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AHTAHKAKOOP
Post Secondary
Student Support
Program

STUDENT HANDBOOK

Table of Contents

| | <u>Page</u> |
|---|-------------|
| 1. Introduction..... | 3 |
| 2. Definitions..... | 3 |
| 3. Eligibility..... | 6 |
| 4. Assessing and Processing of Applications..... | 7 |
| 5. Priority and Approval of Applications..... | 8 |
| 6. Limits of Support..... | 9 |
| 7. Employed Students – Part/Full Time..... | 10 |
| 8. Type of Support and Allowance..... | 11 |
| 9. Incentives and Scholarships..... | 14 |
| 10. Graduation Allowance/Expenses..... | 15 |
| 11. Accountability..... | 15 |
| 12. Appeals Process..... | 16 |
| 13. Obligations of Students..... | 16 |
| 14. Obligations of Post Secondary Student Support Program Operating Guidelines... | 18 |
| 15. Operating Guidelines..... | 18 |
| 16. Student Registry..... | 18 |
| 17. Policy Review..... | 18 |
| 18. Training Centers..... | 18 |
| 19. Practicums/Internships..... | 19 |
| 20. Appendix A. Living Allowance..... | 19 |

1. INTRODUCTION

- 1.1. The policies set out in this manual have received the approval of Ahtahkakoop First Nation as the administering organization and consequently the Post Secondary Student Support Program (P.S.S.S.P). It operates under the authority of the Chief and Council, which is delegated to the Post Secondary Education Board.
- 1.2. The Ahtahkakoop First Nation asserts that Education is a Treaty Right and nothing in this policy shall abrogate that right, nor the responsibility of the Federal Government towards Treaty citizens.
- 1.3. The Post Secondary Student Support Program is here to encourage and support Ahtahkakoop band members in pursuing post secondary studies in recognized post secondary institutions.
- 1.4. The objectives of the Post Secondary Student Support Program are to encourage and support eligible students to acquire university, technical institute, college or professional qualifications so that they may become economically self-sufficient.
- 1.5. In the event of a dispute in regards to any funding, the Post Secondary Education Board will make the final decision.

2. DEFINITIONS

- 2.1. **The Post Secondary Education Board** is comprised of the Chief, Two (2) Band Councilors, Three (3) band members and one (1) Elder.
- 2.2. **Post Secondary Education** means a program of studies, offered by a recognized Post Secondary Institution, for which completion of secondary school studies or its equivalent is a prerequisite.
- 2.3. **Program of studies** includes all post secondary programs, at least one academic year in duration, leading to a certificate, diploma or degree. Programs less than one academic year, which are prerequisite to Post Secondary programs of at least one academic year in duration are included.
- 2.4. **Post Secondary Institutions** are given authority to grant degrees, diplomas, and certificates through specific legislation and these institutions are therefore “recognized” institutions.

- 2.5. **Public Institutions** are called universities, university colleges, institutes, colleges of applied arts and technology, community colleges, centers or schools. These institutions are established by public legislation and receive public funds.
- 2.6. **Private Institutions** are called universities, colleges, institutes or schools.
- 2.6.1 Recognized Institution means Post Secondary Institutions given authority to grant degrees, diplomas and certificates through specific provincial and territorial legislation.
- 2.6.2 Affiliated, are Non-Degree granting institutions delivering degree programs through formal arrangements whereby graduates are granted degrees.
- 2.6.3 Federated are public institutions belonging to a formal group of colleges and universities which collectively deliver one university program.
- 2.7. **Full-time students and part-time students** are defined as follows by the Ahtahkakoop First Nation.
- 2.7.1 First year students should be registered in a university accredited program, taking a minimum of three (3) classes in the first semester and four (4) classes in the second semester to be considered full-time.
- 2.7.2 Continuing students who are in their second year should be taking four (4) classes or more to be considered full-time and must pass **all classes** or meet the minimal required classes.
- 2.7.3 A student taking fewer than four (4) classes, after the first semester, shall be considered part-time.
- 2.7.4 A student needing one or more classes to complete their degree, diploma or certificate will be selected at the discretion of the Post Secondary Education Board. (see: 2.4)
- 2.8. An **Academic Year** will not be fewer than eight months in duration.
- 2.9. **Semester** refers to a part of the academic year, as defined by the Post Secondary Institution.
- 2.10. **Dependant** means a person other than a spouse, who is under eighteen (18) years of age.

