

KEESEEKOOSE FIRST NATION
POST-SECONDARY EDUCATION
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**KEESEEKOOSE
POST SECONDARY
EDUCATION
POLICY MANUAL
(JULY 2012)**

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THE VISION STATEMENT

“WE BELIEVE WE CAN HEAL AND PROGRESS TOGETHER, TOWARDS OBTAINING A SELF SUFFICIENT FIRST NATION”

The vision of the Keeseekoose Post Secondary Education Program is to provide accountability to all Keeseekoose Band Members. The responsibility of the Keeseekoose Post-Secondary Education Program is to provide Keeseekoose Band Members with Funding to attend University, Technical and Trades Programs.

This **Keeseekoose Post-Secondary Education Policy Manual (2012)** has been developed to promote high school graduation and to make the best use of the education within our Band Membership. It has also been developed to separate politics from the administration of the Keeseekoose Post-Secondary Education Program

Applications are to ensure education funding is in place, it is the responsibility of the Student to ensure that he/she applies on time! Students must apply to both the Post Secondary Institute and the Keeseekoose Post-Secondary Education Program.

The Keeseekoose Post-Secondary Education Program is committed to support and encourage as many Band Members as financially possible to:

- 1) Exercise the treaty right to Post-Secondary Education.
- 2) Become financially responsible role models.
- 3) Graduate with qualifications and skills needed to pursue individual careers and interest.
- 4) Contribute to the achievement of the above stated “Self Sufficient First Nation”.
- 5) Know and comply with the **Keeseekoose Post-Secondary Education Policy Manual (July 2012)** and administrative procedures.

ELIGIBILITY CRITERIA FOR ASSISTANCE

1. The student must be a Keeseekoose First Nation Band Member.
2. The program: required to lead to a certificate, a diploma, a degree or professional designation, and **MUST** have grade 12 as an entrance requirement.
3. Support will be provided within the limits of funds provided by AANAC Comprehensive Funding Arrangements. If support for the number of eligible applicants exceeds the budget, applications will be deferred to a wait list.
4. All Applications must apply and meet the appropriate deadlines each semester. No late applications.
5. Each new Applicant must provide:
 - a) **Letter of Acceptance from the Post-Secondary Institute**, for which they are applying.
 - b) Photocopy of their **status card**.
 - c) Photocopy of **dependents(s) Health Card (s)**
 - d) **Transcript of Marks**
 - e) **Tax forms**.
 - f) **Complete application form**.

FUNDING APPLICATION DEADLINES

Deadline dates for each semester shall be

Fall Semester	(Sept. 1 – Dec. 31)	June 30
Winter Semester	(Jan. 1 – Apr. 30)	October 31
Spring/Summer Semester	(May 1 – June 30/July 1 – Aug. 31)	February 28

Keeseekoose Alumni will NOT process any late Applications for Funding.

LEVELS OF EDUCATION/LIMITS OF SUPPORT

- Level I Professional Programs e.g. Masters, Ph.D., C.A., Law, M.D.
(2 years plus, and on an individual basis)
- Level II Undergraduate Programs e.g. B.A., E. Ed., B. Sc.
(3 years plus depends on degree sought and 2nd degrees)
- Level III Community College/Technical/Trades Programs
E.g. Alcohol Addictions Diploma
(1-2 years depends on certification sought)
- Level IV University/College Prep. Program (UEP, UAP)
(1-2 Semesters)

The Post-Secondary Counselor shall keep track of the number of Semesters each student has received funding.

An extension may be granted in exceptional circumstances. Exceptional circumstances are:

- 1) Nearing completion of program, up to a maximum of 2 semesters.
- 2) Medical: Letter of Medical leave, vary 6 month to 1 year.
- 3) Qualifying for next level of education.

The student must provide an Application for Funding, a letter stating request and documentation in support of the request, to the Post-Secondary Counselor. Terms and conditions will apply. The student shall meet with the Keeseekoose Alumni.

Professional Development does not qualify.

PRIORITIZATION OF APPROVAL OF APPLICATION

Applications shall be processed in the following priorities, in date order within each priority and depends on the student semesters used. Students whose funding has been approved shall be on the continuing list.

