2. Grade 12 graduates;
3. Applicants accepted into a masters or doctorate program;
4. New applicants applying for a university or college program;
5. Students who have been previously funded for a program and who wish to return after graduating and are applying for higher education;
6. New Students who are applying for a Mature High School program and were not previously sponsored;
7. Students who failed to complete a funded program of study (i.e. dropped out of school, withdrew from school or sponsorship was terminated). These students will be required to submit an essay explaining why they failed.

11.0 ACADEMIC SUSPENSIONS

Sponsored students who are suspended by their educational institution, or by the Director of Education will not be eligible for sponsorship for a period of one year or as per the educational institution. Suspensions are not issued lightly, therefore, attendance and academic performance are factors. Students suspended must reapply for sponsorship before consideration and eligibility for sponsorship and depending on the availability of funds.

A second suspension will result in a three (3) year waiting period, pending on the suspension from the education institution. God's Lake Narrows First Nation School Board may terminate sponsorship at any time to a student who is not adhering to the student guidelines or has not shown any willingness to meet academic and financial criteria.

12.0 APPEAL PROCESS

No appeal will be granted to those who have been notified that sponsorship has been denied because of lack of funding. *Applicants are encouraged to seek funding from other organizations for sponsorship, scholarships, bursaries, or student loans.*

All other appeals for sponsorship or continued funding and/or not maintaining the educational institution requirements must be submitted in writing to the Post-Secondary Counsellor within ten working days of notification that sponsorship is not available. The first step in the appeal process is to the Director of Education. The second step is to the Appeal Committee, whose members will consist of a School Board member, Director of Education, and Post-Secondary Counsellor, who deal with all appeals. The Appeal Committee's decision will be Final.

If a student has withdrawn or was required to discontinue, appeals for continued sponsorship must be made in writing fully outlining the reason(s).

13.0 SPONSORSHIP ASSISTANCE FOR FULL TIME STUDENTS

The following will be provided for full-time students attending post-secondary institutions who are sponsored by God's Lake Narrows First Nation School Board:

13.1 Initial Interviews & Assessments

Some post-secondary institutions may require applicants to attend an interview in-person with their Selection Committee Panel or write an assessment on-campus. God's Lake Narrows First Nation School Board's post-secondary funding is limited; therefore, the School Board is unable to provide funding for travel and accommodations to applicants. We recommend for applicants to make other arrangements if they are not able to attend in-person, post-secondary institutions are understanding about applicants' situations and are willing to accommodate. For assessments, some post-secondary institutions are flexible and will allow applicants to write their assessments at the School Board office under the supervision of the Director of Education.

13.2 Seat Deposit/Deposits

Most universities or colleges will request that the applicant submit a seat deposit. This means that the university or college is requesting that a "down payment" to hold your spot in the program. The cost varies from each university or college. If a seat deposit is requested, the applicant will receive a letter either by email or mail. Please submit a copy of the email or letter to the Post-Secondary Counsellor or to the School Board office. The School Board will send a letter to the university or college to advise them that you have applied for sponsorship. Once it has been confirmed that sponsorship has been offered to you, an Authorization to Invoice form will be sent to your respective post-secondary institution. The seat deposit will be waived by the post-secondary institution.

13.3 Tuition & Books

TUITION is provided to students attending a recognized post-secondary institution. Tuition payment is directly paid to the institution by GLNFNSB. Should a Manitoba student resident choose a program outside of Manitoba or Canada but is offered in the Province of Manitoba or a similar program, the student will not be sponsored. Due to the high costs of private institutions, GLNFNSB will not consider applications that have chosen a private institution. We recommend that a student do some research as more affordable public post-secondary institutions provide similar programs. Assistance is provided for:

- ◆ the cost of tuition fees;
- ◆ registration fees that are required of the students by the institution;
- ◆ any other costs which are listed as required by the post-secondary institution and;
- ◆ books and supplies that are required for the courses selected. Funds for books and supplies are pre-arranged with the bookstores. Receipts are compulsory for reimbursement.

The letter of **APPROVAL OF SPONSORSHIP** includes an “**AUTHORIZATION TO INVOICE**” to the student’s post secondary institution. This means that the post secondary institution will bill GLNFNSB for your tuition and books and supplies. The student does not have to worry about paying for the tuition. In the event the student pays for their own registration fees, the School Board will reimburse the student once an original receipt is submitted. Should a student receive an invoice for tuition directly, the student is instructed to immediately inform the post-secondary counsellor and forward the information so GLNFNSB can investigate the matter.

