

Kahnawà:ke Education Center

Post-Secondary Student Support Program Policy (PSSSP)

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Table of Contents

1. INTRODUCTION.....	3
1.1 PURPOSE.....	3
1.2 GOALS	3
1.3 MISSION STATEMENT.....	4
1.4 SCOPE & RATIONALE	4
1.5 INTERPRETATION.....	4
1.6 POLICY AMENDMENTS.....	4
1.7 CURRENCY	4
2. CRITERIA FOR FULL-TIME STATUS	4
2.1 GRADE 12/COLLEGE/CEGEP/UNIVERSITY & CONTINUING EDUCATION (DAY, EVENING & ONLINE)	4
3. CRITERIA FOR PART-TIME STATUS	7
3.1 GRADE 12 / COLLEGE/CEGEP & UNIVERSITY.....	7
4. GENERAL GUIDELINES/SERVICE POLICIES AND PROCEDURES	8
4.1 VERIFICATIONS	8
4.2 ELIGIBILITY	9
4.3 DURATION OF ASSISTANCE.....	9
4.4 ELIGIBILITY ~ FINANCIAL CONSTRAINTS/PRIORITY LISTING	11
4.5 PENALTIES.....	11
4.6 PROBATION	12
4.7 STUDENT ALLOWANCES	12
4.8 APPEAL PROCESS	13
5. CONTRIBUTIONS – FULL TIME	14
5.1 GRADE 12/CEGEP-/COLLEGE TUITION – FULL TIME	14
5.2 UNIVERSITY TUITION – FULL TIME.....	14
5.3 BOOKS AND SUPPLIES – FULL TIME	14
5.4 PERSONAL ALLOWANCE RATES GUIDE.....	15
5.5 REGULATIONS FOR ALLOWANCES	16
6. CONTRIBUTIONS – PART TIME	17
6.1 GRADE 12/COLLEGE/CEGEP TUITION – PART-TIME STUDENTS.....	17
6.2 OTHER ITEMS.....	18
7. CONTINGENCIES	18

7.2 SPECIAL NEEDS STUDENTS	19
8. TRAVEL SUPPLEMENT GUIDE.....	19
9. LIMITATIONS AND STUDENT RESPONSIBILITIES	20
10. THE APPLICATION PROCESS AND REQUIREMENTS	22
10.1 APPLICATION FOR FUNDING REQUIRMENTS	22
10.2 APPLICATION DEADLINES.....	22
10.3 NEW APPLICANTS	23
10.4 DECLARATION.....	23
10.5 COURSE SCHEDULE	24
10.6 STUDENT ACTION PLAN (SAP).....	24
10.7 PROGRESS REPORTS & TRANSCRIPTS.....	24
10.8 STUDENT CONTACT INFORMATION	24
10.9 PARENTS OF POST-SECONDARY MINOR AGED STUDENTS (UNDER THE AGE OF EIGHTEEN (18))	24
GLOSSARY OF TERMS AND DEFINITIONS	26
APPENDIX 1.....	32
APPENDIX 2.....	33
APPENDIX 3 - PERSONAL ALLOWANCE RATES GUIDE:	34
APPENDIX 4 – SPECIAL NEEDS STUDENTS	35
APPENDIX 5 - SCHOLARSHIPS.....	36
Appendix A – Post Secondary Application Form.....	38
Appendix B – Book and Supply Refund Form	39
Appendix C – Direct Deposit Application Form	41
Appendix D: Documentation Request Form (for Parents of Post-Secondary Minor-Aged Student(s)).....	42
Appendix E: Student Travel Re-imbursement Form	43
Appendix F: Probation Contract.....	44
Appendix G: Notification of Appeal Form.....	45

1. INTRODUCTION

The Kahnawà:ke Education Center (KEC) is responsible for the proper and fair distribution of Post-Secondary Student funding. This policy will be used to ensure services and funding are provided to eligible students keeping in mind financial constraints. The Post-Secondary Student Support Program (PSSSP) provides funding and services for students to attend accredited post-secondary institutions (colleges and universities) and is a means for accessing funds as a supplement to students' existing resources. This policy will be reviewed no less than every three (3) years.

When receiving funds from Indigenous Service Canada (ISC) for Post- Secondary Education (PSE) funding, the KEC is required to follow their eligibility guidelines, policies, and reporting requirements. However, if and when possible the KEC also has the flexibility to adjust its policies according to the community's needs. The KEC will take into consideration educational and job market trends, as well as, the overall well-being of students, supporting the philosophy of life-long learning.

