

AHTAHKAKOOP POST-SECONDARY STUDENT SUPPORT PROGRAM POLICY MANUAL



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We would like to take this opportunity to wish everyone the best in
their academic endeavors.

Ahtahkakoop Post-Secondary Student Policy Manual
Ratified by Chief & Council on this day July 21st, 2022

Part A — Ahtakakoop Post-Secondary Student Support Program (PSSSP Guidelines)

- 1. INTRODUCTION 3
- 2. ELIGIBILITY..... 4
- 3. SUBMISSION OF APPLICATIONS..... 7
- 4. PRIORITIES FOR APPROVAL OF APPLICANTS..... 8
- 5. LIMITS OF SUPPORT 10
- 6. EMPLOYED STUDENTS - PART-TIME & FULL-TIME..... 110
- 7. ELIGIBLE EXPENDITURES 121
- 8. ALLOWANCES FOR SPECIAL NEEDS STUDENTS..... 13
- 9. SCHOLARSHIPS 15
- 10. GRADUATION ALLOWANCE EXPENSES 15
- 11. ACCOUNTABILITY 16
- 12. APPEALS PROCESS..... 166
- 13. RESPONSIBILITIES OF STUDENTS..... 17
- 14. RESPONSIBILITIES OF POST-SECONDARY STUDENT SUPPORT PROGRAM..... 18
- 15. RESPONSIBILITIES OF POST-SECONDARY BOARD MEMBERS..... 19
- 16. STUDENT REGISTRY 20
- 17. POLICY REVIEW 20
- 18. TRAINING CENTERS..... 200
- 19. PRACTICUMS/INTERNSHIPS 200
- 20. BUDGETARY SURPLUSES 201
- 21. ABORIGINAL SKILLS AND EMPLOYMENT TRAINING STRATEGY (ASETS) LABOUR MARKET ACTIVITY GUIDELINES..... 211
- 22. ATTENDANCE 244
- 23. DEFINITIONS..... 244
- 24. Declaration.....29

Part A — Ahtahkakoop Post-Secondary Student Support Program (PSSSP Guidelines)

Vision Statement

The Vision of the Ahtahkakoop Post-Secondary Program is to encourage and support our community members to achieve higher learning opportunities.

Mission Statement

The Mission of the Ahtahkakoop Post-Secondary Program is to provide assistance for our students to earn a valued education to become self-sufficient, independent and contributing individuals.

1. INTRODUCTION

- 1.1.** The Chief and Council of Ahtahkakoop Cree Nation and its Post-Secondary Board welcome you to the Ahtahkakoop Post-Secondary Student Support Program (PSSSP) which hereinafter will be referred to as the student program. The Band has taken control of the student program since 1992.
- 1.2.** The policies set out in their manual have been approved by the Ahtahkakoop Cree Nation as the administering organization and the Ahtahkakoop student program.
- 1.3.** The Ahtahkakoop Cree Nation asserts that Education is a Treaty Right and nothing in this policy shall abrogate nor derogate that right or lessen the responsibility of the Federal Government towards Treaty citizens.
- 1.4.** The student program is here to encourage and support Ahtahkakoop Band Members in pursuing post-secondary studies in recognized post-secondary institutions.
- 1.5.** The objectives of the student program are to encourage and support eligible students to acquire university, technical institute, and college or professional qualifications so that they may become economically self-sufficient.
- 1.6.** In the event of a dispute regarding any funding, the Post-Secondary Board will make the final decision.
- 1.7.** The student program is open to funding both post-secondary (University) and technical studies
 - (Technical) from recognized institutions.

- Refer to SITAG's ASETS handbook for the guidelines and stipulations on funding for technical programs.

1.8. For community-based programming, refer to the National Child Benefit Reinvestment (NCBR) program.

2. ELIGIBILITY

2.1. Post-Secondary — If applying for post-secondary (university program) funding, you can apply directly to the student program. The applicant must be a registered member of the Ahtahkakoop Cree Nation.

2.2. The student must meet the entrance requirements and be accepted for enrolment in a recognized certificate or diploma program.

2.3. Support will be provided within the limits of funds available in accordance with funding arrangements,

Note: We do provide services for non-band members and help guide them in the application process for funding to their registered First Nation.

It is the sole responsibility of the applicant to ensure your application has been received by the Post-Secondary Office prior to any deadline date(s).

2.4. Applications must have been received at the Post-Secondary Office by the deadline dates set in this Policy Manual. If you are mailing your application close to the deadline date, be sure to send a fax copy or email a copy to the Post-Secondary Office. The copy of acceptance letter must be sent by mail before the deadline dates. It is the applicant's responsibility to contact us by email (postsec2011@gmail.com) to ensure your completed application was received.

