

BIG GRASSY RIVER
First Nation
POST-SECONDARY STUDENT HANDBOOK

This student handbook was designed to assist the Big Grassy River Members to better understand the Post Secondary Student Support Program (PSSSP). Provided by the Big Grassy River Education Authority. Please be sure to read over all the contents of this handbook.

Should you require additional information regarding any of the mentioned issues contained within this handbook, please feel free to contact the Education Counsellor at:

Big Grassy River Education Authority
Education Counsellor
Big Grassy River First Nation
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“There is a longing among the youth of my nation
to secure for themselves and their people
the skills that will provide them with a sense of
purpose and worth.

They will be our new warriors; their training will
be much longer and more demanding than it was
in the olden days.

Long years of study will demand determination.
Separation from home and family will demand
endurance.

But they will emerge with their hand held
forward not to receive welfare, but to grasp a
place in society that is rightly ours.”

Chief Dan George
(Prior to 1980)

MISSION STATEMENT

The Big Grassy River Education Authority believes education must be holistic And provide for the development of each student's intellectual, social, emotional, physical, spiritual growth and well-being.

The Big Grassy River Education Authority believes in the respect, dignity, value and worth of each individual and that all interactions between staff, students, parents and community members be based on that philosophy.

The Big Grassy River Education Authority believes learning is a life long process and that the education system must be flexible, adaptive to change; yet always focused on the needs of the student it is designed to serve.

The Big Grassy River Education Authority recognizes and appreciates that each student has different attitudes, desires and abilities and therefore requires its staff to be sensitive, caring and highly skilled.

The Big Grassy River Education Authority is dedicated to the promotion and enhancement of it culture and language and is committed to the teaching of each student the value and importance of their Ojibway heritage.

The Big Grassy River Education Authority believes that parents and community members play a vital role in determining the goals for education and in providing the motivation for students to be successful in their growth and development. Parents are expected to be active participants in the Educational endeavors of the Big Grassy River First Nation.

The Big Grassy River Education Authority is committed and dedicated to an Educational environment that provides each student the opportunity to develop the skills, attitudes and behaviors needed to meet the challenges of life and to help each student make a positive contribution to society and to the First Nation of Big Grassy River.

1. INTRODUCTION

The objective of the Post Secondary Support Program is to assist Big Grassy Band Members to gain access to Post Secondary Education and graduate with the qualifications and skills needed to pursue individual careers and contribute to the achievement of First Nation Self-Government and economic self-reliance.

The Student Support Program provides financial assistance to eligible Band Members towards the cost of their Post Secondary Education. This handbook covers the following areas:

- 1.1 Criteria to be met by students in order to qualify for financial assistance;
- 1.2 Type and maximum levels of allowance available through the program; and
- 1.3 Maximum duration of assistance that may be provided with respect to various levels of Post Secondary Education.

2. CRITERIA FOR SPONSORSHIP

To be eligible to apply for sponsorship through the Big Grassy River Education Authority applications must;

- 2.1 Be a member of the Big Grassy River First Nation;
- 2.2 Complete and sign an application form before the deadline date (Fall - June 15, Winter - December 1, Spring/Summer - February 28);
- 2.3 Provide proof of acceptance by an accredited educational institution;
- 2.4 Be enrolled in a program with a minimum entrance requirement of Grade 12, Mature status and be a minimum of one academic year in duration; (workshop/Conference attendance not covered).
- 2.5 Maintain a minimum Grade Point Average of 2.0 or a "C" average or institutional requirement if higher than the minimum.
- 2.6 Provide academic transcripts to the Big Grassy River Education Authority after each semester/quarter and sign a transcript release form for the institution your planning to attend;
- 2.7 Not exceed their time allotment for funding;

A list of eligible Post Secondary institutions can be obtained on request.

3. To be considered for sponsorship or continuation of funding, the following Conditions must be met:

Priority of sponsorship will be given in the following order:

- 3.1 Continuing Students
- 3.2 Most Recent High School Graduates
- 3.3 High School Graduates from Previous Years
- 3.4 Mature Students
- 3.5 Flag List Students who have been put on suspension or have dropped out of school or have failed to meet requirements or have previously abused the system.
- 3.6 All applications received will be dated when received and reviewed by the Board according to deadline dates and sponsorship criteria.

4. To be considered for sponsorship or continuation of funding, the following conditions must be met:

- 4.1 All new students are encouraged to take advantage of orientation sessions put on by the educational institutions;
- 4.2 Mature entrance students must meet university requirements;
- 4.3 Students who are required to discontinue attending a Post Secondary Institution will not be eligible for sponsorship. Applicants will not be eligible for further sponsorship for a period of two years from the time the Big Grassy Education Authority states that they have been placed on suspension and may only be considered for sponsorship after that period of time elapses; or if students owe monies to the Education Authority students will not be eligible for funding for 2 years and monies must be paid back or a set up a form of repayment before submitting a new application for the Education Authority's review and approval.
- 4.4 Maintain a minimum Grade Point Average of 2.0 or "C" average or program requirement.
- 4.5 Sponsored students must submit a Mid-Term and Term-Ending report filled in by their professors/instructors by the following dates:
Fall (September and October) by November 15, (November and December) by January 15, Winter (January and February) by March 15, (March and April) by May 15, Intersession (May through August) by September 15.
Failing to submit these reports will result in delay of allowance;