Of important note, the ISC PSE funding formula for student benefits has been frozen for the last thirty (30) years. The tuition costs that we receive from Quebec Post- Secondary institutions (CEGEP and university) has far exceeded the amounts provided during this time.

Although the KEC has the flexibility to allocate rates differently than the ISC PSE funding formula, the KEC has adopted a philosophy of "we will pay what we receive" per student in order to maximize the number of students funded and to minimize the probability of students being placed on a waiting list.

1.1 PURPOSE

In accordance with its mission statement and goals, the purpose of this document is to illustrate the policy, and some of the procedures, of the Post-Secondary Student Support Program (PSSSP).

1.2 GOALS

- The overall goal of the program is to encourage, motivate and support students to become educated in areas of study that will enable them to enter the workforce and contribute to the strength and well-being of the community;
- Ensure that every eligible Kahnawakeró:non has an opportunity to receive post-secondary education dependent on budget availability; and,
- To provide financial and quality educational services to, and on behalf of the Kahnawà:ke post-secondary population entitled to funding.

1.3 MISSION STATEMENT

The mission of the KEC Post-Secondary Student Support Program (PSSSP) is to provide guidance, support, and review potential opportunities (summer employment, etc.) for post-secondary students through sound counseling, recruitment and awareness, as well as, provide links to business, technical, professional, and academic spheres in order for future leaders to become positive contributors to Kahnawà:ke's well-being.

1.4 SCOPE & RATIONALE

- To provide for proper payment of tuition fees to accredited educational institutions;
- To provide equitable funds in the form of living allowance assistance for full-time students;
- To provide certain supplemental allowances for supplies and other designated needs; and,
- To provide academic, social and career counseling to students as applicable, and within the available budget of the KEC resources.

1.5 INTERPRETATION

For all intents and purposes, the KEC interpretation of this document prevails. All requests for clarification should be directed to the Post-Secondary Counselors or to the Associate Director of Education.

1.6 POLICY AMENDMENTS

Any modifications made to this document will be implemented no later than thirty (30) days after being officially approved by the Kahnawà:ke Education Center (KEC) and Kahnawà:ke Combined Schools Committee (KCSC).

1.7 CURRENCY

*All financial contributions for the Post-Secondary Student Support Program (PSSSP) are in Canadian dollars.

2. CRITERIA FOR FULL-TIME STATUS

2.1 GRADE 12/COLLEGE/CEGEP/UNIVERSITY & CONTINUING EDUCATION (DAY, EVENING & ONLINE)

All Post-Secondary credit courses where applicant is full time - four (4) or more courses for university, and four (4) or more courses for College/CEGEP).

Should an educational institution consider a student as full time, based on an IEP or extenuating circumstances, the KEC will honor this status.

Levels of Education

For Grade 12: One (1) year of Grade 12 at a US/Canadian High School or Preparatory Academy is permissible at the Private CEGEP/College level. Students are required to follow CEGEP/College requirements for full-time academic status and receive benefits equal to that of a regular CEGEP student. Due to the nature of these institutions, funding duration is limited to one (1) year. Upon completion of this level, the expectation of the student is to graduate to a University level program at either a College or University. Only under exceptional circumstances, will the Associate Director of Education hear appeals for additional funding for Grade 12, pending available budget.

For College/CEGEP: As per institutional guidelines, students are required to maintain a minimum of four (4) courses per semester during the Fall and Winter. Students studying in the U.S. are required to take a minimum of twelve (12) credits or four (4) courses during the Fall and Winter semesters. (Students are advised to work with a Post-Secondary counselor to ensure they meet the requirements as per KEC maximum allowable timelines).

The maximum course load is based on the program requirements determined by the institution.

For College/CEGEP (Summer School): Some local institutions do offer full time studies in the summer sessions. Some exceptions may apply for schools that offer a regular full-time semester. Students studying in the U.S. are required to maintain six (6) credits during a condensed summer session or twelve (12) credits in a regular length session to be considered full-time. Regular allowances (in Canadian dollars) will be available to students.

ACS/AEC (Attestation of Collegial Studies/attestation d'études collégiales)/ RAC (Recognition of Acquired Competencies): Full time status depends on the program requirements (usually 1-6 semesters) since this is on a case by case basis. Please see Post-Secondary Counselor for details.