For colleges, under modular programs, a Student must attend 25 hours per week to be considered Full Time. For Universities, a Student must be registered in 12 credit hours/semester to be considered Full Time.

1. CONTINUING-Students funded by Keeseekoose Post-Secondary Education in the previous fiscal year and are still in the same program (Includes Medical Leave Students and Students advancing to next level of education) this priority need only meet the deadline date.
2. NEW Students Entering with:
 - a. An academic grade 12
 - b. ABE 12, GED 12
 - c. Entering on mature admissions** policy.
3. RETURNING-Students who have paid their own education expense in the previous academic year and are considered returning by the institute, without changing their programs.
 - a. Students returning in the same program.
 - b. Students returning with overpayments.
 - c. Students who change programs.
 - d. Students entering second degrees.

PART TIME STUDENTS

1. Part time is defined as 1-3 classes in a semester.
2. Funding shall be provided under Part Time in KKPSE Policy Manual and on a first come first served basis. No retroactive payments or wait list shall be maintained.
3. Part Time students must submit an application For Funding for the assistance they are requesting and **must be approved by the Keeseekoose Alumni before the program starts**. Funding is subject to availability of funds.
4. Part Time students may be eligible for assistance to pay books and tuition.
5. Part Time Students must provide marks for any classes they receive funds. Failure to provide marks within 30 days will result in overpayment.
6. Due to the limited KPSE funding:
 - a) P/T funding is intended to assist in completing a first certificate, diploma, or degree.
 - b) P/T funding is intended to assist in starting a first certificate or diploma.
7. Students funded in this section; every 5 classes shall be deemed 1 semester of funding.
8. Students granted a maximum of 2 semester's extension, will not be eligible for Part Time Funding.

SHORT TERM STUDENTS

1. Short Term is defined as (6) months or less.
2. Funding shall be provided under Short Term in the KPSE Policy Manual and on a first come first served basis. No Retroactive payments or wait list shall be maintained.
3. Short term students must submit an Application for Funding for the assistance they are requesting and **must be approved by the Keeseekoose Alumni before the program starts**. Funding is subject to availability of funds.
4. Short Term Students may be eligible for student Allowance (see # 1 in ALLOWANCES, GRANTS AND ASSISTANCE in this policy manual)
5. Short Term Students may be eligible for assistance to pay books and tuition.
6. Short Term Students must provide marks for any classes they received funds for. Failure to provide marks within 30 days will result in an overpayment.
7. Students funded in this section shall be deemed to have used 1 semester of funding.
8. Students granted a maximum of 2 semester's extension, will not be eligible for Short Term Funding.

ACCOUNTABILITY OF STUDENTS

1. When a student is discontinued under TUITION SUPPORT in this policy manual, the current semester becomes an overpayment.
2. For Continuing Students who fail/No paper (F/NP) all classes in a semester; discontinued immediately.
3. If a student is required to Discontinue (RTD'd) from an institute he/she shall be discontinued immediately and no further assistance issued. The Student shall be required to sit out one (1) year.
4. Medical Leave
 - a. A Medical Leave must be approved by KPSE before a Student withdraws from his/her classes under the institute's medical withdraw regulations. Students on Medical Leave shall stay on the Continuing Students List for one year, but must submit an Application for Funding before the deadline date with the option to return before one (1) year.
 - b. For Continuing Students who withdrew from classes under the institutes medical withdrawal regulations without prior approval by the KPSE; the full semester of funding shall be deemed as overpayment and the Student shall be discontinued immediately.
5. Students must repay advances in the same semester they are taken. The most a student can receive for advance is \$500.00 in the same semester.
6. Students discontinued in this section may use the appeal process.

ALLOWANCES, GRANTS AND ASSISTANCE

The allowances, Grants and Assistance are intended for continuing students and must be applied for in writing. The Graduation Assistance is open to all Keeseekoose Band Members. Students can fax information to the PSC at (306) 542-2586.

