



**BEAVER LAKE
CREE NATION
EDUCATION
AUTHORITY**

**Post-Secondary
Education Program**

Policies & Procedures Manual

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BEAVER LAKE POST-SECONDARY EDUCATION PROGRAM

Mission Statement

To provide the best quality education which incorporates Cree traditions, values and culture to children families and the community of Beaver Lake Cree Nation.

BEAVER LAKE POST-SECONDARY EDUCATION PROGRAM

Vision Statement

Education is a Treaty Right and the Beaver Lake Post-Secondary Education Program will, through continuous development, maintenance and accountability, provide quality education that encompasses healthy lifestyles, traditions, language, culture, modern technology, and shall utilize contributions of First Nations People to promote self-sufficiency and personal empowerment.

Purpose

This manual has been developed to provide relevant, effective and consistent guidelines with respect to the proper administration of the Beaver Lake Post-Secondary Education Program.

The policies contained have been developed to meet and serve the needs of Beaver Lake Cree Nation members who are serious and determined in attaining a marketable career through post-secondary education.

This manual will be subject to review and revision as time dictates or if conditions change, so that all aspects of the policies adequately serve the needs of Beaver Lake Cree Nation members.

The manual outlines:

1. Beaver Lake Cree Nation policies regarding its Post-Secondary Education Program.
2. Categorization of the types of student eligibility.
3. Regulation of the types of programs or courses that are eligible for sponsorship.
4. Determination of the duration of program sponsorship at varying levels.
5. An appeal process as it relates to the good governance of the Beaver Lake Post-Secondary Education Program Policies.

Eligibility

The Beaver Lake Post-Secondary Education Program provides sponsorship to any eligible Beaver Lake Cree Nation member toward his/her post-secondary educational pursuits.

1. To qualify for sponsorship, the applicant must meet the following eligibility criteria:
 - Must be a registered member of Beaver Lake Cree Nation
 - Must meet all requirements of a recognized and accredited post-secondary institution.
 - Must plan his/her program of studies to ensure completion within allotted timelines.
2. Beaver Lake Cree Nation urban members who have not previously been funded by the PSE program are encouraged to apply to the Free Horse Family Wellness Program for funding.

Continuing Current Funded Students

In addition to the application form, continuing students must provide the following documentation:

1. Confirmation of registration for each semester/academic year if different from what was previously submitted (upon approval from the Post-Secondary Coordinator)
2. Letter of acceptance from post-secondary institution if different from what was previously submitted (upon approval from the Post-Secondary Coordinator)
3. Grades from previous semester, current class registration, and updated degree works/tracking sheet must be submitted every semester **as a condition of funding.**

Application Procedures

Students must submit a completed application form; incomplete applications will not be considered.

Each application properly submitted prior to the deadline date shall be reviewed by the Post-Secondary Coordinator who shall

- Receive, file, and process accordingly as per the Beaver Lake Cree Nation Policy Manual
- Correspond with the Student informing them that the required documentation is required within one month of the application deadlines

- Students will receive all responses through their **Institution email** upon their acceptance

Documents Required

- 1) Completed Application forms submitted prior to the deadline date
 - a) March 15th – Spring/Summer Term
 - b) June 15th for Fall Term
 - c) October 15th for Winter Term
- 2) Copy of the Student's Status Card
- 3) Alberta Healthcare Card/Number
- 4) Detailed Letter of Intent/Career Outline
- 5) Academic Transcripts
- 6) Institution Acceptance Letter
- 7) Program Information/Area of Study
- 8) Required Books and Materials and Supplies
- 9) National Child Tax Benefit document/Dependent Health Card, Daycare Registration and/or Child School Registration (if applicable)
- 10) Tracking Sheet/Degree Works/Program Outline
- 11) **Class Registration** (upon approval of funding as there is a registration fee)

Deadline Dates

Student applications received after the deadline date will not be accepted.

To be eligible for consideration and approval, PSE applications must be received by the Post-Secondary office on or before the following deadline:

- a) March 15th for Spring and Summer Term funding (continuing current funded students)
 - Spring and Summer courses are for continuing current funded students only whose classes are a **required part of the program and not offered at any other time will be funded.**
 - Students must maintain an acceptable grade point average from the previous semester
 - First year students will **not** be eligible to apply for Spring/Summer courses.
- b) June 15th for Fall Term funding (new and continuing students)
- c) October 15th for Winter Term (continuing current funded students)
 - New Students - funding depending on availability of funds

Priorities of Approval

These categories may be modified by the administering organization in PSSSP Policy Manual and to accord or reflect with the types of applications received for any specific intake or to accommodate specific Beaver Lake Cree Nation's initiatives. Priorities to reflect specific program needs of the administering organization and participating Beaver Lake Cree Nation may be implemented.