2.5. Levels of Assistance

- Level 1 - Certificate
- Level 2 - Diploma
- Level 3 - Degree
- Level 4- Maters
- Level 5 – PHD/Masters

2.6. The deadline dates for funding applications are as follows:

Term	Deadline Date
Fall Session (September December)	June 30
Winter Session (January — April)	October 31
Intersession (May — June)	March 31
Summer Session (July — August)	May 31
Short courses:	1 month prior to start date.

Note: Students will need to get a letter of Good Standing from the University or Institute stating that they will pass their classes for the semester.

2.7. Full-Time and Part-time Students are defined as follows.

2.7.1. Full Time Student is a student who is enrolled in three or more classes depending on year of study. i.e.

- First Year Students should be registered in a university accredited program must be registered in a minimum of three (3) classes for Term I and minimum of three (3) classes for Term 2 to be considered full time.
- All Continuing students (2nd, 3rd, and 4th year students) must take four (4) classes or more to be considered full-time.

2.7.2. Part Time Student is a student taking fewer than four (4) classes is considered part-time student unless they are a First-year Student registered in Term 1 and Term 2.

2.8. Second Year or Continuing University Students

Students are required to have a major/minor determined by the second year of studies, or the student's funding will be discontinued. Students must maintain a minimum of 60% average in all classes per semester. 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 circumstance by the Post-Secondary 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 session, funding will be discontinued (refer to 13.3).

2.9. Short Courses

On-going continuous intake.

2.10. Correspondence/independent Study/Distant Education

- 2.10.1. In order for students to be considered for correspondence, independent study of distance education programs, the applicant:
 - 2.10.2. Must be enrolled in an eligible certificate, diploma or degree granting institution on a parttime or full-time basis; and
 - 2.10.3. Must have a legitimate reason (i.e., disabled), or course/program is available only through this method of instruction.
- 2.11. Technical — if applying for technical programs (i.e., Sask. Polytechnic, SIIT, etc.), the applications process is now based on residency according to SITAG's policy. If the applicant does not reside in Ahtahkakoop for a minimum of 6 months, then he/she will need to apply with the local Labour Force Development office in his/her area (contact information is noted in Section 2.12). The applicant must be a registered Status Indian as recognized by ISC.

2.12. 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 Polytechnic or the Saskatchewan Indian Institute of Technology (SIIT) must apply with their local Labour Force Development Office. The applications for funding are based on a first-ready, first-funded basis and are available at the Post-Secondary Office(s) in your local area. To find which office to apply to, contact 1-888-9347777. Those that are out of province must also apply with their local Human Resources and Skills Development Canada (HRSDC) Office. Here is a list of the contribution offices below:

Office	Phone	Fax
Prince Albert Urban	(306) 765-5300	(306) 922-5544
Saskatoon Urban	(306) 659-2500	(306) 659-2155
Regina Urban	(306) 522-1606	(306) 949-0526

List of LFD Office in your area: [SITAG Saskatchewan](#)

Out of Province Urban: [Urban Offices for each Province](#)

For the contribution areas listed above, there are no deadline dates. They operate on a continuous intake until all funds are committed. It is important to apply as soon as possible.

3. SUBMISSION OF APPLICATIONS

3.1. All applications shall be date stamped as they are received. As well, mail-in applications will use the date appearing on the envelope. Be sure to send a copy via fax or email. The application shall be reviewed to determine validity and merit along with funding criteria relevant to the application. Based on this assessment, the application will be placed into one or more of the following categories:

3.1.1. Complete Applications

Provided all conditions for funding are met prior to the deadline date set out within this policy, and once all required documentation is complete the application will be then reviewed by the Post-Secondary Board for selections.

3.1.1.1. Forms to be submitted are:

- Complete funding application.
- Case-plan & letter of intent
- Copy of acceptance letter from the institution (in exception for grade 12 students; we will accept a conditional letter of acceptance).
- Transcripts of grade twelve (12) marks and/or transcripts of any other previous institutions attended; and
- Copies of health cards and treaty cards of the applicant and their dependents.

3.1.2. Incomplete Applications

An incomplete application is 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. It is the sole responsibility of the applicant to ensure their application is complete and the Post-Secondary Office has received all required documentation. You can also get a letter of good standing from your institution.

3.1.3. 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.