Student Allowance

- a) Continuing Students shall be entitled to Student Allowance.
- b) Short Term Students may be eligible for Student Allowance.
- c) Students Allowance shall be paid in Canadian dollar value.
- d) A child dependent can only be claimed if the child is not claimed by anyone through alternate funding sources.
- e) A dependent over 16 years of age, can only be claimed if he/she is attending school.
- f) A spouse may only be claimed if he/she has no other source of income.
- g) The onus is on the Student to report and changes in their dependent (s) situation.
 1. No retroactive pay for unreported dependent(s).
 2. Claiming for dependent(s) not living with student is an overpayment.
 3. Claiming for Working/Student Spouse is an overpayment.

Monthly Rates:

Student	\$1000.00
Student +1 dependent	\$1205.00
Student +2 dependent	\$1355.00
Student +3 dependent	\$1500.00
Student +4 dependent	\$1600.00
\$100 per month for each additional dependent	

A Layette grant of \$200.00 is available for newborns, with proof of baby's birth.
Christmas grant of \$200.00 is only for continuing students being funded.

Book Allowance

- a. Continuing Students shall be entitled to Book Allowance, which falls under the Supplies and Materials section of the budget.
- b. Continuing students shall be entitled to \$250.00 per semester.
- c. Continuing students whose text/modules are included in their tuition shall be entitled to \$200.00.
- d. Continuing Students, whose books are more than \$500.00, shall provide the Post-Secondary Counselor with their class syllabus and supporting receipts in the first month of the semester and shall qualify for reimbursement of costs above the basic \$500.00. Clearly outline your costs.

Graduation Grant

- a. A graduation Grant is to be made available in the amount of \$1,000.00 to each student graduating/convocating from a Post-Secondary Program with a degree, \$500.00 for diploma, \$300.00 for certificate, whether they were funded by the Keeseekoose Post-Secondary Education Program or not. Each student is eligible for a \$300.00 clothing grant.
- b. The Graduation Grant will be issued in the fiscal year of the graduation/convocation.
- c. A letter of successful completion of the student's degree, diploma, certificate or professional designation issued by the post secondary institution must support the Grad request.
- d. The Graduation Grant is a onetime only grant (Includes INAC & YTC funded graduation programs).

Bereavement Grant

- a. Travel assistance is available, when there is a death in a continuing Student's immediate family, at a flat rate of \$200.00.
- b. Immediate family shall be defined as the continuing Students Child, Spouse, Mother, Father, Guardian, Mother-in-law, Grandmother, Grandfather, Sister, or Brother.

Practicum Grant

- a. A practicum Grant of \$350.00 shall be made available to Continuing Students under the Grant/Assistance section of the budget.
- b. The Practicum Grant must be at least 4 weeks long and **MUST** be a requirement of the continuing Students program.
- c. If the Continuing Student has 2 or more practicum in their program, the student must chose which practicum he/she will get the full amount for or whether he/she will split the practicum amount.
- d. The student must also not be eligible for Practicum funding from any other source.
- e. Travel required in a class may be issued at the discretion of the PSC. When a student is required to travel outside their normal place of residence, the rates will be: Mileage @ 45 cents/Km, meals @ 40/day and rooms at a maximum of \$100.00/night.

Moving Grant

- a. The continuing Students are eligible for a Moving Grant, but one time only. This moving grant must be applied for in writing and the student must be relocating to begin their program.
- b. Continuing Students, who are graduating/convocating, are eligible for a Moving Grant, but only if they must relocate to a different city or to the reserve. This would be payable upon Graduation/ Convocation, and must be applied for in writing.
- c. The moving grant shall be a flat rate of \$300.00, but payable after tuition and student allowance.
- d. Continuing Students, whose program requires them to relocate to a different city can apply for a move grant, provided they have not already received the move grant in (6) a.

Advance Assistance

- a. Advance must be requested in writing.
- b. Advances are defined as monies that have to be deducted from Student allowances in the same semester.
- c. Advances are at the discretion of the Post-Secondary Counselor and cannot exceed \$500.00 per semester, but subject to availability or funds.
- d. No advances in the last month of semester or at the fiscal year end (March).