- 2.11. **Human Resource Development Canada (HRDC)** is a Federal Government department known.
- 2.12. **Foreign Public Secondary Institution** means a public or private Post Secondary Institution located in a country other than Canada.
- 2.13. **Fraud and Misrepresentation** means using false documentation to acquire Post Secondary Institution status for funding
- 2.14. **G.E.D.** means General Education Development, which for the purposes of this policy, means a grade twelve (12) education.
- 2.15. **Technical and Trades Training** means pre-employment including trades, technical and vocational training.
- 2.16. **Required to Discontinue (RTD)** means a Post Secondary Institution or Post Secondary Education Board canceling the student's enrollment in a training program and from the institution due to unsatisfactory academic performance.
- 2.17. **Tutor** means a Teacher/Instructor who gives extra instruction to students individually or in small groups.
- 2.18. **U.E.P.** means University Entrance Program that upgrades the student's academic skills in preparation for University studies.
- 2.19. **Unclassified student** means a full or part-time student taking university level courses without being admitted into a college or program. (i.e. College of Education, Arts and Science, Commerce etc.)
- 2.20. **Mature Student** means a person who is twenty-one (21) years of age or older and who has been out of school for more than one year.
- 2.21. **Living Allowance** means support for living expenses. This allowance is expected to cover such costs as; food, shelter, daily transportation, daycare, rent utilities and other living expenses.
- 2.22. **Post Secondary Coordinator** is one who administers the Post Secondary Student Support Program and shall be in accordance with this policy.
- 2.23. **Student months** is the number of funding months required to complete the following chosen course of studies:

- a.) Certificate; one (1) year or less
- b.) Diploma, two (2) years or less
- c.) Degree: 28 to 32 months and an additional four (4) to eight (8) months or at the discretion of the Post Secondary Education Board.

2.24. Bursary is a small grant or payment received on the basis of financial need.

3. **ELIGIBILITY**

The student must be a registered member of Ahtahkakoop First Nation.

The Student must meet the entrance requirements and be accepted for enrollment in a recognized certificate, diploma or degree program and which has normally has grade twelve (12) as an entrance requirement.

Support will be provided within the limits of funds available in accordance with funding arrangements. If demand for funds exceeds availability, the application will be deferred according to priority for approval of applications and at the discretion of the Post Secondary Education Board.

Applications must have been received at the Post Secondary Office by the deadlines set in the Policy Manual. The deadline dates for the:

Fall Semester (September) is June 30

Winter Session (January) is October 31

Intercession is March 31

Summer Session is May 31

Priority will be given to those students with a higher grade point average and with full (24 credits) grade twelve (12) credits.

Urban Technical Applicants

Students that are living in the urban centers of Prince Albert, Saskatoon and Regina, and are applying for technical institutions like; Saskatchewan Institute of Applied Science and Technology (S.I.A.S.T.) or the Saskatchewan Indian Institute (S.I.I.T) must apply with their local HRDC. The applications are available at the Post Secondary Office for students who are applying for urban technical programs. Those that are out of province must also apply with their local HRDC office. Here is a list of the contribution offices below:

Prince Albert Urban: Phone (306) 765-5300 Fax: (306) 922-5544

Saskatoon Urban: Phone (306) 956-6130 Fax: (306) 244-1097

Out of Province Urban: <http://www.hrsdc.gc.ca>

A. Full-Time Students

Students who have full or partial grade twelve are not permitted to apply as an unclassified student, or apply into a U.E.P. Program. First year grade twelve (12) students should have a grade point average high enough to be admitted into a faculty at the time of applying. Should the student not have the credits or grade point average to be admitted into the faculty, the student will be required to return back to high school to meet the entrance requirements.