Priority will be given to members based on the following criteria (Listed in priority sequence):

Priority One

Continuing Students

Students who are in a Professional Studies program such as Law, Medicine, etc. shall receive continuing funding status until the completion of their Advanced Professional Degree.

- "Pause of Studies" refers to students returning after an **approved eligible leave of absence will maintain their Continuing Student Status** with supporting documentation and with grade requirements. (Examples of eligible leave: medical, parental leave, compassionate, hardship, etc.)
- All Pause of Studies students must be approved by the Post-Secondary Portfolio Councilor.
- The student must submit all the supporting documentation to the Post-Secondary Portfolio Councilor.

Priority Two

Regular Grade. 12 students, Adult Basic Education (ABE12), and Adult 12 who are entering regular post-secondary program registered as full-time students for the academic year.

Priority Three

Students in the Master's and Ph.D. will only be considered for Part-Time funding.

Level Three (3) Students in Masters, and Level Four (4) in Ph.D., or Post Ph.D. studies

- a) Masters/Professional Studies and Ph.D. Students must work in their field of study for 2 years before applying for funding.
- b) Students will receive a flat rate of \$2,000.00 to assist with Tuition, Materials and Supplies

Priority Four

Mature students with a General Equivalency Diploma (GED 12) based on their Grade Point Average (GPA) in consultation with the Post-Secondary Coordinator.

Priority Five

Students who have graduated and would like a second Certificate, Diploma, or Degree in the same of study

Priority Six

Students who have graduated and would like a second Certificate, Diploma, or Degree in a different field of study.

Priority Seven

Previously funded Students who are returning to the same program to complete/graduate.

Priority Eight

Previously funded Students who are returning to a different program (as some previous classes completed may not be transferrable)

Waitlisted Students

When all funds have been fully allocated for the academic year, students applying shall be placed on the Waitlist. Students will be notified as funds become available.

Eligible Expenses

The types of support which may be applied for are as follows:

1. Books

- a) The costs of books will be made payable to the institution at the beginning of each term/semester when invoiced within the tuition.
- b) Course Required books shall be reimbursed provided such expenses will be supported with documentation (receipts, required book list)
- c) Student's must utilize the account set up at the institution and will not be reimbursed for books purchased elsewhere.

2. Training Allowance

Training Allowances

Training Allowances shall be dispersed on the 1st of each month.

Damage Deposit

A student shall be eligible for the **one-time only** damage deposit amount outlined on their rental agreement to a maximum equivalent to their monthly Training Allowance. This amount will be paid directly to the Rental Agency or Landlord.

A proof of payment must be submitted to the Beaver Lake Post-Secondary Education Program immediately following payment of damage deposit. Failure to provide proof of payment may delay further monthly training allowances and/or future funding.

Dependant must reside with student.

- An exception may be considered if the student's permanent address differs from their study address.
- Upon discussion with the PSE Coordinator and will be dealt with on an individual basis.
- Student must provide proof of Guardianship of dependant (Parenting Order, Custody Order, Daycare or School Registration)

Monthly Allowance Rates

Single Student **\$ 1,300.00**

Student with dependent children	
With 1 dependent child	\$1,670.00
With 2 dependent children	\$1,830.00
With 3 dependent children	\$1,980.00

Per additional dependent child	\$50 per child thereafter
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Students who are employed full-time will not be eligible for a Training Allowance.

Students can be employed part-time up to a maximum of 20 hours per week so long as it does not affect their academics.

3. Materials and Supplies

Any additional Materials and Supplies that are required by the program and not invoiced within the tuition must be submitted to the Post-Secondary Coordinator with proper documentation.

Materials and Supplies are provided with documentation, as a requirement of program, for the following:

- a) On Practicum, Internship or Field Placement, assistance of \$200.00 to defray the cost is given to the student once per semester.
 - To be eligible for this assistance, the practicum, Internship or Field Placement must be a required part of the student's program.
 - When a student is required to take more than one practicum, the student submits confirmation for each term or semester.
- b) Cultural Activities/Camps – Students must submit documentation for materials and supplies required specific to event.
- c) Students are eligible for a one-time laptop purchase with a supporting letter from their program/instructor. (\$350.00 Limit)
 - Student who receive laptops that are invoiced with the tuition will be exempt from the \$350.00.
 - Students are encouraged to see student services for the Microsoft Office software.
- d) Students will receive a \$250.00 recognition award when they represent their institution in the following areas: Administration, Sports, Culture, and Recreation. The student must provide the documentation issued by the institution.

4. Incentives

Upon completion of their original program of studies, students will be required to submit the following documents to the Beaver Lake Post-Secondary Education Program in order to be eligible for the Educational Incentive Program:

- Transcripts.
- Copy of certificate, diploma or degree.
- Written verification (recommendation) from instructor, professor or faculty head.