- 4.6 Students must take a minimum of 4 courses per term, 1st year and a full course load thereafter (5) in order to be eligible for Training Allowance. Less than four can result in less than full training allowances. Anyone taking less than three credits will not be funded for living allowances but the Education Authority may pay for tuition in this case.
- 4.7 Students who have just graduated from Grade 12 and/or mature Students will only be eligible for sponsorship for the fall and winter term;
- 4.8 Once a student has completed a program they will not be eligible for funding to take a program in a completely different field. However, students may be funded to extend training in a similar field, i.e. B. Ed., M. Ed.
- 4.9 Students must ask permission from the Education Authority to Transfer to another institute/course of studies stating valid reasons for the changes. Students may be asked to complete the term before being allowed to transfer or to reapply for sponsorship the next term provided they have a "C" average.
- 4.10 Students are required to sign a Release Form allowing the Education Authority to contact Provincial Social assistance, City and other First Nation Social Services, Friendship Centers and Human Resource Development to inform them the Education Authority is providing the student's allowance and education costs.
- 4.11 Students who fail a compulsory course must retake it a second time, if the second attempt is failed. Students must repeat course at own expense. An elective course will not be covered a second time. If valid proof of injustice/or unforeseen circumstances such as strikes, shut downs cause the retake and students prove this within 3 weeks of retaking the course. The Education Authority will reconsider their stand.

5. Applications will not be considered complete without the following;

- 5.1 Letter of Acceptance
- 5.2 Latest transcript of marks: students currently funded.
- 5.3 Information on applicants must be complete and verified
Hospitalization cards, Social Insurance Numbers;
- 5.4 Seasonal address and phone number (re: where you are living when and when not attending the institution);
- 5.5 Release of Information form must be signed.

6. Application Procedures:

Before making application for educational assistance, the student must complete an application for admission to the institution of his or her choice. The student must present written documentation from the institution that he or she has met the entrance requirements and has been accepted for Admission.

The student must complete the Big Grassy River Education Authority Educational assistance form, which can be obtained from the Education Counsellor at Pegamigaabo School. The completed application must be signed by the student and submitted to Big Grassy River Education Authority Office.

When all documentation has been provided, all new applicants will be required to submit all documentation to the Education Authority and Counsellor for approval. Applications for funding must be received by February 28 for Spring/Summer, June 15 for Fall Enrollment and December 1st for Winter Enrollment.

Students are responsible for their application fees when applying to an institution. The Education Authority will reimburse the student only once for the institution that they are going to enroll in. Graduating Secondary and Alternative Education students will have fees paid to their choice of institution only one time ex: one payment to OCAS/ UBC, all other application fees is the responsibility of the student.

7. Termination of Sponsorship

The Big Grassy River Education Authority may terminate sponsorship at any time to a student who has not abided by the rules and/or has not shown any willingness to meet academic and financial criteria.

If a student has withdrawn from a course or was required to discontinue, Appeals for re-sponsorship must be made in writing fully outlining the reason (s). The appeal process is as follows:

- 7.1 The appeal process must be made and completed within 3 (three) Weeks.
- 7.2 Provide written letter of appeal and present to the board.
- 7.3 Upon receiving written letter of appeal, the Big Grassy Education Authority will notify student of date set for the appeal hearing. An appeal committee's decision will be final. Please note; Appeals cannot be made when a student is not funded because of lack of funds nor will there be appeals allowed on an appeal.

8. ASSISTANCE FOR FULL-TIME STUDENTS

TUITION ASSISTANCE

- 8.1 Is provided to students attending recognized Post Secondary Institutions. **Those students who attend U. S. Institutions will be paid in Canadian Funds (Currency) if tuition is \$600.00 U. S. Education Authority will pay \$600.00 Canadian. The difference in the Exchange rate is the student's responsibility. Students must apply for grant monies and use this towards tuition and books if they receive the grant. If the student does not wish to use his/her grant monies then funding will be discontinued.**
- 8.2 Higher education will be dealt with on a case-by-case basis (Master's Post Baccalaureate).
- 8.3 Required books and supplies will be covered for courses selected. Reimbursement for books may be pre-arranged. Receipts are compulsory. Students who are required to purchase a large number of supplies must submit the portion from the institutions calendar which states supplies needed.

9. TUTORING POLICY

The Big Grassy River Education Authority will supply students with assistance for a tutor under the following conditions;

- 9.1 A letter must be submitted from the student as well as a letter from either the Professor, Dean or Department Head recommending that a Tutor is needed;
- 9.2 The Big Grassy River Education Authority will only pay to a maximum of six hours per week; unless extenuating circumstances can be proven.
- 9.3 The Big Grassy River Education Authority will pay to a maximum of \$15.00 per hour (depending on credentials of tutor); and
- 9.4 A letter of request must be made in advance.