Technical Programs: May require full-time studies in the summer. This will be considered a full semester and funding shall be counted against maximum amount of semesters as a full-time student. *This may include any three (3) year technical program.

University/Undergraduate: Students are required to maintain a maximum of twelve (12) credits or four (4) courses per semester during the Fall and Winter.

University Undergraduate (Summer School): Students are required to maintain six (6) credits during a condensed summer session or twelve (12) credits in a regular length session to be considered full-time. Regular allowances will be available to students. (A two-course summer school load in a condensed session will be equivalent to a full semester course load of four (4) courses in terms of time and credits earned).

University (Master's Degree): Students are required to be registered in a two (2) year master's degree program at a public institution with the goal of obtaining a Master's degree or attending a one (1) year Master's Diploma Program.

University Ph. D./Doctoral Degree: Students are required to be registered in a Ph.D./Doctoral Program that is approximately three to five (3-5) years long with the goal of obtaining a Ph.D./Doctoral Degree.

Professional Programs: May require full-time studies in the summer. This will be considered a full semester and funding shall be counted against maximum number of semesters as a full-time student.

CONTINUING EDUCATION (Day, Evening and Online)

Day: Funding for Continuing Education day classes are possible for full credit courses day division. Continuing education classes non-credit are NOT eligible for funding.

Evening: Funding tuition is available for accredited college and university level courses if a student is enrolled in an evening full-time course load (4 courses). Full time allowances are available for this option.

For further criteria, please see Verification Section 4.1 of this policy.

A student registered in a full-time evening course load will be subject to the same criteria as a full-time day student in regard to employment. Students cannot be employed for more than eighty (80) hours per month.

Online: If a student is enrolled in a full-time accredited course load (4 courses) online, they may be eligible for student allowances (in Canadian dollars) if they meet the following criteria:

- Program is not offered in the Province of Quebec;
- Programs have to be fully accredited;
- Program must be completed within the limitations set out in this policy (see Duration of Assistance Section 4.3 of this Policy);
- Funding will continue as long as the student is not on academic probation.

For further criteria, please see Verification Section 4.1 of this policy.

A student registered in a full-time online course load will be subject to the same criteria as a full-time day student in regard to employment. Students cannot be employed for more than eighty (80) hours per month.

RATIWENNAHNI: RATS

Kanien'kéha Ratiwennahní:rats is a full-time, 2-year adult language immersion program offered by the Kanien'kehá:ka Onkwawén:na Raotitióhkwa Language and Cultural Center (KORLCC). The objectives of the program are to provide a creative, engaging and culturally rich experience geared toward fostering the advancement of spoken language proficiency, empowering community to participate and contribute to the maintenance and vitality of Onkwehonwehnéha.

Upon completion of the 2-year program, students will have acquired the following:

- 1) An increased oral proficiency of three levels or higher [based on individual Oral Proficiency Interview (OPI) assessment];
- 2) An increased knowledge of traditional cultural teachings, history, and art; and,
- 3) Enhanced knowledge of the grammatical structure (syntax, morphology, and phonology) of Onkwehonwehnéha.

3. CRITERIA FOR PART-TIME STATUS

3.1 GRADE 12 / COLLEGE/CEGEP & UNIVERSITY

All Post-Secondary credit courses where applicant is not full time, (less than four (4) courses for university, and less than four (4) courses for College/CEGEP).

Levels of Education:

Grade 12: part-time status at Grade 12 (less than four (4) courses) is equal to part-time CEGEP with all the same requirements and levels of funding (in Canadian dollars).

College/CEGEP: Part-time status (less than four (4) courses) students registered in a college/CEGEP program between one (1) and three (3) year's duration at a public or private institution with the goal of obtaining a DEC (Diplôme d'études collégiales), Certificate or Diploma.

ACS/AEC (Attestation of Collegial Studies/attestation d'études collégiales)/ RAC (Recognition of Acquired Competencies): Full time status depends on the program requirements (usually 1-6 semesters) since this is on a case by case basis. Please see Post-Secondary Counselor for details.

Undergraduate: Part-time status (less than four (4) courses) students are required to be registered in an undergraduate university level program between three to four (3-4) years long at a public institution with the goal of obtaining a Bachelor's Degree, or, attending as a part time student in an undergraduate certificate program through Continuing Education, or as an independent student.