The Incentive rates are as follows:

Certificate -	\$500.00
Diploma -	\$750.00
Degree-	\$1,250.00
Masters-	\$1,750.00
Doctorate-	\$3,000.00

NOTE: In addition to the Educational Incentive Program, a student will be entitled to graduate assistance in the amount of \$400.00 on a ONE-TIME ONLY basis to cover the cost of tickets, accommodations, pictures, attire, etc.

Students who receive a scholarship and it is applied to their tuition may be reimbursed with proper documentation.

5. Student Fees

Upon acceptance from an institution, Student fees will be reimbursed for **approved students only**, providing that legitimate receipts are submitted to the Beaver Lake Post-Secondary Education Program.

Student Fees include but are not limited to:

- 1) Application fees
- 2) Initial professional certification fees
- 3) Registration fees
- 4) Examination fees

- 5) Association fees
- 6) Seat Deposits
- 7) Transcript fees
- 8) Criminal Record Check/Vulnerable Sector Check/Child Welfare
- 9) First AID
- 10) Tickets specific to program
- 11) Lab Fees

6. Travel

Students will be given assistance for travel in the following:

- 1) Travel support is provided to new students who are required to move to the Post-Secondary Institution nearest to their place of residence at the beginning of their program and at the completion (graduation) to return to their place of residence.
 - The Student's permanent residence must be different from study address to qualify.
- 2) When travel is required due to practicum or field placement
- 3) Bereavement travel will follow the Band Membership Assistance Policy

7. Tuition

The Beaver Lake Post-Secondary Education Program will pay the costs of tuition directly to the educational institution.

Tuition support may be provided under the following conditions:

- 1) Students attending Canadian public institutions at the actual rate charged by the Canadian institution
- 2) Students attending eligible Private or Foreign Post-Secondary institutions at the same rate, or the tuition rate that is the least amount
- 3) Students attending in a foreign institution at the actual tuition rate, charged by the institution when it is demonstrated that there is no comparable program available in Canada

Students who receive a scholarship and it is applied to their tuition may be reimbursed with proper documentation.

8. Guidance, Counselling, and Social Work Services

- 1) Tutorial assistance shall be supported up to \$300.00 for the duration of one (1) academic Calander year with proper supported documentation from the instructor or professor
 - Student must submit a letter requesting a tutor
 - Student must provide proper documentation indicating that a tutor is needed
 - All payments will be made directly tutor

- 2) **Institution Student Health and Dental benefits plans are supported by the Beaver Lake Post-Secondary.** For further clarification Students may contact Institution Student Services or the PSSSP Coordinator

9. Child Care

Child care has been reflected in the Training Allowance.

Part-Time Students

Part-Time Students or Students enrolled in a corresponding or other distance education courses qualify for all eligible expenses except for Training Allowance.

If the student is self-employed or is a full-time employee, the student shall be considered as Part-Time, he/she will be eligible for all expenses except Training Allowance.

Short Courses

Short Courses will be considered for approved students only upon consultation with the BLCN PSSSP Coordinator and depending on availability of funds.

Short courses shall follow the BLCN Post-Secondary Policy guidelines.

Mental Health and Well Being

Students with disabilities will be dealt with on an individual basis. Students are encouraged to contact Institution Student Services and the BLCN PSSSP Coordinator for further assistance.

Limits of Assistance

Entrance Level:

University College Entrance Preparation program – One Year Duration

For all UCEP students, the maximum time limit for financial support will be one (1) academic year or in the case of part-time studies, the equivalent of one academic year.

Level 1:

Community College and Polytech Institutes, Certificate and Diploma programs (academic years based on the institutes normal duration)

Level 2:

Undergraduate University, Certificate, Diploma, and Degree programs (academic years based on the institutes normal duration)

Level 3:

Advanced or Professional degree program, or master's programs (academic years based on the institutes normal duration.)

Level 4:

Doctoral/Post-Doctoral programs (academic years based on the institutes normal duration).

1. Funding assistance for all eligible expenses is provided to students enrolled in all five levels upon approval of funding.
2. Assistance may be provided to students to complete only one program at each level.
3. Exceptionally, Level 2 may include assistance for an additional degree at the bachelor level which has a prerequisite an undergraduate degree or undergraduate courses.
4. The duration of assistance will accord with the official length of the program as defined by the post-secondary institution on which the student is enrolled if the student is in satisfactory "academic standing".
5. Students enrolled in all levels may be assisted for up to one additional academic year per level, for authorized and documented (Pause of Studies) such as medical, personal, or bereavement reasons. Students who request the additional year will be required to provide a letter to the Post-Secondary Coordinator, supporting the request for the additional year.
 - The student must sign a continued application to receive continued funding.
 - Students that do not submit proper documentation regarding the medical, personal, or bereavement withdrawal will not receive continued funding.
 - Maternity/Paternity/Kinship leave, students will be granted a leave of absence/pause of studies for one (1) year.
 - Students must apply for this leave to the Post-Secondary Coordinator and meet all funding application deadlines upon their return.
6. Students who request to transfer/change programs require the written approval of the post-secondary coordinator **prior** to registering to the different program, and the approval of additional funding.