At the beginning of the year, students are expected to submit their book list so Administration can determine the amount required for the school year. Students who **do not** provide a copy of their book list identifying number of courses and books required will receive a flat rate of \$150.00 for books per course and \$50 for supplies. Students who **do** provide a copy of their registration form/book list will receive the amount identified in the book list. If the costs of the book/supplies exceed the amount allotted to the students, he/she will be reimbursed for the difference once receipts are provided to GLNFNSB or call either the post-secondary counsellor or the School Board office to make arrangements to increase the amount. Students will be required to submit their book list at this point, if they had not done so yet. *It is important to keep all your receipts and forwarded to the School Board or the post-secondary counsellor.*

No student will be reimbursed for any tuition or book costs that they have paid on their own before they have been approved for sponsorship.

13.4 Other Associated Costs in Relation to Course Work

Post-secondary institutions may have additional requirements that will need to be met by students such as Criminal Record/Vulnerable Sector Checks and/or Child Abuse Registry Checks. Federal and provincial regulations require persons working in occupations having trust or custodial relationships with other people to pass a criminal record check and/or a child abuse registry check. Students in teacher education, nursing, social work, law enforcement, childcare, dentistry, counselling, etc. are required to pass these checks before any practicum placements and prior to employment in their chosen field. If you are uncertain if you would meet the requirements of a criminal records check or a child abuse registry check, you should determine your status prior to enrolling in a program leading to careers with those requirements.

God’s Lake Narrows First Nation School Board will provide funding for the first initial criminal record check and/or child abuse registry check and will be on a reimbursement basis with original receipts submitted to the post-secondary counsellor. Any subsequent checks required after the first initial checks will be the responsibility of the student.

For Nursing Students that require up-to-date immunization shots, the cost should be covered under Manitoba Health or under the First Nations Inuit Health Branch (FNIHB) or at the post-secondary institution you are applying at. Should any of the costs not be covered, God’s Lake Narrows First Nation School Board will cover the first initial immunization shots and will be on a reimbursement basis with original receipts submitted. Any other shots required after the first year will be the responsibility of the student.

13.5 Registration and Application Fees

REGISTRATION AND APPLICATION FEES – It is the responsibility of the applicant to pay for the registration and application fees. Once a student has been picked up for sponsorship, the student may submit an original receipt for reimbursement. The reimbursement will be included with the monthly allowance if it is submitted in a timely manner.

Registration for other program activities (for example: practicum, school-initiated workshops) students are required to submit a letter from their instructor/professor stating that the above are requirements and compulsory for the course.

13.6 Tutorial Assistance

Students are eligible to receive **TUTORIAL ASSISTANCE** up to \$200.00 per academic year. Students are encouraged to take advantage of their post-secondary's free tutorial services, if applicable, prior to requesting assistance from God's Lake Narrows First Nation School Board. When requesting assistance, students are expected to submit a request in writing to the Post-Secondary Counsellor and if possible, the name of the tutor and contact information the student would like to use. The School Board's rate is \$20.00 per hour. A form will be supplied by the Post-Secondary Counsellor to keep track of the tutor's hours and signatures from the tutor and student will be required.

13.7 Special Clothing/Equipment

SPECIAL CLOTHING/EQUIPMENT will be paid once, if required by the university or college for student's program of studies. For example: Any trades program that require a student to have their own tools, safety boots, hard hat, etc., additional funding for special clothing/equipment may be given upon institutions requirements. Maximum amount that will be covered will be \$2,000.00. Any student that finishes one program and enters another similar program will not be eligible to receive funding for special clothing/equipment again. If a student withdraws from the program, all equipment purchased for the program **MUST BE RETURNED** to God's Lake Narrows First Nation School Board as soon as possible.

13.8 Travel Assistance

TRAVEL ASSISTANCE will be provided to students who are required to live away from their permanent place of residence at the most economical way. Assistance will be granted ***prior to the course starting, Christmas travel, if applicable, and at the end of their program for the year***, for themselves and any dependants (spouse and/or children) who reside with them. The most practical route to travel from the student's home community to their post secondary institution is used to determine the amount the student receives. It is the responsibility of each student to make their own travel arrangements and to advise their counsellor of their arrangements. Two weeks advance notice is required for any travel. Where the program of studies is not available within Manitoba, the student will be eligible for full travel assistance.