10. TRAVEL ASSISTANCE

Is provided to students who are required to move away from Big Grassy River/ current address to attend an educational institution. Assistance will be granted once per semester. (Fall and Winter), for themselves only. It is at the discretion of the Big Grassy River Education Authority to issue seasonal travel (depending on funding). Only students who are in their last year of their chosen program will also be eligible for travel to attend their field experience. Students are required to submit a written letter of request for this travel. Travel allowance for summer students will only be for the student and will not include costs for dependents. The Education Authority will not be responsible for any moving costs.

- 10.1. Big Grassy River Education Authority will cover monthly Bus Passes with receipt/ or gas monies equivalent to a monthly bus pass.

11. ASSISTANCE FOR LIVING EXPENSES

The support for living expenses to include such costs as food, shelter, daycare, and rental costs. Students are responsible for budgeting their money to last from pay period to pay period. Students can only claim for dependents that reside with them. Students must submit a photocopy of their children's Birth Certificate or a copy of their Hospital card where it states the children (s) name and birth date.

- 11.1 There are no advances or loans from the Board. The Board will not be Responsible for any student loans or any other costs such as hydro, telephone, car bills or any other bills. Absolutely No Advances at all!
- 11.2 Allowances will be issued on the 1st of every month. If the 1st falls on a weekend it will be released on the Friday

12. PROCEDURES OF WARNING/PROBATION/TERMINATION OF SPONSORSHIP

The following procedures will be applied by the Big Grassy River Education Authority to students who do not meet the academic standard by maintaining a 2.0 Grade Point Average (after first semester/term).

- 12.1 Letter of Probation - Whereas the student must maintain a Grade Point Average of 2.0 by set date (1 full year).
- 12.2 Termination of Sponsorship - Students who do not meet the standard requirement of an academic standing of 2.0 GPA thereafter throughout the previous procedure will be terminated from sponsorship for a period of two years from the date the Big Grassy River Education Authority recognizes termination.

13. RETURNING STUDENTS WHO WERE PREVIOUSLY SUSPENDED

This section refers to those who previously received student sponsorship and did not successfully complete their program of studies (suspended).

- 13.1 Students, upon return, will be placed on probation for a period of one Academic year.
- 13.2 Students who do not meet the standard “C” average or the Grade Point Average of 2.0 in the first year and subsequent years will be terminated.

1st Termination of Sponsorship - 1-year suspension

2nd Termination of Sponsorship - No funding.

After second termination, Band Member/Student who applies for the Third time, will not be funded. An exception will be considered only if the Band Member/Student proves that they show responsibility and will be committed to their studies. If they do not succeed at this point, funding will not be given under any circumstance.

14. REHABILITATION LEAVE

The Big Grassy River Education Authority does not grant rehabilitation leave to any student who is sponsored through the Post Secondary Student Services Program.

Should a student wish to attend a Rehabilitation Centre to treat an addiction may do so at their discretion. The Big Grassy River Education Authority encourages students to finish the term or semester first before admitting into a Treatment Centre.

Students who choose to withdraw from an institution during a semester or term will not receive a Training Allowance. Students must accept the consequences of withdrawal from the institution. (Students will not be penalized from Big Grassy Education Authority for withdrawing but must submit a medical certificate by the student's family physician).

15. LEVELS OF EDUCATION

Students who obtain one (1) degree through the Post-Secondary Student Support Program may be sponsored for an After Degree Program at the discretion of the Big Grassy River Education Authority and must submit a written request. Assistance will be provided to students in the following three (3) levels of Post-Secondary institutions;

- 15.1 Level 1 - Community College diploma or certificate programs; or
Upgrading Courses in a Post Secondary setting
- 15.2 Level 2 - University "Undergraduate" program; or
- 15.3 Level 3 - a). Professional degree program;
b). Master of Doctoral programs.

STUDENT MONTHS

This refers to a month that students receive an allowance from the Big Grassy River Education Authority Student Support Program. Students are given a specific amount of "months" for them to finish their degree. For example: if a student wants to attain a 3 year B. A. degree, he/she is given 24 months to complete the degree (3 years X 8 months/year = 24 months). A written request must be made if the student goes over the allotted time (one extra year).

Students are advised to take a full course load while they are being sponsored. Since the amount of "student months" allowed for funding is just sufficient to finish the chosen courses, there is not much time allowed for changing programs or dropping courses. Full-time status is required for all students. Level 2 assistance will include assistance for an additional degree (i. e. B. A.) If a student has enrolled in Level 2 or 3, he/she is NOT eligible for assistance at a level lower to what he/she has completed. NOTE: Students in their graduating year must confirm first semester/quarter of that year must meet all requirements of that graduating year. Students that wish to apply at the College or Private Institution must submit a letter to the board explaining the reasons why. The board will evaluate on a case-by-case basis at their discretion.

16. ASSISTANCE FOR PART-TIME STUDENTS

The Big Grassy River Education Authority will provide assistance to cover only the expenses for tuition and the cost of books and supplies as required by the institution and course taken as well as 1/2 of an allowance. Students who are employed full time will receive assistance for the cost of tuition and books/ supplies only. Assistance to part-time students is without a time limit. However, the student must follow the same guidelines as previously mentioned in this Student Handbook. They must maintain a "C" Average or program requirement.

17. FRAUD

Due to past experiences, the Big Grassy River Education Authority has encountered with students committing fraud, the following guidelines have been imposed.