Special Needs Assistance

- a. Special Needs shall be defined as a disability and shall be issued under Student Allowance in the budget.
- b. Continuing Students with special needs (Disabled persons) shall apply for an additional \$100.00/month in their Application for Funding. No Retroactive pay.
- c. The continuing student must provide the Post Secondary Counselor with documentation in support of the disability.
- d. In the family unit, the same process shall apply for disabled dependents. Assessment and approval will be as in b and c in this section.
- e. Continuing Students only.

TUITION SUPPORT

1. Tuition dollars will include the student's fees for classes, lab fees, student union fees, student services, faculty fees and administration fees.
2. Health and Dental plans will not be covered by KKPSE and it is the student's responsibility to opt out by the appropriate deadline. If the student does not, KKPSE will pay but it will be treated like an advance and the student will be deducted until amount is paid in full.
3. The PSC will be responsible for paying students tuition directly to their post secondary institute.
4. The continuing students, who do not provide marks for the classes they received tuition for in the previous semester will be discontinued in the 2nd month of the semester if no marks are received by the PSC.
5. Continuing Students, who change/drop classes, must submit their course change form on the same day the class has been changed.
6. Any refunds for dropped classes will be repaid to KPSE in the same semester.
7. Continuing student tuition shall be paid in Canadian Funds.

APPEAL PROCESS

1. Every Continuing Student has the right to appeal the Alumni's decision regarding funding. The exception is late Applications for Funding.
2. The matter must be referred in writing, to the Post-Secondary Counselor and Alumni.
3. The Keeseekoose Post-Secondary Alumni shall hear the Students Appeal. Their decision is final. The PSC has 7 working days to notify the Student of the decision.
4. The Keeseekoose Alumni may communicate with the Student in person or on speakerphone.
5. When an application For Funding has been refused because there are no funds, the Appeal process will not be an option. These Applicants can meet with the Post-Secondary Counselor for further explanation.

AMENDMENTS

The Keeseekoose Post-Secondary Education Policy Manual shall be amended through the following process:

1. There shall be an annual Post-Secondary Info Workshop, held on the second Monday – Tuesday of July, starting July 2001, to be recorded and that there be a duly elected recorder in place.
2. There shall be an annual Policy Review Workshop held every 3 years where the Policy will be reviewed and amended by the membership of our First Nation. The next Policy Review Workshop shall be July 2015.
3. Keeseekoose Band Members shall amend the changes to the Keeseekoose Post-Secondary Education Policy Manual By consensus, at the Annual Policy Review Workshop. Such changes shall come into effect immediately upon approval by Keeseekoose First Nation Chief and Council.

SCHOLARSHIPS AND INCENTIVES

1. Deadline for all scholarships is July 31, 4:30 p.m.
2. All Scholarships shall be awarded in August of each year.
3. All Scholarships will be a cash value of \$500.00.
4. Only those Scholarships applied for shall be issued in the fiscal year.
5. Only one scholarship will be issued in each category per fiscal year.
6. The Keeseekoose Alumni shall award all Scholarships.
7. All Keeseekoose Band Members are eligible for all scholarships, whether being funded by the KPSE program or not.

The following scholarships and incentives shall be made available to Keeseekoose Band Members.

1. ENTRANCE SCHOLARSHIP

Students entering a post secondary program directly from a regular academic grade 12 institute.

2. STRATEGIC STUDIES SCHOLARSHIP

Students enrolled in the following program areas, with the understanding that the Keeseekoose Alumni can prioritize programs:

- | | |
|--------------------------|---|
| A. Commerce | B. Business Administration |
| C. Public Administration | D. Economics |
| E. Mathematics | F. Computer Science |
| G. Law | H. Engineering |
| I. Medicine | J. Journalism |
| K. Education | L. Applied/Physical Sciences: i.e. Nursing. |

Four Strategic Studies Scholarships shall be awarded annually, to students who have completed their 1st, 2nd, 3rd, and 4th or more year of study.

3. ACADEMIC SCHOLARSHIP

Students must be enrolled full-time in the 2nd or more year of their program. Awards shall be based on the student's cumulative grade point average (G.P.A.) of the previous academic year. Four Academic Scholarships shall be awarded annually, to students who have completed their 1st, 2nd, 3rd, and 4th or more year of study.