Examples:

1. If a student's permanent place of residence is Winnipeg and is sponsored to attend a school in Winnipeg, the student is not entitled to travel allowance at the start of the program, Christmas, or at the end of the program. This also applies for students whose permanent place of residence is not God's Lake and attending in their hometowns/cities.
2. If a student residing in Portage La Prairie applies for sponsorship to attend university in Brandon and is approved, this student is entitled to a travel allowance from Portage La Prairie

to Brandon in September and is given return transportation at Christmas and at the completion of the program. The student is not entitled to travel to God's Lake or anywhere else at Christmas or at the completion of their studies.

3. Travel assistance for a baby-sitter residing with a single parent will not be provided.
4. Travel assistance is calculated using plane fares, and bus fares.
5. Due to limited funding, emergency travel and bereavement travel will not be provided.

God's Lake Narrows First Nation School Board will provide excess freight to new students only that have to travel out of their home community by plane or bus to further their education and is provided one-time only. Excess freight will be in the amount of \$300.00 and each dependant will be allotted an additional \$50.00. Freight allotment will be distributed again after the completion of the program if the student wishes to return home. Any other student will not be provided any excess freight allotment. The sole responsibility of excess freight will be the students.

13.9 Allowance for Living Expenses

ALLOWANCE FOR LIVING EXPENSES is intended to cover a student's living expenses while attending school and will not exceed the monthly allowance rate. A student allowance is provided to full time students only. A full-time student is defined by the student's enrollment credit hours or number of courses. Students should have a minimum of 12 credit hours per term. Students are encouraged to carry out the maximum course load to receive a student allowance. Students receive a living allowance according to the information on their application for educational sponsorship and the rates are set by God's Lake Narrows First Nation School Board. The student allowance covers the student's daily living expenses such as: rent, food, utilities, daily transportation, child-care (if applicable), recreation, and other daily expenses. The student is to ensure that his/her counsellor is advised of any changes in his/her situation (i.e.: marital status, number of dependants, employed/unemployed spouse, single parent, etc.) The student allowance is provided on a monthly basis. **Absolutely no advances** will be given under any circumstances. Please budget accordingly.

For dependants to be included with the students' allowance, they must be of God's Lake First Nation membership and residing with the student while they attend school. Students in a common-law relationship must have been in a relationship six months before the date of application for sponsorship to be eligible for assistance for dependents, who are listed on the application form.

An allowance is provided during the academic year (September – April) or as per program outline. GLNFNSB does not provide a living allowance to students while they are off from school (summer break) unless if they have applied and have been approved to attend spring and/or summer sessions. Once a student completes their program, the student will no longer receive an allowance nor will receive an extra month's allowance. Students are expected to seek immediate employment after the completion of their program.

Students who quit their program are required to inform GLNFNSB or their post-secondary counsellor immediately. Students who have quit their program and continue to receive funding to which they are not entitled to are committing fraud and will be required to repay that funding. Students who commit fraud will not be considered for sponsorship unless funding has been repaid.

13.10 Employment Insurance

Students who were employed prior to making the decision to return to school have the option of applying for Employment Insurance (EI) benefits and can be sponsored through the ISETS (formerly Education & Training) program. Students are not allowed to collect both EI and student allowance from GLNFNSB. EI views a student allowance as a form of income. For more information on EI, please see the ISETS worker at the Weechidoon Building in God's Lake Narrows or can be reached at (204) 335-2362.

13.11 Start Up Allowance

START UP ALLOWANCE is provided to **new students** (have never been sponsored under PSSP) who are required to leave their place of residence to attend school. E.g. The allowance is provided to assist students with their security/damage deposit or additional relocation costs. The start up allowance is \$600.00 and is provided one time only.

The student is also responsible for seeking their own place of residence, not our counsellor. The PSSP Counsellor may assist by providing information on housing websites. The School Board or the post-secondary counsellor will not co-sign for any student.

13.12 Where to Pick up Your Allowance

Winnipeg students may pick up their allowance cheques at the Winnipeg Sub-Office:

Winnipeg students - God's Lake Student Services
503 – 294 Portage Avenue
Winnipeg, Manitoba R3C 0B9
Ph: (204) 989-5385 or 989-5386

NOTE: Students be prepared to have a chat with the Post-Secondary Counsellor at the end of each month. Students may be required to submit information such as timetables, receipts, etc. when picking up the monthly allowance.