- 3.2. The deadline dates to apply for funding for short course,
- 3.2.1. Short Courses (based on funding and need of program) eg: Heavy equipment 3 month program, CPR, Training tickets.
- On-going continuous intake
 - Community Based Training,
 - Programs less than a week
- 3.2.2. Rejected/Denied Applications
- 3.2.2.1. If required information and/or documentation to support the application have not been submitted by the applicant by the deadline date, the application will be rejected/denied.
- 3.2.2.2. If the applicant was asked to discontinue from a previous Post-Secondary Program or had discontinued on his/her own decision, without notification, or justifiable cause (on their-own part), the application will be rejected/denied.
- 3.2.2.3. The applicant will then be notified with a letter by email as to the status of his/her application, within 14 days.

4. PRIORITIES FOR APPROVAL OF APPLICANTS

- 4.1. Selection of students eligible for financial assistance under the student program will be based on the following criteria:
- 4.1.1. Continuing Students
- Students, who were previously funded by the Ahtahkakoop PSSSP in the prior semester, who have reapplied, submitted final grades, and met all minimum acceptable requirements.
- Note:** Students will not be permitted to transfer programs without the approval of the Post-Secondary Board. Students trying to transfer programs will be considered a new applicant.
- 4.2. Returning Students from Approved Leave
- Students who are taking an approved leave of absence for medical or personal reasons must provide documentation from the institution as well as a letter stating intended date of return.
- 4.3. Grade 12 Graduates
- Students who have completed grade 12 or equivalent and are accepted into an institution. This includes ABE students under the age of 21.

4.4. Mature Students

Students who have a complete grade 12 or equivalent who are 21 years of age or older that are eligible to go directly into a Post-Secondary Program.

4.5. Higher Level of Education in Same Discipline

Returning students who are pursuing a higher-level of the degree in a higher program level (i.e., Masters, PHD) in the same discipline as their bachelor's degree will only be eligible for tuition and books. If the student is enrolled full time based on their program schedule the student is entitled for tuition, books and living allowance.

4.6. RTD Students

Students who have been required to discontinue (RTD) and have waited the required amount of time to reapply for funding.

Note: Students who have been required to discontinue will not be permitted to transfer programs. Students will still be required to reapply for funding after a one (1) academic year wait if they have been requested to discontinue (RTD'd). If a student has been requested to discontinue a second time, they will be required to wait for 2 academic years before reapplying. This does not include compassionate leave and medical leave.

4.7. Waitlisted Students

Waitlisted Students are students who have been denied funding from the previous year for the reason of insufficient funding will be placed on the waitlist. Students are still required to reapply for funding by the deadline dates to remain on the waitlist.

To be placed on the waitlist means you qualify for funding but have been denied funding due to insufficient funds (PSSSP).

To remain on the waitlist, you must reapply via letter of intent before each deadline date outlined in section 2.6. Students must ensure all information in their original application is up to date (i.e., Address, phone number, etc.)

4.8. In the event of a band transfer or new band membership, all relevant educational history of the applicant will be reviewed, and any funding decisions made will be at the discretion of the Post-Secondary Board.

4.9. Selection Criteria

- 4.9.1. In the event of budget restraints and waitlists the following criteria will be considered for selections.
- 4.9.2. Case-plan and letter of intent.
- 4.9.3. Completed funding form
- 4.9.4. High school marks
- 4.9.5. Type of entry (accepted directly into a faculty opposed to general acceptance.) Student 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 should consider upgrading to meet the entrance requirements.
- 4.9.6. Meeting application deadline dates; and
- 4.9.7. Funding history

5. LIMITS OF SUPPORT

5.1. Ahtahkakoop Cree Nation has adopted the Maximum Level of Assistance:

- Single Student \$1,200.00 / month
- With 1 child \$1,400.00 / month
- With 2 children \$1,500.00 / month
- With 3 children \$1,600.00 / month
- With 4 children \$1,700.00 / month

Maximum amount is \$1,700.00 per month.

- 5.2. 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.
- 5.3. Students may be assisted up to one additional year for authorized documented medical, academic, or personal reasons at the discretion of the Post-Secondary Board.
- 5.4. Students who have completed a university degree are not eligible for additional funding to attend a technical institute.

- 5.5. Students who have previously completed a portion of Post-Secondary studies without support from their program may apply for support for the balance of their program of studies, providing funding is available. Such students will be placed in the appropriate funding category according to this student policy manual and may be subject to the funding waitlist.
- 5.6. Students for whom Intersession (IS) and Summer Session (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 Board.
- 5.7. Tuition and book support will be provided to full-time/part-time students as required by the program of studies.
- 5.8. Maintenance payments (child support) — the student program is not responsible for any maintenance payments to or for any full-time or part-time students.