Master's Level: Part-time status (less than four (4) courses) Students are required to be registered in a two (2) year Master's Degree program at a public institution with the goal of obtaining a Master's Degree, or attending a one (1) year Master's Diploma program.

Ph.D./Doctorate Level: Part-time status (less than four (4) courses) students are required to be registered in a Ph.D./Doctorate Program that is approximately three to five (3-5) years long with the goal of obtaining a PhD/Doctorate Degree.

**Only the lowest available local (Montreal area) program will be considered.*

4. GENERAL GUIDELINES/SERVICE POLICIES AND PROCEDURES

4.1 VERIFICATIONS

The KEC is responsible for administering, disbursing and accounting for the funds allocated for Post-Secondary Education (PSE) purposes to both the community and funding bodies.

Specifics: The student will be required to:

1) Submit a Post-Secondary Application Form for education funding to the KEC, within the required deadlines set out by the KEC (March 1st for Fall, November 1st for Winter, May 1st for Summer) EVERY TERM. (See POST-SECONDARY APPLICATION FORM – APPENDIX A);

**Late Applications are subject to a thirty dollar (\$30) late fee, deducted from the next closest allowance or refund.*

2) Disclose accurately and honestly their true income; accommodation; dependent(s) claim; supply/material; contingency requirements; and, keep the KEC Post-Secondary Team updated as to changes in the status of these items. Should the KEC become aware of false information, the student will be subject to the Penalties Section 4.5 of this policy;

3) Attend all scheduled courses/classes within their program of studies. Should any course be dropped, the student MUST inform the KEC Post-Secondary Team immediately in writing;

4) The following must be supplied to the KEC Post-Secondary department: marks; progress reports; and/or other results of courses as they become available; as well as, course additions or withdrawals, particularly if the student falls to part-time status;

5) Supply all data and receipts to substantiate claims for supplemental assistance and materials, as may be requested by the KEC; and,

6) Use facilities and services provided by the institution, or the KEC, if the student is experiencing difficulties that are adversely affecting academic progress.

**Note: The KEC staff, particularly the Post-Secondary department will monitor, and investigate student performance and requirements while maintaining permanent files within the KEC premises.*

A. KCSC Post-Secondary Representative:

The representative will be monitored by the Post-Secondary Department while they hold their seat to ensure they maintain good standing and do not incur a balance with the KEC as per the KCSC Constitution/By-Laws, Eligibility Section 4.2, and KCSC Election Policy/Procedure.

4.2 ELIGIBILITY

The student must be an entitled member of the Kahnawà:ke Kanien'kehá:ka Registry (KKR), verified through the Mohawk Council of Kahnawà:ke (MCK) Membership Department.

The student must fulfill the academic requirements of their respective post-secondary institutions at all levels of post-secondary education.

Note: Any disputes arising from Membership eligibility criteria will be finalized through the Associate Director's office, in consultation with the Mohawk Council of Kahnawà:ke (MCK) Membership Department as deemed necessary.

A. KCSC Post-Secondary Representative:

The representative will be monitored by the Post-Secondary Department while they hold their seat to ensure they maintain good standing and do not incur a balance with the KEC as per the KCSC Constitution/By-Laws and Eligibility Section 4.2.

4.3 DURATION OF ASSISTANCE

The student will complete her/his educational requirements within:

GRADE 12 FIRST YEAR EQUIVALENT TO CEGEP: Private

For Grade 12: One (1) Year of CEGEP funding equal to the requirements and rates for one (1) Year CEGEP will be provided. Upon completion of this level, the expectation of the student is to graduate to a University level program at either a College or University. Only under exceptional circumstances will the Associate Director of Education hear appeals for additional funding for Grade 12, pending available budget.

COLLEGE/CEGEP: Public/Private

Two (2) years for Pre-university programs with the possibility of one (1) or two (2) semester(s) extension upon appeal.

**This includes Preparatory/Pathways/Explorations/Journeys Programs.*

Three (3) years for Career/Technology programs – with the possibility of one (1) or two (2) semester extension upon appeal.

**This includes Preparatory/Pathways/Explorations/Journeys Programs.*

(See Appeals Section 4.8 of this policy.)

COLLEGE/CEGEP: Certificate (AEC/ACS/RAC) Programs:

Funding will be provided for one (1) to six (6) semesters at a recognized post-secondary education institution with the possibility of one (1) additional semester upon appeal.