4. TRADES SCHOLARSHIP

One Trades Scholarship shall be awarded annually. It will be based on the previous year's GPS.

5. INCENTIVES

- A. Students who complete their program in less than the Post-Secondary institution's course completion time shall be eligible, upon application, for \$1000.00 per Semester saved.
- B. Students' completing their Master's program shall be eligible, upon application, for a \$1000.00 incentive and blanket.
- C. Students completing their PH.D. program shall be eligible, upon application, for a \$1000.00 incentive and blanket.

6. An ANNUAL KEESEEKOOSE SHOLARSHIP WINNERS LIST shall be posted to honor the recipients.

a.

7. An ANNUAL KEESEEKOOSE GRADUATION/CONVOCATION LIST shall be posted in January to honor all graduates.

RESPONSIBILITIES OF THE POST- SECONDARY COUNSELLOR

1. The PSC is under the direction/supervision of the Keeseekoose First Nation Chief and Council or Director of Operations, in the absence of the Chief.
2. The PSC will administer the Keeseekoose Post-Secondary Education program in strict accordance with the Keeseekoose Post-Secondary Education Policy Manual and within the AANAC Comprehensive Funding Arrangement Limitations.
3. The PSC will provide Post-Secondary Students with Support services by:
 - b. Providing personal or career counseling services.
 - c. Collecting information regarding training and employment opportunities.
 - d. Providing students with information regarding post-secondary education policies and procedures.
 - e. Interviewing students, assisting in the completion of applications for Post-Secondary institutions.
 - f. Process student allowances, tuition and other accounts payable.
 - g. Recommending student applications for funding, in accordance with the Policy Manual.
 - h. Maintain up to date files on each student.
 - i. Set up Meetings from time to time.
 - j. Attend Chief and Council Meetings, when requested.
 - k. Attend Graduations/Convocations of Keeseekoose Band Members funded by Keeseekoose Post-Secondary Education Program.

KEESEEKOOSE ALUMNI

1. Any Keeseekoose Band Member who graduates/convocates from a technical, trade, college or university program with a certificate, diploma, degree or professional designation is eligible to be a Keeseekoose Alumni Member.
2. Alumni Members cannot be a student. Upon returning to student status, their position becomes vacant.
3. Alumni Members cannot be a Chief or Council Member. Upon being elected their position becomes vacant.
4. The Keeseekoose Alumni Shall consist of 5 members.
5. Alumni Meetings:
 - a. Per diem Rates: \$200.00/meeting.
 - b. Attendance is Mandatory.
 - c. Alumni absent for three (3) consecutive meetings without just cause, deems their position vacant.
6. Term of Alumni:
 - a. Changed/Renewed annually on the last day of the Post-Secondary Info Workshop. Terms are two (2) years. Three positions changed/renewed July 2012 and the other two other positions to be changed/renewed 2013, therefore establishing staggered terms. Any band member is allowed to vote in election.
 - b. Eligible band members shall put their name on the interested List, from which vacancies can be filled by submitting their names, address, phone number and a copy of their certification to the PSC.
 - c. The onus is on the eligible Band Member to update their information.
7. Selection Process:
 - a. Selected from the interested list.
8. Responsibilities and duties:
 - a. Attend Alumni hearing meetings for selection of applicants, Policy Review Workshops and Yearly Information meetings in July.
 - b. Attend Appeal Hearings.
 - c. Access to financial information of KPSE program.
9. Keeseekoose Alumni Names/Years of Term Remaining:
 1. Brenda Kakakaway-Chairperson 2013
 2. Marjorie Quewezance 2013
 3. Mark Whitehawk 2014
 4. Jesse Stevenson 2014
 5. Crystal Whitehawk 2014

CONFIDENTIALITY

1. The Post-Secondary Counselor shall have access to confidential information.
2. No Keeseekoose Alumni shall have access to confidential information, when they are in the meeting, to make decisions on approval of Applications for Funding, Appeals, and Scholarships. No Keeseekoose Alumni Member shall have copies of confidential information.
3. Breach of confidentiality is cause for removal from the Keeseekoose Alumni. Through the Appeal Process.
4. Keeseekoose Alumni Member shall sign an Oath of Confidentiality.