If the student is approved for full-time funding and needs to move to a city center, the student program will cover the security deposit on a one-time only basis and at the discretion of the Post-Secondary Board.

The living allowance rate structure and entitlement will be set by the administering organization annually in Operating Guidelines, for full-time students only.

Post-Secondary students will have their student allowance directly deposited into their respective accounts four (4) business days before the first of each month. Student allowance is paid one month in advance. April allowance will be April 1, due to fiscal year.

Note: It is mandatory for students to open a bank account to better facilitate funding transfers. Please Submit banking information to the student program coordinator.

6. EMPLOYED STUDENTS - PART-TIME & FULL-TIME

- 6.1. Students may work full or part time while receiving financial assistance from the student program. However, grades and grade point average must be maintained in accordance to their specific program.

7. ELIGIBLE EXPENDITURES

7.1. Tuition and Book Support

- 7.1.1. Student 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:

Text Book Allowances & Supplies:

Half class \$125.00 - Classes that are per semester. (Credit units - 3.0)

Full class \$250.00 - Classes that are over two semesters. (Credit units - 6.0)

If books total more than the allowed amount the student must submit a receipt and required book list to apply for an additional reimbursement.

The student program 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 the student program before supplies are invoiced to the student program.

- 7.1.2. Class drop fees will be paid by the student. If needed, the fee amount may be deducted from student allowances.
- 7.1.3. 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.
- 7.1.4. Students who receive scholarships or bursaries to attend post-secondary institutions may also be eligible for funding from the student program, which will pay living allowance, tuition, and books, if necessary.
- 7.1.5. Licensing/professional fees (i.e., teacher, lawyer, medicine etc.) will be paid by a onetime only payment in the year of graduation. The graduate will pay any subsequent fees.
- 7.1.6. All regulations governing eligible students, programs and institutions must be met. Each case will be considered individually by the Post-Secondary Board.

7.1.7. Tutorial fees will be allowed providing proper documentation is submitted. A letter from the Institution stating there are no tutors available. A recommended tutor must be associated with the institution. Tutorial costs will not be paid for students where free tutoring is available.

7.1.8. Programming Costs — proper documentation must be submitted as proof that the conference or workshop is mandatory and required to complete their course.

7.2. Transportation and Relocation Support

Students whose permanent address is different from his/her study address will be provided with one (1) one-time basis: 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 to the following student:

Urban Students	\$200.00
Ahtahkakoop to Prince Albert	\$200.00
Ahtahkakoop to Saskatoon	\$200.00
Ahtahkakoop to Regina	\$200.00
Regina to Prince Albert	\$200.00
Regina to Saskatoon	\$200.00
Prince Albert to Saskatoon	\$200.00
Ahtahkakoop to North Battleford	\$200.00

Out of Province will be a flat rate of \$400.00 at the Discretion of the Ahtahkakoop Post-Secondary board.

8. ALLOWANCES FOR SPECIAL NEEDS STUDENTS

8.1. Students with special needs (i.e., physical 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; and
- Practicality as well as convenience.
- Disability Awards: Portal to awards and scholarships for students with disabilities <https://www.disabilityawards.ca/>

- Learning Disabilities Association of Saskatchewan (LDAS): Assessment, programs, and resources for people with learning disabilities and ADHD. (Regina and Saskatoon) <https://www.ldas.org/>
 - Saskatchewan Association for Community Living: Programs and resources to assist individuals with intellectual disabilities. <https://www.sacl.org/>
 - Saskatchewan Polytechnic Disability Services: Support services to help students with disabilities achieve academic goals. <https://saskpolytech.ca/student-services/support/accessibility-services.aspx>
 - University of Regina Center for Student Accessibility: Services and support for students with disabilities <https://www.uregina.ca/student/accessibility/index.html>
 - University of Saskatchewan — Access and Equity Services (AES): Programs and advocacy services that foster accessible and welcoming support to persons with disabilities. <https://students.usask.ca/health/centres/access-equity-services.php>
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- 8.2.** 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.
- 8.3.** In the event that the student with special needs wishes to appeal a decision, normal appeal procedures will apply.
- 8.4.** Assistance for New-born Dependents
- 8.4.1.** The student program may assess a special need for newborn infants for a crib or car seat in the amount of \$250, providing funds are available and the student is attending full-time studies. Part-time students are not eligible.
- 8.5.** Emergency Assistance
- 8.5.1.** Emergency assistance may be provided for situations that include emergency travel due to death, critical illness, and unforeseen circumstances in the student's immediate family. (Refer to 23.14)