*Each request will be reviewed on a case-by-case basis in conjunction with Tewatohnhi'saktha Workforce Development.

(See Appeals Section 4.8 of this policy.)

UNIVERSITY

QUALIFYING YEAR/PROGRAM:

Mandatory, Preparatory, or Prerequisite sessions at the post- secondary level required for programs such as Law, or Medicine, Business related programs will be covered up to one (1) year maximum.

UNDERGRADUATE PROGRAMS:

Three (3) years – four (4) years maximum of funding - normal duration of program will be extended by a maximum of one (1) extra year on a case by case basis upon appeal.

Four (4) years – five (5) years maximum of funding - normal duration of program will be extended by a maximum of one (1) extra year on a case by case basis upon appeal.

MASTER'S LEVEL:

Two (2) years – three (3) years maximum of funding - normal duration of program will be extended by a maximum of one (1) extra year on a case by case basis upon appeal.

Ph.D./DOCTORATE LEVEL

Maximum five (5) years of funding - normal duration of program will be extended by a maximum of one (1) extra year on a case by case basis upon appeal.

(See Appeals Section 4.8 of this policy.)

Notes:

1. Living allowances will be provided for one (1) complete program at CEGEP, and one (1) complete program at each level of University (Bachelor, Masters, Ph.D.). Any University program that requires a University degree as a prerequisite may, however, be regularly funded as University.
2. Students who have completed a University program are not eligible for subsequent CEGEP Living Allowances.
3. Once a diploma, degree or certificate is obtained at any given level, the funding level is complete and any time remaining at that level is NOT banked for future use. Any request for exemption will be reviewed on a case-by-case basis.
4. "Second Starts" ~ A student can request this option once during their post- secondary studies. A twenty-four (24) month interval must lapse between completing one college diploma or undergraduate degree before the student is eligible to apply for funding for a second college diploma or undergraduate degree. The new program will be reviewed, and an applicant interview will be required. The program will be verified as a high

demand/strategic career program by the Post-Secondary Department and requires proof of unemployment of the initial degree.

5. Exceptional or excessive requirements for materials and or funding (applies to everything in this section (4.3) will be reviewed and may be subsidized in part only, at the discretion of the Associate Director of Education upon appeal.

(See Appeals Section 4.8 of this policy.)

CONTINUING EDUCATION – DAY, EVENING & ONLINE

Funding is dependent on program requirements. Funding can be from one (1) semester up to the completion of the program. The student must complete the program in a timely manner, no more than six (6) semesters. There is the possibility of an extension of one (1) additional semester upon appeal.

4.4 ELIGIBILITY ~ FINANCIAL CONSTRAINTS/PRIORITY LISTING

In the event of financial constraints to the Post-Secondary Student budget, the following Priority Listing of student applicants will be applied and enforced:

The priority list will be reviewed in the following order:

1. Existing students – based on students' academic performance and results.
2. Recent high school graduates and first time applicants.
3. Part time and "Second Starts" applicants.

4.5 PENALTIES

Education assistance will be monitored, suspended, or permanently withdrawn if:

- The student does not exhibit regular and continuing attendance to prescribed classes of study;
- The student commits fraud as to the extent and amounts of financial assistance to which he/she is entitled.
- The students give false declarations within the Post-Secondary application form for educational funding;
- The student ceases to maintain her/his status as a member of the community, as determined by Kahnawà:ke Kanien'kehá:ka Registry (KKR);
- Payments received fraudulently or in error must be returned before the student can receive future assistance from the KEC or Kahnawà:ke Human Resource Development Group (KHRDG);
- Under KHRDG official agreement that was signed in 2000, any and all synchronizing of benefits/penalties shall be executed should fraud occur; and,

- If a Post-Secondary student sits as the KCSC Post-Secondary representative, they must be in good academic standing and not incur a balance owed to the KEC, as per the KCSC Constitution/By-Laws, Eligibility Section 4.2 and KCSC Election Policy/Procedure. If they are not in good academic standing, and/or incur a balance owing, they will be removed by the Kahnawà:ke Combined Schools Committee (KCSC), and a vote will be held to replace them.

4.6 PROBATION

Academic Probation

- Occurs where a student has been placed on probation by the Post-Secondary institution and subsequently did not meet the required remedial conditions as agreed upon, thus leading to expulsion by the institution.
- In the event of expulsion, should the student be accepted to another post-secondary institution, the previous semesters funding used will count against the maximum semesters allowable.