- Should a student change/transfer programs within one of the levels or temporarily pause their studies, the academic time used for each program within this level will be counted for assistance purposes.
 - Students who transfer/change programs or institutions without the approval of the Post-Secondary Coordinator will not be considered.
 - Students will be discontinued from funding immediately and will lose their Continuing Student status.
 - Students will have to reapply for future funding.
7. Students may be assisted in Level 1 studies after dropping out of Level 2 studies if not previously funded for Level 1. The duration of funding in Level 2 will be considered when student applies for future funding.
- Upon approval from the Post-Secondary Coordinator.
8. Duration of assistance will be in accordance with the minimum full-time requirements of the program as defined by the post-secondary institutions. Students shall complete their course within the minimum required amount of time.
9. Students in a Bachelor of Arts/Science Degree Program must declare a Major after four (4) semesters.
10. Students in a Bachelor of Arts/Science Degree Program must declare a Minor after six (6) semesters.
11. Students who become eligible for assistance and who have completed a portion of post-secondary studies without assistance from this program may receive assistance for their remaining balance of program of studies but will not be reimbursed for previous expenses.
12. Failure to withdraw from classes by the Institution deadline dates that result in tuition being charged to BLCN Post-Secondary will also result in a **two-year** waiting period before re application. Upon applying and returning the student will be considered a **“Returning Student”** and not a **“Continuing Student”**.
13. When a student quits their program without informing the Post-Secondary Coordinator and continues to accept training allowance, this will be considered fraudulent. The student will be required to sit out for **three-years** before they are eligible to reapply for Post-Secondary funding.
14. Students who are Required to Discontinue (RTD)/Academic Suspension or is expelled from their program of studies by their Institution will lose their Continuing Student status.
- First RTD - The student will not be eligible to apply for funding for **three-years**.
 - Second RTD – The student will be suspended indefinitely.

Student support will not exceed the limit set out in the paragraphs above.

Appeals Process

A lack of funding appeal will not be considered when all funds are fully allocated.

To ensure fairness and equitable treatment under this Policy, the appeal process will incorporate the following:

- 1) The student must first discuss the appeal to the Post-Secondary Coordinator.
- 2) If still unresolved within five (5) business days, the student appeal will be forwarded to the Portfolio Councilor and the Chief Administrative Officer (CAO).
- 3) The decision between the Portfolio Councilor and the CAO will be forwarded to the Post-Secondary Coordinator by the end of the meeting date.
- 4) The student will be notified of the final decision via email.
- 5) **The decision of the Portfolio Councilor and CAO will be final.**

Confidentiality

The BLCN Post-Secondary Coordinator shall open and maintain a file on each Student.

A Student's file material and content is confidential. Access to such material and content shall be restricted to individuals required to have access to the delivery of services related to the Post-Secondary Education Program.

All students must sign a Release of Information form indicating the individual(s) they would like their information shared with as per the Student Application Form.

A Student has access to all file information that pertains to them individually. Notwithstanding above, a Student may have access to and may receive copies of those portions of the Student's file which were supplied to the BLCN Post-Secondary Coordinator either by the Student, or by an Institute or Government Agency.

Social Media Policy

Students who post negative social media regarding BLCN Post-Secondary Education Program or Beaver Lake Cree Nation administration will be reported to the Chief and Council for review. (ex: *but not limited to* Facebook, Instagram, Snapchat, "X" formally known as Twitter)

- 1) Upon review, a warning letter will be issued to the student by the BLCN Post-Secondary Coordinator
- 2) If negative social media is not corrected, the student(s) funding will be terminated
- 3) Beaver Lake Cree Nation Appeal Policy Procedure must be followed by all parties

Policy Implementation

An Annual Policy Review will be held in April of each fiscal year.

The Beaver Lake Cree Nation Post-Secondary Education Policy, upon acceptance as ratified by Chief and Council by way of a Band Council Resolution (BCR) is in effect immediately on the date of approval of this Policy.

This Policy can be amended by the Portfolio Councilor, Chief Administrative Officer (CAO), and PSSSP Coordinator through an Interim Policy Adjustment. Where the situation cannot wait for the annual policy review date.

**Beaver Lake Cree Nation
Post-Secondary Policy**

Post-Secondary Policy Manual Ratification by the Beaver Lake Cree Nation Chief
and Council

Signed on this Date: _____

Chief

Councilor

Councilor

Councilor