Any student who is caught knowingly defrauding the Big Grassy River Education Authority by:

- 17.1 Collecting Living Allowance when not attending (dropping out of School or asked to withdraw).
- 17.2 Claiming for dependents that do not live with them.
- 17.3 Not taking the minimum required courses for full-time status by the Big Grassy River Education Authority (dropping courses or being Asked to withdraw and not informing Education Authority).
- 17.4 Cashing cheques that are reported stolen.
- 17.5 Collecting sponsorship from more than one agency.
- 17.6 Failing to provide factual information on application form.

18. CONSEQUENCES:

As a result of fraudulent actions by Band Members/Students. Consequences are as follows:

- 18.1 Band Member/Student will be suspended from receiving sponsorship
- 18.2 Band Member/Student must pay back all monies or set up a former repayment before sponsorship will be considered by the Big Grassy River Education Authority.
- 18.3 As a last resort, legal action may be taken. Fraud is an indictable offence under the Criminal Code of Canada, Section 380, and carries a penalty of up to a maximum of 10 years imprisonment if found guilty by a court of law.
- 18.4 Cashed cheques that have been reported stolen, will be immediately given to the Ontario Provincial Police for investigation. Pending outcome, the Big Grassy River Education Authority will recover all dollars if possible immediately from the individual.
- 18.5 Sponsorship will be denied for future applications.

FRAUD

A deliberate deception perpetrated for unlawful or unfair gain.

FALSE PRETENSE (FRAUD)

As defined in the Criminal Code of Canada - A false pretense is a representation of a matter of fact either present or past, made by words or otherwise, that is known by the person who makes it to be false and that is made with a fraudulent intent to induce the person to whom it is made to act on it.

19. UCEP - UNIVERSITY/COLLEGE ENTRANCE PREPARATION PROGRAM

19.1. INTRODUCTION

It is the policy of the Big Grassy River Education Authority that each Band Member has an inherent right to obtain the highest and best education available to them, as to the Treaties that were signed by our fore fathers.

The Big Grassy Education Authority would like to encourage students to stay in school and obtain the highest academic education possible. However, under certain situations, we understand that this is not always possible but do not agree that entering a UCEP program is always the best alternative.

The following are terms and conditions under which the Big Grassy River Education Authority provides financial support to First Nation Band Members who are enrolled in the University/College Entrance Preparation Programs (UCEP). These programs must be attended in a Canadian Post-Secondary institutions to enable them to attain the Academic level required for entrance to degree and diploma credit programs not to exceed over one year.

20. ELIGIBILITY

To be eligible to receive support as a UCEP student, the applicant must:

- 20.1 Be a Registered Status Indian of the Big Grassy River First Nation.
- 20.2 Be accepted for enrollment in a UCEP program of a Canadian Post-Secondary institution.

- 20.3 Qualify under the mature student admission requirements of the Post-Secondary institution.
- 20.4 Provide a statement from the Post-Secondary institution offering the UCEP program that:
 - 20.4 a) The student can attain the academic level of University or College entrance within the period of one academic year.
 - 20.4 b) The student will be accepted as a student of regular University or college credit program upon successful completion of the UCEP program.
 - 20.4 c) The Big Grassy River Education Authority does not fund students that are enrolled in Adult Education Programs (e.g.) G. E. D. but will provide supplies and bus monies.
- 21. OBLIGATIONS OF STUDENTS ATTENDING SCHOOL WHEN SPONSORED BY THE BIG GRASSY RIVER EDUCATION AUTHORITY.**
 - 21.1 Students must maintain close contact with the Big Grassy River Education Authority and the Education Counsellor.
 - 21.2 Students must maintain a Grade Point Average of at least 2.0 or “C” Average or course required Grade Point Average.
 - 21.3 Students must provide a transcript of marks after each Semester/quarter (please complete a Student Authorization of Release of Transcript Form and return back to the Big Grassy River Education Authority office).
 - 21.4 Students must notify the Education Counsellor of any changes in addresses or any changes in your chosen program, i.e. withdrawal from a course or from school.
 - 21.5 Students must fill in a new application for each Semester/term/quarter.
 - 21.6 Students must notify this office when there is a change in family structure. Failing to do so may result in the reclaiming or suspension of Training Allowance.
 - 21.7 First year students are only eligible for the regular session for Sponsorship (Fall and Winter only).

- 21.8 Students must take a minimum of 4 courses per term, 1st year and a full course load thereafter in order to be eligible for Training Allowance. Less than four can result in less than full training allowances. Anyone taking less than three credits will not be funded for living allowances but the Education Authority may pay for tuition in this case.
- 21.9 Students must carry a full course load at all times. Ex: 5 courses per term or a minimum of 15 credit hours per term, failing to do so may result in allowances set accordingly.
- 21.10 Students must read and sign the Post-Secondary Student Handbook.
- 21.11 Failing to comply with any of these obligations can result in the Suspension of sponsorship.