9. SCHOLARSHIPS

- 9.1. The student program has academic scholarships. The 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 Board will review marks and make a decision on that basis. All students who submit their final marks by June 30 of each year are eligible for scholarships as follows:
- 9.2. The Scholarships will be distributed as follows:
- | | |
|----------------------|--|
| Highest GPA - \$1000 | Students completing Postgraduate, Master's Degree or PHD |
| Highest GPA - \$800 | Students in 4th year college or university program |
| Highest GPA - \$600 | Students in 3rd year college or university program |
| Highest GPA - \$400 | Students in 2nd year college or university program |
| Highest GPA \$200 | Students in 1st 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 Ahtakakooop Administration Office, Students must apply for graduation allowance at each level of education attained.

Graduation allowances will be issued by the Administration Officer, depending on the type of graduate, and pending confirmation from the institution.

Technical 1 Year Program	\$400.00
2 Year Program	\$500.00
3 Year Program	\$650.00
4 Year Program	\$650.00
5. Graduate/Master Degree	\$900.00

- 10.2. **Graduation Expenses**

Graduation expenses will be issued by the student program. 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. (Please refer to section 7.2.)

11. ACCOUNTABILITY

11.1. Overpayments: Every effort will be made by the student program to recover overpayments to students who misuse funding by not fulfilling the terms of the student program who misrepresent their 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 over overpayment(s) received and will be a condition of any future funding.

11.3. Lost or Stolen Cheques: Should a student cheque be lost or stolen, inform the Post-Secondary Coordinator immediately. If the cheque is stolen, the student is required to report the incident to the police and produce proof that the matter has been reported. A stop payment will be made on the 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 Board in writing by email. This appeals process will not be considered for a student's application that has been refused because funds are fully committed or because a student has clearly exceeded the academic entitlement. The Postsecondary Co-Ordinator must reply within 14 days.

12.2. When misuse of funding is suspected, the student will be notified in writing. (Refer to section 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 the first appeal, the Post-Secondary Board can hear the appeal in person or by teleconference. The Post-Secondary Board's decision is then final.
- 12.4. The student has a right to attend the appeal hearing in person, zoom, conference call, or appoint a representative.
- 12.5. The Appeal Board shall consist of six (6) members: The Chairman of the Post-Secondary Board, three (3) regular Post-Secondary Board Members, an Elder, and one (1) Post-Secondary student representative which is selected from a list of 3 students submitted by the Post-Secondary Coordinator to the Post-Secondary Chairman. If a conflict of interest is foreseen, an alternate member will be appointed by the Chairman and the Board.
- 12.6. Policies and operating guidelines will be strictly enforced.

13. RESPONSIBILITIES OF STUDENTS

- 13.1. It is understood that the student program 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 equitable under the student program.
- 13.3. Students must always keep their marks and grades maintained. If a student fails one or two classes per semester, his/her funding will be reviewed by the Post-Secondary Board and placed on probation for the rest of the semester or possibly discontinued.

The student may appeal the decision and set a meeting with the student program to explain his/her situation. In some cases, where students are failing, the student must provide periodic reports such as attendance, quizzes, papers, mid-term, and final exam marks. (Refer to section 2.8)
- 13.4. Students are expected to budget their student allowance appropriately to live within their means.
- 13.5. All Continuing students are required to apply for support funding in each semester.

The deadline dates are as follows:

Term	Deadline Date
Fall Session (September to December)	June 30

Winter Session (January to April)	October 31
Intersession (May to June)	March 31
Summer Session (July to August)	May 31
Short Courses	One (1) month prior to start date.

- 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 student program office. It is the student's responsibility to submit this information and not the student program staff to retrieve this information.
- 13.7.** Final or mid-term marks will be required at the end of each semester (Fall — December 31st, Winter — April 30th; Intersession June 30th; and Summer Session — August 30th). 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:
- 13.8.1.** Make the request to the Post-Secondary Coordinator
- 13.8.2.** Students not satisfied by the response of the Post-Secondary Board may follow the appeal process.
- 13.9.** Students are required to enroll 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. This will be at the discretion of the board.

14. RESPONSIBILITIES OF POST-SECONDARY STUDENT SUPPORT PROGRAM

- 14.1.** The student program will clearly set out obligations to students in this Ahtahkakoop Post-Secondary Student Policy Manual

14.2. The student program 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 student program.

15. RESPONSIBILITIES OF POST-SECONDARY BOARD MEMBERS

- Follow conflict of interest clause.
- Responsible for administering the Post-Secondary Budgets
- Responsible for reviewing Post-Secondary Policy
- Attend meetings on time, such as student selections, appeal meetings, job interviews, student orientations and graduations as required.
- Practice due diligence
- Respect confidentiality

15.1. Applications to become Board Member.

- Must have a certificate, diploma, or degree or higher.
- Can not be an active student.