B. Second Year or Continuing University Students

You are required to have a major/minor picked out by the second year of studies, or your funding will be discontinued. Students must have a 60% average in all classes. If the marks are falling below the average in the first semester, the student will then be placed on probation with the consideration of the circumstances by the Post Secondary Education Board. The student may be given a chance to bring up their grades before the end of the year. If the average is not brought up to 60% by the end of the second semester funding will be discontinued.

4. **ASSESSING AND PROCESSING OF APPLICATIONS**

All applications shall be date stamped as they are received, mailed in applications with the date appearing on the envelope. The application shall be appraised to determine validity and merit along with funding criteria relevant to the application. Based on this assessment, the application will be categorized into one or more of the following categories. The applicant will then be notified as to the status of his/her application.

A. Complete Application

Provided all conditions for funding are met and prior to deadline date set out within this policy, the applicant has all supporting documentation; the application will then be submitted to the Post Secondary Education Board for selections.

- Complete funding form
- Acceptance letter from Institution
- Transcripts of grade twelve marks and / or transcripts of any other previous institutions attended.
- Copy of health cards and treaty card of applicant and dependants

- B. **Incomplete Applications**
An incomplete application is one where required information and / or documentation to support the application are missing. Such applications shall be held until such time as the required information and or documentation is supplied by the applicant.
- C. **Late Applicants**
A late application is one that is submitted after the application deadline in which case it shall be given consideration only after all valid applications received on time have been considered.
- D. **Deferred Application**
A deferred application is one which has been held until such time as the appropriate conditions relevant to the applications are in place to warrant reconsideration or approval. Applications may be deferred for the following reasons:
 - a.) When all available funds for which the application is made have been extended or committed.
 - b.) When application is made for funding to enter into a Post Secondary program of studies that has already started and the course/program is past the deadline.
 - c.) Information and or documentation required to support the application is forthcoming from the applicant.
- E. **Rejected Application**
 - a.) If required information and or documentation to support the application is not submitted by the applicant within thirty (30) days from the request being made.
 - b.) The applicant was asked to discontinue from a previous Post Secondary program or had discontinued on his her own volition without notification or justifiable cause on their own part.

5. PRIORITIES FOR APPROVAL OF APPLICANTS

Selection of students eligible for financial assistance under the Ahtahkakoop Post Secondary Assistance Program will be based on the following criteria.

1. Continuing students who have reapplied, submitted final grades, and met all minimum acceptable requirements: (must have 60% overall average in all classes) **Continuing students who do not re-fill a funding form for each term or submit final grades from previous academic semesters by deadline dates, will also result in a discontinuation of funding.**
 - 1.1. Continuing students will also include students returning after a leave of absence for authorized medical or personal reasons (at the discretion of the Post Secondary Education Board). A letter

indicating intended date of return must be submitted to the Board one semester in advance.

2. Any grade twelve (12) student who is applying *must have a conditional acceptance letter from the institution by the deadline dates when applying for funding. Grade twelve (12) students should have their official acceptance letter and official transcripts in by the deadline dates identified in the eligibility requirements in this handbook. **Grade twelve (12) students will not be funded for university entrance programs or unclassified studies.***
3. Returning students who are pursuing a second degree in a higher program level (i.e. Masters, P.H.D) in the same discipline as their Bachelors Degree.
4. Applicants who have been deferred from the previous year for the reason of insufficient funding are still required to reapply for funding – they are not automatically put on the funding list.
5. Mature applicants who are eligible to go directly into a Post Secondary program.
6. Students who have been required to discontinue and have done their one year wait.
7. Students who have been required to discontinue (RTD) twice, and have done their two year wait. (two years from the date of discontinuation)

In the event the funds are not adequate to provide assistance to all students applying for assistance, the following criteria will apply:

- a.) Preference will be given to applicants entering a program of studies designated as a training priority by the band.
- b.) Academic performance will be taken into consideration with preference given to applicants demonstrating academic excellence.
- c.) Family size will not be a deterrent to approval of assistance.