For all Brandon, The Pas, Thompson, and all other students attending outside of Winnipeg, monthly allowances will be loaded onto a WE card. All students will be responsible for picking one up at the nearest location as identification is required. Student must ensure that they give their WE card number to their counsellor or to the School Board office.

PLEASE NOTE THAT ANY REQUESTS FOR STUDENT ADVANCES WILL NOT BE CONSIDERED OR APPROVED. MONTHLY FUNDING IS LIMITED.

14.0 SPONSORSHIP ASSISTANCE FOR PART-TIME STUDENTS

God's Lake Narrows First Nation School Board will provide sponsorship for part-time students and will cover:

- ◆ Tuition as per cost of the institution. Students must complete the original course prior to applying for a different course.
- ◆ Cost of books and supplies as per the post secondary institution.
- ◆ Appeal process is the same for all students.
- ◆ Assistance to part-time students is not time limited, however, application deadlines applies to part-time students as well.

15.0 STUDENT MONTHS

This refers to the number of months that a student is entitled to for allowance and travel assistance from God's Lake Narrows First Nation School Board. Students are given a specific number of "student months" to complete their program of studies. The number of student months allowed for funding is consistent with the official length of the student's program of studies as defined by the post secondary institution. Students are required to maintain full time student status while they are fully sponsored because the amount of student months allowed for funding is just enough to finish the chosen program. There is not much time allowed for changing programs or dropping courses. ***A full course load consists of a minimum of four six credit hours (24 credit hours) or eight 3 credit hour courses or a mix of six and three credit hour courses totalling 24 credit hours during the regular session (Fall/Winter).*** For example, if a student wants to attain a 3-year Bachelor of Arts degree (3 years x 8 months/year = 32 student months), therefore, a student will need to take the maximum course load of 30 credit hours per academic year. Students are encouraged to keep the number of student months they are entitled to in mind when considering dropping a course or registering for courses. Students will be expected to submit timetables at the beginning of the year and may be instructed to pick up more courses to meet the full course requirement. Full time attendance is required of all students. Should a student run out of student months, the student may be called before the Selection Committee to review their educational plan, transcripts, timetables, and other documentation to determine the number of student months required to complete their program. It is the Committee's discretion whether they will extend sponsorship to the student.

If a student exceeds the allotted time for their program of studies as defined by the post secondary institution, a written request and a letter of support from the Dean or Department Head must be included with the student's application for an additional academic year up to a maximum of eight months.

Due to funding restrictions coupled with students depleting their student months, there is virtually no flexibility for the changing of programs of study. Level II programs of studies include assistance for an additional degree that requires an undergraduate degree (i.e. Bachelor of Arts as a prerequisite). If a student has completed a degree program at Levels II or III, he/she ***CANNOT*** receive assistance for travel or living expenses for a Level I Community College program.

All students must abide by the following regulations for sponsorship by God's Lake Narrows First Nation School Board. God's Lake Narrows First Nation School Board will terminate sponsorship of any student who does not abide by the rules or has shown any willingness to meet academic and financial requirements.

The overall goal is to sponsor students in educational programs that will lead to immediate employment after graduation, you are expected to find employment once you graduate. Students expecting to graduate are encouraged to seek employment at least four months prior to graduation. Allowance will only be provided up to the end of the student's program. E.g. April or May of the final year.

If a student is terminated prior to the voluntary withdrawal (VW) date set by the post-secondary institution, the institution will immediately be notified, and the student will no longer be supplied with a monthly allowance. However, should a student be terminated after the VW date, the student may continue attending their classes since the post-secondary institution will have billed GLNFNSB for the term. The student will NOT receive a monthly allowance.

15.1 Personal Commitment

Students must be prepared to study extra hours on their own after classes. Be prepared to spend time doing research and writing essays, completing assignments, etc. An academic warning may be issued due to unsatisfactory academic performance. Poor academic performance may be indicative of poor time management and not spending enough time on your studies. Remember that you are working towards a better future. Take advantage of workshops provided by your post-secondary institution on how you can improve your writing skills, how to time manage, study skills, etc. Check with the Student Centre or bulletin boards.

15.2 Regular Attendance

Five unexcused absences will be deducted from the student's allowance based on the institution or God's Lake Narrows First Nation School Board as to the reason(s) for his/her absence. This includes all full-time sponsored students including those in the PENT program. Five consecutive days of absence without notification by a student shall be considered to have discontinued their program of studies.