15.2. Post-Secondary Elder Duties

- Provides counselling supports for students
- Give guidance and suggestions to Board Members
- Attend regular Post-Secondary meetings, student orientations and other board duties when requested.
- Opening and closing Prayers

15.3. Submitting a Board Member Application

Applicant must write a letter to Administration explaining why they are qualified to be a board member. The applicant must also have documentation supporting their application.

16. STUDENT REGISTRY

- 16.1. The student 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 student program will maintain a student registry for statistical submission and reporting requirements.
- 16.3. The student program will maintain a national list of recognized post-secondary and technical institutions.

17. POLICY REVIEW

- 17.1. The student handbook will be reviewed and revised once a year by the Post-Secondary Board, which will consist of the Post-Secondary Board, Post-Secondary Coordinator, and two university and two technical students.

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's/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 will be required for technical programs.

20. BUDGETARY SURPLUSES

- 20.1. In the case of any budgetary surplus, the student program will carry over any surplus funds into the next fiscal year.

All disbursements will be made in Canadian funds.

The Ahtahkakoop Post-Secondary Student Policy Manual was created pursuant to ISC's National Policy. ISC dictates to nation-wide administrative forums. In this regard, there may be changes and/or omissions to this publication as warranted. The Ahtahkakoop Cree Nation will not be held liable or responsible to changes that occur within the ISC's National Policy.

Part B — Aboriginal Skills and Employment Training Strategy

21. ABORIGINAL SKILLS AND EMPLOYMENT TRAINING STRATEGY (ASETS) LABOUR MARKET ACTIVITY GUIDELINES

- 21.1.** First Nations workforce with unprecedented strength and vigor. A key component to move ahead is the Aboriginal Skills and Employment Training Strategy (ASETS) that is managed by the Saskatchewan Indian Training Assessment Group (SITAG).
- 21.2.** The SITAG delivery network blankets the province of Saskatchewan with 32 agencies. The employment development workers at these agencies are available to support the journey that First Nation job seekers must travel in order to achieve their career aspirations.

Labour Market Activity Guidelines

Client Case Management — First-ready First-funded Regional Sponsorship Policy

The "First-ready First-funded" regional sponsorship policy involves moving action plans forward for sponsorship as they are ready, based on a defined list of criteria. The policy is based on client interaction and activity that occurs from the point he/she identifies at the delivery agency to the point that he/she secures employment.

All clients who would like to apply for individual sponsorship and entry into a project must participate in a career planning process with a local ASETS worker. He/she will identify a career destination and develop an action plan consisting of the steps to be taken in order for him/her to attain employment in that career destination. Clients who are referred from other program areas within the First Nations structure (i.e., post-Secondary) are subject to the full case management process and funding policy, which is fully described in the "First Ready-First funded" Regional Funding Policy — April 2010.

Labour market activities will be utilized for implementing the steps in a client's action plan. Activities for clients can be sponsored only when the activity is part of a client's action plan that has been approved by the local decision-making structure.

Counsel to Leave Employment Policy

While the unemployed clientele base is the primary target under the ASE TS program, there is the ability to case manage employed individuals who are either under-employed or can "ladder" into better/more

sustainable career destinations should they increase their occupational skills and/or gain credentials. The Counsel to Leave policy gives the ASETS delivery agencies (through SITAG) the authority to counsel a client to quit his/her employment in order to participate in a labour market activity and retain his/her Employment Insurance eligibility. Activities described under the Preparation Programs, Career Track Programs and Work Experience Programs sections of this guide may be utilized for employed people when the Counsel to Quit authority is exercised. Funded Employment Services activities (Job Placement Assistance, Interview Assistance and Transitional Assistance) cannot be utilized with employed people who are making a transition from one job directly to another.

The Counsel to Leave Employment Recommendation/Referral to Training Procedure is to be implemented and any associated criteria will be in effect for employed clients.

General Client Privacy

ASE TS delivery agencies are subject to the Privacy Act, which is accessible through the following web site: [Canadian Justice Privacy Act](#). Case workers communicate only with clients regarding case management matters, not parents, guardians, relatives, friends, or other advocates of the client.

SITAG Income Support Policy (Effective date — TBD)

Income support is typically provided to clients while they are participating in full-time training activities (minimum of 30 hours per week) — agencies will utilize the standard income support rates.