6. LIMITS OF SUPPORT

- 6.1. Ahtakakoop First Nation has adopted the *Maximum Level of Assistance*. (see: appendix A, page 19)
- 6.2. Duration of assistance will be in accordance with the minimum full-time requirements of the program as defined by the Post Secondary institutions or the Post Secondary Student Handbook

- 6.3 Students may be assisted for up to one additional year for authorized documented medical, academic or personal reasons. Those applicants who request more than one additional academic year will be referred to the appeal process prior to the approval of additional funding.
- 6.4 Students who wish to transfer programs require the approval of the Ahtahkakoop Post Secondary Education Board in order to receive funding. Students who have been required to discontinue will not be permitted to transfer and will still be required to reapply for funding after a duration of one year.
- 6.5. Students who have completed a university degree are not eligible for additional funding to attend a technical institution.
- 6.6 Students who have previously completed a portion of Post Secondary studies without support from this program may apply for support for the balance of their program of studies, providing funding is available.
- 6.7 Continuing students will give notification of intent in their academic program to the Post Secondary Coordinator. Support will be approved for a university academic year which is normally eight months. Support for students attending other post secondary institutions, e.g. SIAST, will be for the normal academic year as set by the institution. Students will be required to reapply for support each term and or semester.
- 6.8 Students for whom intercession or summer school (IS/SS) attendance is a compulsory aspect of their program will receive normal levels of support for the sessions, at the discretion of the Post Secondary Education Board.
- 6.9 Tuition and book support, (subject to availability of funds) will be provided to full-time/part-time students as required by the program of studies.
- 6.10 Maintenance payments – The Ahtahkakoop post secondary program is not responsible for any maintenance payments to any full time or part time students.

7. EMPLOYED STUDENTS PART-TIME FULL-TIME

Students may work full or part-time while receiving financial assistance from the post secondary student assistance program. However, grades and grade point average are most important and a student must maintain minimum standards. (see: 3.B)

8. TYPES OF SUPPORT AND ALLOWANCES

8.1. Tuition and Book Support

- a) Student's fees for registration, tuition, tutorials, and reasonable cost of books and supplies which are listed as required by the post secondary institution will be paid as follows:

Book Allowances

Half Class - \$100.00 Full Class - \$200.00

If your books total more than the allowed amount, you must submit your receipt and required book list to apply for additional reimbursement.

The Post Secondary Board may choose to directly reimburse Technical Institutes for approved supply costs. In this case, the student must acquire a letter from the Institute stating exact costs for all supplies and must receive prior approval from Ahtahkakoop Post Secondary Education before supplies are invoiced to Ahtahkakoop Post Secondary.

- b) Class drop fees will be borne / paid by the student. If needed, the fee amount may be deducted from student allowances.
- c) Students attending private or foreign post secondary institutions should note that they will be eligible for tuition support at no higher than the rate charged by the public institution nearest to the student's Canadian place of residence which offers a comparable program at the time of application.
- d) Students who receive scholarships or bursaries to attend post secondary institutions may also be eligible for funding from the Ahtahkakoop Post Secondary Student Support Program, which will pay living allowance, tuition and books if necessary.

All regulations governing eligible students, programs and institutions must be met. Each case will be considered individually by the Post Secondary Education Board.

- e) Tutorial Fees: \$50.00 per class, per academic year will be allowed providing proper documentation is submitted. Tutorial costs will not be paid for students where free tutoring is available.
- f) Students are allowed up to \$6000.00 in tuition costs. Anything over will be reviewed by the Post Secondary Education Board.

8.2. Transportation and Relocation Support

Students whose permanent address is different from his/her study address will be provided with one round trip to transport dependents and household goods to the place of study. Providing sufficient funds are available transportation or relocation support will be paid at the following rates **one time** basis

8.2.1 Rates: Ahtahkakoop to Regina - \$300.00 Ahtahkakoop to Saskatoon - \$200.00 Ahtahkakoop to Prince Albert - \$100.00

Out of province students will be provided with transportation or relocation allowance at the rate he/she would receive if he/she were attending the provincial public post secondary institution nearest to his/her permanent address offering a comparable program.