22. EFFECTIVE STUDENTS:

- 22.1 Have a career goal. This can change and can be broad rather than narrow, but most students need a goal to provide the focus for sacrifice and hard work.
- 22.2 Have realistic expectations of themselves. They know that even though they might have received top marks in high school, Post Secondary Education will be a difficult challenge and they may get lower marks. At the same time, they have confidence that they can succeed.
- 22.3 Don't base their self-concept on how they compared to other students on their last test. While marks are important, they don't define a student's worth as a human being. This is too much pressure.
- 22.4 Have parents who value the student as a whole person, not just for their accomplishments. They have confidence that their child can learn from and rise above their failures, so they are not overly worried about their child's progress.
- 22.5 Have balance in their lives. They get exercise, have fun, socialize, and get their work done. Post Secondary Education is a marathon, not a sprint, and you have to pace yourself.
- 22.6 Have role models from whom they get encouragement and Inspiration.
- 22.7 Are assertive enough to ask for and expect help. They deal with people and use resources.

- 22.8 Have good attendance. They realize that getting to the majority of classes is not good enough, and they do what they have to do to be there all of the time.
- 22.9 Realize that taking a year off from study to get career related experience, to mature, or to have a change, could be a good thing.
- 22.10 Are prepared to deal with racism. They develop personal strategies that is effective.

23. DEFINITIONS:

- 23.1 “**REGISTERED STATUS INDIAN**” means a person whose name has been entered on to the Indian Registry maintained by INAC.
- 23.2 “**POST-SECONDARY EDUCATION**” means a program of studies, offered by a Post-Secondary institution, for which completion of Secondary school studies or its equivalent is a prerequisite.
- 23.3 “**PROGRAM OF STUDIES**” includes post-secondary and training programs.
- 23.4 “**POST-SECONDARY INSTITUTION**” are degree, diploma, and certificate granting institutions which are recognized by a province and include educational institutions affiliated with, or delivering accredited Post-Secondary institution. (Department of Indian Affairs maintains a national list of recognized Canadian Post-Secondary institutions).
- 23.5 “**FULL-TIME STUDENTS**” AND “**PART-TIME STUDENTS**” are as defined by the Post-Secondary institutions.
- 23.6 “**ACADEMIC YEAR**” is defined by the Post-Secondary institutions, but will not be less than eight months. Training programs will vary in duration.
- 23.7 “**SEMESTER**” refers to a part of the academic year, as defined by the Post-Secondary institutions. Semesters usually cover the period of September to December, January to April and May to August.
- 23.8 “**DEPENDENT SPOUSE**” means a person who is married to the student or a person who has lived with the student as husband or wife for a period of three months prior to application for educational support. This person is dependent upon the student and does not receive income in excess of the level of income allowed for a dependent Spouse by Revenue Canada.

- 23.9 **“DEPENDENT”** means a person who is dependent upon the student as defined by Revenue Canada and who does not receive income in excess of the level of income allowed for a dependent spouse by Revenue Canada.
- 23.10 **“CONTINGENCY FUNDING”** means financial support provided to students for costs related to emergency situations. Emergency Situations eligible for contingency funding include individual or Family illness. Accident or bereavement.
- 23.11 **“FRAUD”** means a deliberate deception perpetrated for unlawful gain.
- 23.12 **“FALSE PRETENSE”**, a false pretense is a representation of a matter of fact either present or past, made by words or otherwise, that is know by the person who makes it to be false and that is made with a fraudulent intent to induce the person whom it is made to act on it. An example of this would be the accepting and spending of living allowance payments after the student has dropped out of the program they are enrolled in.

APPENDIX

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**BIG GRASSY RIVER EDUCATION AUTHORITY
POLICIES-GUIDELINES-PROCEDURES**

Policy # 601

Effective: December 19, 1991

Minute: 133/91

Amended: March 25, 1999

Minute: 105/99

April 19, 2001

Minute: 163/01

SUBJECT: POST SECONDARY EDUCATION OPPORTUNITIES

POLICY

The Big Grassy River First Nation Education Authority believes that it is important for members of the Big Grassy River First Nation to pursue post secondary education opportunities. Post Secondary Education will allow First Nation members to secure better paying jobs and to provide services and expertise to the community and country. It is the Education Authority's and Community's desire to provide for and enter into self government, self reliance and independence in planning and action. This requires well educated and trained people.

GUIDELINES

1. Eligibility
 - a. must be a First Nation member in good standing
 - b. must be willing to complete all application procedures as required.
2. Application
 - a. Application for funding shall be directed to the Education Counsellor who shall review the application with the candidate, ensure that all application requirements are completed and shall then submit the application to the Education Authority with his/her recommendation.
 - b. Applications for post secondary education/training must include a letter of acceptance from the post secondary institution the student wishes to attend.
 - c. Applications for assistance for the fall term should be received by June 30 and for the winter term by December 1st. Any applications received after these dates will be considered in light of previous commitment and surplus financial resources still available.
3. All students applying for funding will be officially informed as to the disposition of their application.
4. Funding
 - a. Level of funding will be based on approved rates established by the Big Grassy River Education Authority.