Local Policies

Other local policies shall provide additional guidelines at the discretion of the ABORIGINAL SKILLS AND EMPLOYMENT TRAINING STRATEGY (ASETS) / LABOUR MARKET ACTIVITY GUIDELINES. Delivery agency as long as those policies remain within the scope of these guidelines. Labour Force Development agencies have the flexibility to "narrow" some criteria but are not able to expand criteria beyond the limits of these guidelines.

21.3. 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 Polytechnic or the Saskatchewan Indian Institute of Technology (SIIT) must apply with their local Labour Force Development (LFD) Office. The applications for funding are based on a first-ready first-served basis and are available at the Post-Secondary Office(s) in your local area. To find which office to apply to, contact 1-888-934-7777 or visit the [Urban Offices](#) page. If further assistance is needed, contact the PSSSP

Coordinator. Those that are out of province must also apply with their local Human Resources and Skills Development Canada (HRSDC) Office. Here is a list of the contribution offices below:

Office	Phone	Fax
Prince Albert Urban	306-765-5300	306-922-5544
Saskatoon Urban	306-659-2500	306-659-2155
Regina Urban	(306) 522-1606	(306) 949-0526

List of LFD Office in your area: [SITAG Saskatchewan](#)

Out of Province Urban: [Urban Offices for each Province](#)

21.4. For the contribution areas listed above there are no deadline dates. They operate on a continuous intake until all funds are committed. It is important to apply as soon as possible.

21.5. APPLICATION PROCESS

- Students must come to the Ahtahkakoop Post-Secondary Office with the appropriate documents:
- SITAG client handbook (one on one with student)
- Treaty Card
- Social Insurance Number
- Resume
- Conditional Acceptance Letter

21.6. Books/Tuition: Paid directly to institute; sponsorship letters are sent to Institute.

Students are required to have receipts or quotes and are to be handed in for materials/supplies such as safety boots, safety glasses, culinary knives, etc. Non-mandatory supplies such as pens, paper, etc. will not be covered.

21.7. Incomplete Applications

An incomplete application is 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. It is the sole responsibility of the applicant to ensure their application is complete and the Post-Secondary Office has received all required documentation.

22. ATTENDANCE

- 22.1.** All students will be required to submit their student attendance by the 20th of each month. The attendance should be signed by the instructor. Failing to submit your attendance report to the Post-Secondary Office will result in a delay in your student allowance cheque/deposit
- 22.2.** All decisions are at the discretion of the Post-Secondary Board.

23. DEFINITIONS

- 23.1.** Aboriginal Skills and Employment Training Strategy (ASETS) is the Aboriginal Skills and Employment Training Strategy, this is the Labour Force Development 5-Year Agreement between SITAG and the Government of Canada, Human Resources and Skills Development Canada.
- 23.2.** An academic year will not be fewer than eight (8) months in duration.
- 23.3.** Bursary is a small grant or payment received on the basis of financial need.
- 23.4.** Community-based training program means those programs for which a student attends in their home community.
- 23.5.** Conflict of Interest In the event that a member of the board is of the immediate family of the applicant in question, the board member will be removed from the decision-making process until the remaining board members have agreed and come to a conclusion on the student's application. This applies to all decision making.
- 23.6.** Dependent means a child 17 years of age or younger, other than a spouse, who is dependent upon the student. The child must be in care of and in custody of the post-secondary student to be claimed as a dependent. Also, the student must be the legal guardian of the dependent(s) being claimed and must provide legal documentation (Child Tax Benefit form for Revenue Canada or Court Order). Exceptions will be made for some dependents where medical verification will be required.

- 23.7.** Eligible post-secondary institutions are degree, diploma or certificate granting institutions which are recognized by a provincial or territorial Minister of Education and include educational institutions affiliated with or delivering post-secondary programs by arrangement within an eligible post-secondary institution.
- 23.8.** Foreign Public Secondary Institution means a public or private post-secondary institution located in a country other than Canada.
- 23.9.** Fraud and misrepresentation means using false documentation to acquire post-secondary institution status for funding.
- 23.10.** GED means General Education Development, which for the purposes of this policy, means a grade twelve (12) education or equivalent.
- 23.11.** Grade 12 Students who have completed grade 12 or equivalent. This includes ABE students under the age of 21.
- 23.12.** Human Resources and Skills Development (HRSD) is a Federal Government department which enables the negotiation of Aboriginal Skills and Employment Training Strategy (ASETS).
- 23.13.** ISC means Indigenous Services Canada.
- 23.14.** Immediate family shall be defined as father, mother, (or alternatively, stepfather, step-mother, or foster parent), brother, sister, spouse (including common-law spouse), child (including child of common-law spouse), stepchild, or ward of the student.
- 23.15.** Living allowance means support of living expenses. This allowance is expected to cover such costs as rent, utilities, food, daily transportation, daycare, and other living expenses.
- 23.16.** Misuse of Funds means falsely representing your status as a student personally or academically. (i.e., taking a student allowance cheque while the real intent was not to attend classes; altering documents; claiming dependent(s) falsely).