8.3. Part-Time Support

- a) Part-time students may be eligible for tuition and books.
- b) Students enrolled in post secondary correspondence or other distance education courses and who do not qualify as full time or part-time students as defined above, may qualify for tuition fees and books.

8.4 Living Allowance

If the student is approved for full time funding and needs to move to a city centre the Ahtahkakoop Post Secondary Education office will cover damage deposit up to a maximum of \$500.00, one time only. It is the responsibility of the student to collect the damage deposit if you move to a different residence and/or when you take an authorized leave of absence.

- a) The living allowance rate structure and entitlement will be set by the administering organization annually in Operating Guidelines, for full-time student only.
- c) Post secondary students should have student allowance directly deposited into their respective accounts four business days before the first of each month.

*Note: Students are encouraged to open a bank account to better facilitate funding transfers. Submit your banking information to the Post Secondary Coordinator.

d) Living Allowance Technical Enrolment

Those students enrolled in Technical Programs - i.e. SIAST, SIIT - will be required to submit their student attendance by the 20th of each month. The attendance should be signed from the instructor. Failing to submit your attendance sheets to the Post Secondary Education Office will result in a delay in your student allowance cheque.

8.5 Allowances for Special Needs Students

- a) Students with special needs (i.e. physically disabled persons) requiring additional assistance related to their post secondary program shall have their requests considered on an individual basis. Approval of assistance shall take into consideration the following factors:
- actual costs of intervention services
 - availability of assistance from other sources either public (government) or private (association or non-profit) group
 - practicality as well as convenience
 - the objective of the PSSSP is "to encourage prequalified, eligible students to acquire university, technical institute, college or professional qualifications so that they can become economically self-sufficient and develop their individual potential to further their own aims and contribute to the progress of the First Nation community."
- b) The Post Secondary Education Board may assess a special need for newborn infants for a layette in the amount of \$250.00, providing funds are available and the student is attending full-time studies. Part-time students are not eligible.
- c) The assessment of special needs will be carried out by the Post Secondary coordinator in collaboration with the Board the student services staff of the institution and the concerned special needs student.
- d) In the event that the student with special needs wishes to appeal a decision, normal appeal procedures will apply.

8.6. Emergency Assistance

- a) Emergency assistance may be available, subject to the availability of funds, to eligible full time students. Emergency assistance may be provided for situations that include but are not necessarily limited to

the following: emergency travel due to death or critical illness in the immediate family. Note: Decision will be based on individual circumstances.

- b) Application for Emergency assistance must follow the following procedures:
 - i) Make the request in writing to the Post Secondary Coordinator.
 - ii) Students unsatisfied with the response of the Post Secondary Coordinator will make their requests to the Post Secondary Board.
 - iii) Students unsatisfied by the response of the Post Secondary Board may follow the appeal process outlined in item 12.

9. INCENTIVES AND SCHOLARSHIPS

The Ahtakakoop Post Secondary Support Program has academic scholarships available to students. Academic scholarships up to \$3000.00 annually will be awarded to a student with the highest academic average in that current year. In order to be eligible for a scholarship the minimum average must be 65% or higher.

The student population that will qualify for this scholarship are those students who are considered full-time students. The Applicants can be students in a technical or university program. The Post Secondary Education Board will review marks and make a decision on that basis. In order to be eligible for a scholarship, students are required to apply for scholarships by making a request in writing and also by submitting their final marks to the Post Secondary office by June 30 of each year.