**BIG GRASSY RIVER EDUCATION AUTHORITY
POLICIES-GUIDELINES-PROCEDURES**

Policy # 601

Effective: December 19, 1991

Minute: 133/91

Amended: March 25, 1999

Minute: 105/99

April 19, 2001

Minute: 163/01

SUBJECT: POST SECONDARY EDUCATION OPPORTUNITIES

- b. Duration of funding will be in accordance with the length of program approved and as defined by the post secondary institution. Requests for extension of support to complete programs shall be submitted to the Education Authority for consideration. All requests for extension must include a achievement letter stating the reasons for the extension. The Authority may require the applicant to appear before the Authority to answer further questions or concerns before an extension is granted or denied. Students who have been approved for funding for a period in excess of one year shall annually indicate their intention to continue with the approved program.
- 5. The Education Authority retains the right to review at any time post secondary funding provided to students under the mandate of the Board.
- 6. Transcripts
 - a. The Education counsellor shall ensure that students and/or the post secondary institution provides a copy of all transcripts of student marks after each semester of attendance.
- 7. Failure to Complete Program
 - a. Post Secondary Students who fail to complete the requirements of an approved program or withdraw during the approved program period shall not be considered for alternative program approval for a one year period.
- 8. Student Loans
 - a. The Big Grassy River Education Authority will not assume responsibility for any student loans and agreements entered into by Big Grassy River Students.
- 9. All students are required to complete and sign the approved Post Secondary Education & Training Contract.
- 10. In addition to the provision of this policy, the Post Secondary Policy Handbook as approved by the Education Authority and Chief & Council shall apply.

**BIG GRASSY RIVER EDUCATION AUTHORITY
POLICIES-GUIDELINES-PROCEDURES**

Policy # 602

Effective: June 16, 1992

Minute: 233/92

Amended: March 25, 1999

Minute: 105/99

April 19, 2001

Minute: 163/01

August 17, 2009

Minute:

SUBJECT: POST SECONDARY EDUCATION & TRAINING CONTRACT

The Big Grassy River Education Authority requires all students requesting financial support for Post-Secondary Education and Training from the Authority to enter into a contract with the Authority. The purpose of the contract is to ensure that students are aware of all requirements imposed by the Authority and the consequences for non-compliance.

I, _____ of _____
(name) (address)

hereby agree to abide by the following conditions while attending,

_____ (name of school/program)
and receiving financial support from the Big Grassy River Education Authority:

1. attend classes regularly and punctually; (minimum of 90% attendance)
2. complete all course work;
3. submit homework/projects papers on time;
4. report absences and reasons to the college advisors and/or the Education Authority Counsellor;
5. maintain academic marks in each course at a minimum of 60% or no less than a "C" grading; or standard requirement of the program ie. Nursing 70%
6. provide academic/vocational results to the Education Authority Counsellor as soon as they are made available by the institution or place of learning.

If I fail to uphold my responsibility as a committed student, I recognize that funding support from the Big Grassy River Education Authority will be withdrawn and that I will not be eligible for funding for **two (2)** full years from the time of withdrawal. If I owe monies to the Education Authority, I will not be eligible for funding for 2 years and monies must be paid back before submitting a new application to the Education Authority for review and approval.

Dated this _____ day of _____, 20 ____.

Signature of Student

Signature of Parent (if student under 18)

Signature of Director/Principal

Signature of Education Counsellor

BIG GRASSY RIVER EDUCATION AUTHORITY Policy 603/1023/1105
POLICIES-GUIDELINES-PROCEDURES

Effective: October 6, 1992

Minute: 311/92

Amended: March 25, 1999

Minute: 105/99

April 19, 2001

Minute: 163/01

SUBJECT: GRADUATION AWARDS AND STUDENTS RECOGNITION

POLICY

The Big Grassy River First Nation Education Authority believes that it is important to recognize the accomplishments of First nation members on their graduation from specified academic/vocational training programs. The Education Authority further believes that such recognition will encourage others to pursue further education and training and to make a contribution to the general economic and social development of the Big Grassy River First Nation.

GUIDELINES

The Education Authority will host a Graduation/Awards and Student Recognition Program on the Big Grassy River First Nation on an annual basis. The following basic Graduation Awards and Student Recognition Activities will be presented by the Education Authority and the Director/Principal. Additional awards/presentations will be at the discretion of the Director/Principal.

Best Attendance for grades JK - 8	Certificate
Best All Around Student for grades JK - 8	Certificate and Award
Most Improved Student for grades 1 - 8	Certificate and Award
Grade 12 Graduation (Regular/Alternative)	Plaque Award
Post Secondary	Plaque Award

**BIG GRASSY RIVER EDUCATION AUTHORITY
POLICIES-GUIDELINES-PROCEDURES**

Policy # 604

Effective: October 6, 1992

Minute: 311/92

Amended: March 25, 1999

Minute: 105/99

April 19, 2001

Minute: 163/01

August 17, 2009

Minute:

SUBJECT: ADVANCES TO POST SECONDARY STUDENTS

POLICY

The Big Grassy River First Nation Education Authority believes that it is imperative that Post Secondary Students from Big Grassy First Nation be given optimal support in their academic aspirations. It is the desire of Big Grassy First Nation that all Post Secondary Students be given the opportunity to finish their programs or training.

GUIDELINES

No advances will be given except under extreme circumstances, which will be determined case-by-case.