- 23.17.** Mature student means a person who is twenty-one (21) years of age or older and has been out of school for more than one year.
- 23.18.** Post-Secondary Board is comprised of the Chief (ex-officio), three (3) Band Councilors, three (3) appointed band members and one (1) Elder. (Note: Chief and Council will carry out a four-year term, and all appointed band members (non-leadership) will carry out a three-year term).
- 23.19.** Post-Secondary Education means a program of studies offered by a recognized postsecondary institution, for which completion of a secondary school studies or its equivalent is a pre-requisite.
- 23.20.** 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 pre-requisite to post-secondary programs of at least one academic year in duration, are included.
- 23.21.** Post-secondary Co-Ordinator is one who administers the Post-Secondary Student Support Program and shall be in accordance with this policy.
- 23.22.** Post-Secondary Student Support Program (PSSSP) is a program that provides financial supports (tuition and required fees, living allowance, books and supplies and travel) to eligible students to access education at the post-secondary level. Limited funding for incentive and scholarship payments also included and will hereafter be referred to as the student program.
- 23.23.** Public institutions are called universities, university colleges, institutions, colleges of applied arts and technology, community colleges, centers, or schools. These institutions are established by public legislation and receive public funds.
- 23.24.** Private Institution is a post-secondary institution which receives the majority of its funding from other sources and governments.
- 23.24.1.** Recognized Institution means Post-Secondary Institutions given authority to grant degrees, diplomas, and certificates through specific provincial and territorial legislation.
- 23.24.2.** Affiliated non-degree granting institutions delivering degree programs through formal arrangements whereby graduates are granted degrees.

- 23.24.3.** Federal public institutions belonging to a formal group of colleges or universities which collectively deliver one (1) university program
- 23.25.** Semester/Session refers to a part of the academic year, as defined by the post-secondary institution.
- 23.26.** Saskatchewan Indian Training Assessment Group (SITAG) is the administering organization of the ASETS program.
- 23.27.** Saskatchewan Polytechnic is a vocational institution.
- 23.28.** Technical and Trades Training means pre-employment including trades, technical and vocational training.
- 23.29.** Returning Students from Approved Leave means a student who has taken an approved leave of absence for medical or personal reasons.
- 23.30.** Required to Discontinue (RTD) means a post-secondary institution or post-secondary board cancelling the student's enrolment in a training program and from the institution due to unsatisfactory academic performance.
- 23.31.** Tutor means a teacher/instructor who gives extra instruction to students individually or in small groups.
- 23.32.** UCEPP means University or College Entrance Preparation Program that upgrades the student's academic skills in preparation from university studies.
- 23.33.** 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 & Science, Commerce, etc.)
- 23.34.** Student months is the number of funding months required to complete the following chosen course of studies:
- Certificate — one (1) year or less
 - Diploma — two (2) years or less

- Degree — twenty-eight (28) to thirty-two (32) months and any additional funding will be at the discretion of the Post-Secondary Board

23.35. Waitlisted Students are students who have been denied funding from the previous year for the reason of insufficient funding will be placed on the waitlist.

DECLARATION

(Change the date ratified)

The Ahtahkakoop Cree Nation Student Policy Manual was reviewed by a quorum of Chief and Council on the 21st of July, 2022.

The Ahtahkakoop Cree Nation Student Policy Manual is approved by motion # and signed this 21st of July 2022.

The Ahtahkakoop Cree Nation Student Policy Manual will take effect on 21st of July 2022 Chief and Council of Ahtahkakoop.

Chief Larry Ahenakew

Rodney Sasakamoose, Councilor

Patricia Isbister, Councilor

James Isbister, Councilor

David Masuskapoe Jr., Councilor

Cindy Williams-Johnstone, Councilor

Russell S. Ahenakew, Councilor

Dean Genereaux, Councilor

Ben Ahenakew, Councilor

Ahtahkakoop Post-Secondary Student Policy Manual
Ratified by Chief & Council on this day July 21st, 2022

Evan Williams, Councilor

Lanny Ahenakew, Councilor

Stanley Sasakamoose, Councilor

Chad Peekeekoot, Councilor