The Scholarships will be distributed as follows:

| | |
|---|---|
| 1st Highest G.P.A. ...\$1000.00 | Students completing Post Graduate or Masters Degree (Doc. / Law Degree). |
| 2 nd Highest G.P.A. ...\$800.00 | Students in 4 th year college or university program. |
| 3 rd Highest G.P.A. ...\$600.00 | Students in 3 rd year college or university program. |
| 4 th Highest G.P.A. ...\$400.00 | Students in 2 nd year college or university program. |
| 5 th Highest G.P.A.\$200.00 | Students in 1 st year college or university program. |

10. GRADUATION ALLOWANCE EXPENSES

- 10.1 Graduation allowance will be issued on a one time basis per level of education by the Ahtahkakoop Administration Office. Students must apply for graduation allowance at each level of education attained.

Graduation allowance will be issued by the administration officer, depending on the type of graduate you are, and pending confirmation from the institution.

| | |
|--------------------------------|----------|
| Technical 1 year program | \$150.00 |
| 2 Year program..... | \$200.00 |
| 3 year program..... | \$300.00 |
| 4 year program..... | \$400.00 |
| Graduate/Masters Degree..... | \$500.00 |

- 10.2 Graduation Expenses

Graduation expenses will be issued by the Post Secondary Education Office. Those who are eligible for graduation expenses will follow the following flat rates, which cover travel, accommodations and any other additional tickets. No additional expenses will be paid.

| | |
|-----------------------------------|----------|
| Urban Students | \$150.00 |
| Ahtahkakoop - Prince Albert | \$150.00 |
| Ahtahkakoop - Saskatoon | \$200.00 |
| Ahtahkakoop - Regina | \$300.00 |
| Regina - Prince Albert | \$200.00 |
| Regina - Saskatoon | \$200.00 |
| Prince Albert - Saskatoon | \$150.00 |

11. ACCOUNTABILITY

- 11.1 Overpayments: Every effort will be made by the Ahtahkakoop Post Secondary Student Support Program to recover overpayments to students who misuse funding by not fulfilling the terms of the PSSSP or who misrepresent their marital, dependent or program status on applications.
- 11.2 Misuse of Funds: When misuse of post secondary funds is discovered, the Post Secondary Coordinator will adopt the following procedures: write a letter to the individual stating the findings; if the student is, in fact, found to be misusing funding, arrangements will be made by the Post Secondary Coordinator for repayment by the student of overpayments received and will be a condition of any future funding. Students with late withdrawals, dropped classes, and/or absent fails shall be required to pay for the fees associated with that class.

- 11.3 Lost or Stolen Cheques: Should your student cheque be lost or stolen, inform the Post Secondary Coordinator immediately. If your cheque is stolen, you are required to report the incident to the police and produce proof that the matter has been reported. A stop payment will be made on your original cheque and a new one will be provided.
- 11.4 Advances: Advances of any kind will not be provided.

12. APPEALS PROCESS

- 12.1 Every student has a right to appeal a decision made by the Post Secondary Education Board in writing. However, a student's application that has been refused because funds are fully committed or because a student has clearly exceeded the academic entitlement, ***this appeals process will not be considered.*** The Education Board must reply within 14 days.
- 12.2 When misuse of funding is suspected, the student will be notified in writing in accordance with 11.2. If there is no response, funding will be terminated. The student may appeal within 14 days.
- 12.3 If the issue is still not resolved after first appeal, the Post Secondary Education Board can hear the appeal in person or by tele-conference. The Post Secondary Education Board's decision is then final.
- 12.4 The student has a right to attend the appeal hearing in person or appoint a representative; however no professional legal counsel will be permitted at appeal hearings.
- 12.5 The Appeal Board, which will be appointed by the Post Secondary Education Board, shall consist of five members: the Chairman of the Post Secondary Education Board, two (2) regular Post Secondary Education Board Members, an Elder, and one (1) post secondary student representative which are selected from a list of 3 students submitted by the Post Secondary Coordinator to the Post Secondary Education Board.
- 12.6 Policies and Operating Guidelines will be strictly followed.

13. OBLIGATIONS OF STUDENTS

- 13.1 It is understood that the PSSSP is intended to provide support for students with serious intentions to succeed in post secondary education. Students are expected to attend classes regularly, submit assignments as required by their programs, and apply themselves to their studies.