ROLES AND RESPONSIBILITIES

The Education Counsellor is responsible for ensuring that students stay within their budgets. In the event that a student encounters mitigating circumstances, the Counsellor shall provide financial planning and referrals to other resources for financial assistance.

**BIG GRASSY RIVER EDUCATION AUTHORITY
POLICIES-GUIDELINES-PROCEDURES**

Policy # 605

Effective: January 30, 1996

Minute: 16/96

Amended: March 25, 1999

Minute: 105/99

April 19, 2001

Minute: 163/01

SUBJECT: POST SECONDARY WAITING LIST

POLICY

The Big Grassy River First Nation Education Authority recognizes that due to limited funding from Indian Northern Affairs Canada that it may not be possible to fund all students who may wish to pursue post secondary education opportunities. In order to determine priorities for funding the Education Authority has developed the following guidelines.

GUIDELINES

The following guidelines have been established to determine priorities for funding for members who are on the First Nation list.

1. Continuing student (those previously approved)
2. Students graduating from High School in the last school year.
3. High School Graduates from previous years.
4. Those that had been previously funded but have dropped out or have been removed from classes by the institute.
5. In order of applications received.

Waiting List

When the Education Authority is unable to provide financial support for post secondary education the applicant will be placed on a waiting list. Those to be funded from the waiting list when money is available will be determined as in guideline #1.

Choices

1. When the Education Authority must make choices between a number of applicants for funding the Board will consider the following criteria.
 - a. Past academic and work related successes.
 - b. Previous attendance records.
 - c. Job markets for graduates.
 - d. Potential service to the community after graduation.

**BIG GRASSY RIVER EDUCATION AUTHORITY
POLICIES-GUIDELINES-PROCEDURES**

Policy # 606

Effective: April 21, 1998

Minute: 148/98

Amended: March 25, 1999

Minute: 105/99

April 19, 2001

Minute: 163/01

SUBJECT: DISABILITY EDUCATIONAL TRAINING

I. POLICY

The Big Grassy River First Nation Education Authority believes that it is important for members of the Big Grassy River First Nation with disabilities to pursue training that will enhance quality of life and employment through training programs. Training opportunities will allow First Nation members to better their quality of life and aid in securing better opportunities for employment that will provide services and expertise to the community and country. It is the Education Authority's and Community's desire to provide the opportunity for First Nation members to be able to take an active and productive role in the goal to enter into self government, self reliance and independence in planning and action. This requires that disabled First Nation members be given the opportunity to train and further their education to become productive and active citizens of the community.

II. GUIDELINES

1. Eligibility:
 - a). Must be a First Nation member of good standing.
 - b). Must be willing to complete all applications procedures as required.
 - c). Must provide letter documenting disability and recommendations for the development of quality of life skills through training
2. Application:
 - a). Application for funding shall be directed to the Education Counsellor who shall review the application with the candidate, ensure that all application requirements are completed and shall then submit the application to the Education Authority with his/her recommendation.
 - b). Applications for Disability Education Training must include a letter stating training program and equipment needed and approximate costs.
 - c). Applications for assistance will be received throughout the year on an as needed basis. All applications will be considered in light of previous commitment and surplus financial resources still available.
 - d). All applicants applying for funding will be officially informed as to the disposition of their application.

**BIG GRASSY RIVER EDUCATION AUTHORITY
POLICIES-GUIDELINES-PROCEDURES**

Policy # 606

Effective: April 21, 1998

Minute: 148/98

Amended: March 25, 1999

Minute: 105/99

April 19, 2001

Minute: 163/01

SUBJECT: DISABILITY EDUCATIONAL TRAINING

3. Funding:
 - a). Level of funding will be based on availability of funds.
 - b). Duration of funding will be based on documented recommended assessment needs on a case-by-case basis.
 - c). The Education Authority retains the right to review at any time the Disability Education Training funding provided to the applicant under the authority of the Board.
4. Documentation of Training:
 - a). Applicants must provide a certificate or a written letter from training facility on completion of training program.
 - b). In the event that applicant enters a post secondary institution all policies with regards to Post Secondary Education will be in effect.
5. Failure to Complete Program:
 - a). In the event that applicant does not attend or complete training the Education Authority reserves the right to review and impose future funding restrictions.
6. Loans:
 - a). The Big Grassy River Education Authority will not assume responsibility for any loans and agreements entered into by applicants by their own accord.

BIG GRASSY RIVER EDUCATION AUTHORITY ALLOWANCE CATEGORY

81/00 THAT the Projected Post Secondary Budget submitted by Lynn Indian, Education Counsellor with the 18.5% increase for Living Allowances effective September 2000 be approved.