New students are expected to register in a minimum of three (3) courses per term for the first year and are expected to complete three courses. Failure to remain and complete the minimum course load will affect funding for the following year. After the first year, students are required to register in a full course load (12 – 15 credit hours per term) in each school year. If your educational institution has placed limitations on your course load, you may be allowed to take less than a full course load. A copy of the letter advising of the course limitation will be required.

All new students are encouraged to take advantage of orientation sessions through the educational institutions. If a student has registered for a course and did not attend and did not withdraw from the course before the deadline, further sponsorship may be affected. Students must consult with the counsellor if any problems arise, academically, emotionally, physically, and financially. A student must meet the standards required by the institution and be aware of the institution's rules and regulations. All students are required to complete a release form of information – "For Release of Student Information."

A student must notify the post-secondary counsellor of any changes such as the following:

- ◆ New address
- ◆ New telephone number/contact phone number
- ◆ Cellular Number
- ◆ Email address
- ◆ New dependents
- ◆ Banking information
- ◆ Report if spouse is employed or unemployed
- ◆ How many of your children will be residing with you while you attend school
- ◆ How many of your children will be residing with relatives or guardians or if the spouse will be remaining at the normal place of residence.
- ◆ Whether the spouse is sponsored by another agency and how many dependents he or she is claiming or whether he/she is on welfare.
- ◆ Must provide a copy of your registration, course changes, including timetable.
- ◆ Any new pertinent information that may affect your living monthly allowance.

Students must accept responsibility for managing their educational assistance funds to the best of their ability. No advances will be issued.

Students must first consult with their counsellor before planning to withdraw or drop a course. If you do decide to withdraw, permission must be obtained from the Director of Education, and you must officially withdraw from the course by filling out the educational institution's form for voluntary withdrawal. Failure to do so will result in receiving an "F" on your transcript and will affect your overall Grade Point Average (GPA). It may also have a direct impact on your sponsorship.

Full-time and part-time students cannot switch from one program to another before the completion of the program they are currently in. For example: Bachelor of Arts to Business Administration or Education or Law, unless if the Bachelor of Arts is a required prerequisite.

16.0 PROBATION

Students will be put on probation under the following conditions:

1. Student grade point average falls between 1.0 and 1.99.
2. A decrease in attendance without justifiable reason.
3. Other conditions that may be deemed warranted as reason to be put on probation.

The length of the probation will be one year. Students will be expected to adhere to conditions such as improved attendance, bring up their GPA, attend classes 100% of the time, etc. Regular periodic progress checks will be done by the post-secondary counsellor to determine if sponsorship should continue. Failure to improve may result in suspension or termination of sponsorship.

17.0 EMERGENCIES

God's Lake Narrows First Nation School Board realizes that emergencies may arise from time to time for our students. Emergencies are, but are not limited to, fire at place of residence, flood, etc. The School Board is unable to provide emergency funds to assist our students due to budgetary restrictions. In cases of emergencies, please contact our post-secondary counsellor and she will assist you in which agencies to contact for assistance such as the Red Cross.

Students are encouraged to take advantage of food banks either at their respective university or college and through the city/town's food banks if they require extra help. Students are further encouraged to investigate other programs they may be eligible for such as Rent Assist, Manitoba Housing, etc.

18.0 INCENTIVES

God's Lake Narrows First Nation School Board **may** provide incentives in the form of scholarships and bursaries to students that **apply prior to the deadline date of April 15th annually.** God's Lake Narrows First Nation School Board suggests that students apply for other scholarships/bursaries that they may be eligible for. Post-secondary institutions usually provide information on available scholarships and bursaries.

Receiving other bursaries and scholarships will NOT affect the amount of funding a student will get from God's Lake Narrows First Nation School Board Student Services. Any bursaries that a student is awarded will be the student's property. Depending on the post-secondary institution, the monetary award may be put towards the tuition. If this happens, please contact our office.

18.1 Allowance Increase Incentives will be provided to a student who has an overall “B” average or a 3.0 grade point average from the previous year and who has maintained a full course load as defined by the student guidelines during the regular session. The student must request this incentive in writing and must be attached to their application form. The incentive will be in the form of a 15% student allowance increase. The increase will remain in effect if the above average is maintained, however, the allowance will be decreased to the regular student monthly rate if the GPA falls.