13.2 Students will be dealt with fairly and equitably under the Ahtahkakoop Post Secondary Student Support Program.

13.3 Students must always keep their marks and grades up. If a student fails one or more classes per semester his/her funding will be discontinued by the Ahtahkakoop Post Secondary Education Board.

The student may appeal the decision and set a meeting with the Post Secondary Education Board to explain the situation. In some cases where students are failing, the students will provide periodic reports such as attendance, quizzes, mid-term and final exams, and papers.

13.4 Students are expected to budget their student allowance appropriately to live within their means.

13.5 Students are required to apply for support funding in each academic year.

13.6 Students are required to provide confirmation of enrolment to the Post Secondary Coordinator in order to be eligible for textbook funds.

*Note: Textbook allowance will be issued when registration of classes is received and or final and mid-term marks have been received by the Post Secondary Office. It is the student's responsibility to submit this information and not the Post Secondary staff to retrieve this information. Continuing students are also required to submit midterm and or final marks

13.7 Final marks will be required at the end of each semester (Fall - December 31; Winter - April 30; Intercession - June 30; and Summer Session - August 30). This policy will include all university, college and technical programs.

13.8 Students are required to follow the following procedure when applying for any type of funding or support services:

- i) Make the request to the Post Secondary Coordinator
- ii) Students not satisfied by the response of the Post Secondary Board may follow the appeal process outlined in section 12.

13.9 Students are required to enrol only in classes which are mandatory for successful completion of their program. Classes which are taken only to be eligible for full time status will not be allowed.

14. OBLIGATIONS OF POST SECONDARY STUDENT SUPPORT PROGRAM

- 14.1 The Ahtakakoop PSSSP will clearly set out obligations to students in the Ahtakakoop Student Handbook.
- 14.2 The Ahtakakoop PSSSP will provide orientation seminars for first-year students at the beginning of each academic year.
- 14.3 Students will be treated fairly and equitably by the Ahtakakoop Post Secondary Student Support Program.

15. OPERATING GUIDELINES

The Ahtakakoop Post Secondary Education Board will oversee development and maintenance of Operating Guidelines for the administration of the Ahtakakoop Post Secondary Support Program.

16. STUDENT REGISTRY

- 16.1 The Ahtakakoop Post Secondary Student Support Program will maintain confidentiality with respect to student identification files. Disclosure of academic information requires the informed consent of the student. Personal information is subject to the terms of privacy provisions.
- 16.2 The Ahtakakoop Post Secondary Student Support Program will maintain a student registry for statistical submission and reporting requirements.
- 16.3 The Ahtakakoop Post Secondary Student Support Program will maintain a national list of recognized post secondary and technical institutions.

17. POLICY REVIEW

- 17.1 There shall be a policy review once a year, by the Post Secondary Education Board, which will consist of the Post Secondary Education Board and one post secondary or technical student.

18. TRAINING CENTERS

- 18.1 Training centers on reserve will follow the schedule set by the university/college for holidays. That schedule may differ from other schedules on reserve.

19 PRACTICUMS/INTERNSHIPS

19.1 Students who are doing their Practicum/Internship will receive an additional allowance for the duration of the Practicum or Internship. Maximum allowance will be \$200.00 per month, or \$50.00 per week. Receipts may be required for certain programs.

All disbursements will be made in Canadian funds.

This Student Handbook was created pursuant to INAC's National Policy. INAC dictates to nation-wide administrative forums. In this regard, there may be changes and/or omissions to this publication as warranted. AHTAHKAKOOP First Nation Band will not be held totally liable or responsible to changes that occur within the INAC's National Policy.

Appendix A.

MAXIMUM LEVELS OF ASSISTANCE FOR LIVING EXPENSES

| | Maximum Monthly Allowance |
|----------------------|------------------------------|
| Single Student | \$1100.00 |
| With 1 Child..... | \$1300.00 |
| With 2 Children..... | \$1400.00 |
| With 3 Children..... | \$1500.00 |
| With 4 Children..... | \$1600.00 |

Maximum amount \$1600.00 per month