S1 Single Student Living With an Employed Parent

S2 Single Student Living Away from Home

S3 Single Parent

M1 Married Student with an Employed Spouse

M2 Married Student with an Dependent Spouse

Rates in Effect as of September 2000

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7
S1	415.00	830.00	1,245.00	1,660.00	2,075.00	2,490.00	2,905.00
S2	800.00	1,600.00	2,400.00	3,200.00	4,000.00	4,800.00	5,600.00
S3-1	1,170.00	2,340.00	3,510.00	4,680.00	5,850.00	7,020.00	8,190.00
S3-2	1,330.00	2,660.00	3,990.00	5,320.00	6,650.00	7,980.00	9,310.00
S3-3	1,480.00	2,960.00	4,440.00	5,920.00	7,400.00	8,880.00	10,360.00
S3-4	1,630.00	3,260.00	4,890.00	6,520.00	8,150.00	9,780.00	11,410.00
S3-5	1,780.00	3,560.00	5,340.00	7,120.00	8,900.00	10,680.00	12,460.00
S3-6	1,930.00	3,860.00	5,790.00	7,720.00	9,650.00	11,580.00	13,510.00
S3-7	2,080.00	4,160.00	6,240.00	8,320.00	10,400.00	12,480.00	14,560.00
M1-0	800.00	1,600.00	2,400.00	3,200.00	4,000.00	4,800.00	5,600.00
M1-1	975.00	1,950.00	2,925.00	3,900.00	4,875.00	5,850.00	6,825.00
M1-2	1,155.00	2,310.00	3,465.00	4,620.00	5,775.00	6,930.00	8,085.00
M1-3	1,330.00	2,660.00	3,990.00	5,320.00	6,650.00	7,980.00	9,310.00
M1-4	1,380.00	2,760.00	4,140.00	5,520.00	6,900.00	8,280.00	9,660.00
M1-5	1,430.00	2,860.00	4,290.00	5,720.00	7,150.00	8,580.00	10,010.00
M1-6	1,480.00	2,960.00	4,440.00	5,920.00	7,400.00	8,880.00	10,360.00
M2-0	1,020.00	2,040.00	3,060.00	4,080.00	5,100.00	6,120.00	7,140.00
M2-1	1,170.00	2,340.00	3,510.00	4,680.00	5,850.00	7,020.00	8,190.00
M2-2	1,330.00	2,660.00	3,990.00	5,320.00	6,650.00	7,980.00	9,310.00
M2-3	1,480.00	2,960.00	4,440.00	5,920.00	7,400.00	8,880.00	10,360.00
M2-4	1,630.00	3,260.00	4,890.00	6,520.00	8,150.00	9,780.00	11,410.00
M2-5	1,780.00	3,560.00	5,340.00	7,120.00	8,900.00	10,680.00	12,460.00
M2-6	1,930.00	3,860.00	5,790.00	7,720.00	9,650.00	11,580.00	13,510.00
M2-7	2,080.00	4,160.00	6,240.00	8,320.00	10,400.00	12,480.00	14,560.00

BIG GRASSY RIVER EDUCATION AUTHORITY
Box # 453, MORSON, ONTARIO
P0W 1J0
(B) 807-488-5916 or 5986 (F) 807-488-5345

RELEASE OF INFORMATION FORM

STUDENT NAME: _____

STUDENT IDENTIFICATION NUMBER: _____

INSTITUTION: _____

ACADEMIC YEAR: _____

SOCIAL INSURANCE NUMBER: _____

HEALTH CARD IDENTIFICATION NUMBER: _____

I hereby authorize the Release of all information to the Big Grassy River Education Authority on a Quarterly or a Semester system regarding my financial, attendance and academic progress, including my student history sheets and transcripts so that I may maintain my funding in good standing.

- | | |
|--|---|
| ☐ Fall Quarter (Term I) | ☐ 1st Semester (College) |
| ☐ Winter Quarter (Term II) | ☐ 2 nd Semester (College) |
| ☐ Spring Quarter (Term III) | |
| ☐ Summer Sessions I&II | |
| ☐ Verification of Registered Courses for each session | |

Transcripts Fees are to be invoiced to Big Grassy River Education Authority only if requested by the Big Grassy River Education Authority or the Education Counsellor for purposes of reviewing student's academic standing and future and further sponsorship.

I hereby and give my consent to release all information on this document to the following agencies: Human Resources Development Offices, Indian Friendship Centres, City/Provincial/First Nation Social Services Offices so that I may maintain my sponsorship in good faith. I understand that wherever I may reside, the Education Authority will contact these agencies in my home province as well as the province I am living in for the duration of my funding for the school year.

Date

Student Signature

BIG GRASSY RIVER EDUCATION AUTHORITY
PELL GRANT RELEASE OF INFORMATION FORM

NAME: _____

STUDENT #: _____

NAME OF INSTITUTION: _____

Date _____ Student Authorization Signature _____

Date _____ Education Counsellor _____

OFFICE ONLY

PELL GRANT MONIES STUDENT RECEIVED: _____

DATE PELL GRANT MONIES WERE ACTIVATED: _____

PERIOD PELL GRANT MONIES IS COVERED FOR: _____

FROM: MO./DAY/YR. _____ **To :MO./DAY/YR.** _____

Date

Administration Signature Authorizing Information

Adopted: January 12th, 1998

**BIG GRASSY RIVER EDUCATION AUTHORITY
POST-SECONDARY CONFIRMATION FORM**

I have read and signed the Release of Information form. I have also read and understood the Big Grassy Post Secondary Handbook.

Print Name_____

Student Signature _____

Date _____

Yours truly,

Ms. Lynn Indian
Education Counsellor

LI

cc: Education Authority File