18.2 Academic Achievement Scholarships are given in recognition of academic achievement to those students enrolled in Levels I and II programs on a full-time basis (as defined by the post secondary institution during regular session). The student must achieve an average of a “B+” or 3.5 grade point average or higher in their program over a regular academic year (Fall and Winter). The amount of the scholarship will be up to a maximum of \$500.00. The scholarship will be provided to a maximum of 5% of the number of students sponsored by God’s Lake Narrows First Nation School Board.

19.0 GRADUATION INCENTIVES

Sponsored students of God’s Lake Narrows First Nation School Board who will be graduating from their program are provided funds to cover graduation fees including banquet tickets, pictures, graduation clothing, and travel for two guests.

Graduating students are entitled to the following:

- ◆ Grad fees includes rental of cap and gown, two banquet tickets, and any other costs associated with graduation (maximum of \$150.00). If costs exceed this amount, a detailed list will be required from the educational institution.
- ◆ pictures (maximum of \$150.00)
- ◆ clothing (maximum of \$200.00)
- ◆ travel and per diem for **2 guests** at a reasonable rate (\$1600 maximum) ***Travel to be equivalent to a return airfare from God’s Lake Narrows.*** The student determines who will be their invited guests should they choose to invite guests. God’s Lake Narrows First Nation School Board will require the names of the guests, and if applicable, WE card numbers of the guests. Travel expenses are distributed either through WE card or by cheque. If a student’s permanent place of residence is in the same city/town they are attending school students will not be eligible for invited guests as immediate family likely live in the same town.

NOTE: Universities and Colleges expect graduating students to apply for graduation. All graduating students are encouraged and reminded to apply in a timely manner with their respective post-secondary institution. God’s Lake Narrows First Nation School Board may require a copy of the confirmation letter issued by the educational institution of a student’s convocation.

Graduations will be considered once in the following instances:

- ◆ Graduation from a community college certificate or diploma program
- ◆ Graduation from a three to five-year university program
- ◆ Graduation from a university master’s or doctorate program

We realize that some post secondary institutions have more than one graduation for each program. E.g. Graduation for each completed year or a grad celebration at an off-campus location such as Thompson, Brandon, Portage La Prairie, etc. Due to its limited funding, God's Lake Narrows First Nation School Board is unable to accommodate every graduation, therefore, only one graduation per student during the length of the program will be recognized. The School Board will recognize the official convocation ceremonies at the post-secondary institution.

Completion of short programs or training sessions will not be considered as graduation exercises and will not be funded in the same way as graduations. Programs that fall under this heading are certificate programs for completion of a course or training of short duration. E.g. College prep program: or any course that is six months or less in duration such as first year certificate nursing prep course.

Graduation and travel expenses for graduating students who are not sponsored by God's Lake Narrows First Nation School Board will not be eligible for any assistance. Our funding is limited to sponsored students.

19.1 Graduation Bursaries

In recognition of our graduates' achievements, God's Lake Narrows First Nation School Board awards bursaries as per the following categories:

Completion of a certificate program	-	\$ 250.00
Completion of a diploma program	-	\$ 500.00
Completion of a degree program	-	\$1,000.00
Completion of a master's or doctorate program	-	\$1,500.00

Students will receive a bursary only once if they graduate from the same program more than once. For example: If a student graduates from a three-year degree program and later decides to take their 4th year a few years later, the student will not be eligible to receive another bursary as they had already received one at their initial graduation.

20.0 MONTHLY STUDENT ALLOWANCE RATES

		Maximum Monthly Allowance
SINGLE student		\$1,250.00
MARRIED/COMMON LAW		\$1,250.00
Student with employed spouse		
	With 1 dependent	\$1,425.00
	With 2 dependents	\$1,525.00
	With 3 dependents	\$1,625.00
*	Add \$75.00 for each additional dependent	
MARRIED/COMMON LAW		
Student with dependent spouse		\$1,450.00
	With 1 dependent	\$1,550.00
	With 2 dependents	\$1,700.00
	With 3 dependents	j\$1,800.00
*	Add \$75.00 for each additional dependent	
SINGLE PARENT		
	With 1 dependent	\$1,450.00
	With 2 dependents	\$1,600.00
	With 3 dependents	\$1,700.00
*	Add \$75.00 for each additional dependent	

All dependents and children must reside with the student during their sponsorship. No exceptions will be made.

Due to the privacy act, proof of membership for the student and all dependents will be required. I.e. Copy of status card or fill out the form attached to our application giving permission to the Membership Clerk to provide the necessary information. If God's Lake Narrows First Nation School Board is unable to verify spouse and dependent Band membership, it will affect the amount of your allowance rate.