KEC Probation

- May be administered due to the following: fraud, course failures, expulsion from program, academic institutional probation.
- Conditions may include various types of counseling and measures intended to work collaboratively with other organizations in order to develop a supportive action plan for the client. Burden of proof is on the client that the action plan is being followed.

Note: Those who willingly defraud the Post-Secondary program will no longer be eligible to receive tuition funding and students allowances unless special reimbursement arrangements have been agreed upon. If no reimbursement arrangements are agreed upon, the KEC will enforce legal procedures against those who willingly defraud the Post-Secondary Program.

4.7 STUDENT ALLOWANCES

- In general, student allowances will be paid during the final week (25th day) that precedes the month for which the allowances are due.
- Payments (in Canadian dollars) will be calculated on a monthly basis, and pro-rated by week when necessary.
- Full monthly allowance payments will be issued for whole academic semesters in which the student is registered, including institutional study breaks. i.e. Christmas and Spring Break.
- Students will be paid by Direct Deposit. Students must complete a DIRECT DEPOSIT APPLICATION FORM (APPENDIX C). Students attending school outside of Canada will still require a Canadian bank account for their Direct Deposit.
- Students may have the option to have their tuition balance paid to the institution in full and have the residual allowance amount paid directly to the student.

- Students may request a full semester of allowances based on exceptional circumstances.
- *NO payment will be issued unless the students' file is complete and currently active, including the following:

This file consists of:

- Letter of acceptance from educational institution;
- Completion of KEC Post-Secondary application forms within the deadline for each term;
- Marks and schedule from previous academic semester; and,
- Other documentation as requested by Post-Secondary Counselor/Team.

4.8 APPEAL PROCESS

To ensure fairness and equitable treatment under the policy, the KEC shall provide access to an appeal process.

REQUEST FOR APPEAL:

Where a student is convinced that the Post-Secondary Student Support Program's (PSSSP) guidelines are not being fairly applied to her/his situation, she/he shall have access to an appeal process.

If a student feels they deserve special consideration for support, which the existing guidelines do not adequately or otherwise cover, the appeal process may also be utilized. When a student requests consideration that directly contravenes the Post-Secondary Policy and/or Guidelines, the appeal process is mandatory.

PROCEDURES:

1. The student must contact the Associate Director of Education of the KEC in writing to appeal within thirty (30) days of the date of the letter, or e-mail, from KEC to the student wherein Post-Secondary Counselor has denied the student's request for funding or other considerations. The student is to complete the NOTIFICATION OF APPEAL FORM (APPENDIX G) and may attach a Letter of Appeal to the form.
2. As needed, the Director of Finance and Administration will be consulted. The Associate Director of Education will review the appeal and may determine that a decision can be reached without further intervention and may rule on the appeal directly.
3. If the student is dissatisfied with the appeal decision, she/he may appeal to the Kahnawà:ke Combined Schools Committee (KCSC) within thirty (30) days; and a final review will be conducted. See Draft Post-Secondary Procedural Manual, Section 4.8.

List of matters that cannot go to Appeal include the following:

In House matters **cannot** go to appeal:

1. Late Book Refunds
2. Travel Expenses submitted after March 31st

List of matters that **can** go to an appeal:

1. Second degree outside of Second Starts
2. Extension of funding
3. Accrued Contributions

In Post-Secondary Procedural manual - Post-Secondary Counselors must speak to the Director of Finance and Administration for In House matters re: late book refund applications & late travel refund applications.

In Post-Secondary Procedural manual – an Ad Hoc Committee shall be struck to conduct the review

The Ad Hoc Committee will be comprised of (unless a conflict of interest):

1. The Post-Secondary representative on the KCSC and,
2. Two (2) other KCSC members.

Interviewing all parties involved is required.

The parties will include:

Student, Associate Director of Education and possibly the Director of Education as needed.

The Kahnawà:ke Combined Schools Committee's (KCSC's) decision is final as per the KCSC Constitution - Appeals.

5. CONTRIBUTIONS – FULL TIME

5.1 GRADE 12/CEGEP/-COLLEGE TUITION – FULL TIME

(See APPENDIX 1)

5.2 UNIVERSITY TUITION – FULL TIME

(See APPENDIX 2)

5.3 BOOKS AND SUPPLIES – FULL TIME

- All full-time students, whether studying in Canada or the U.S. are eligible for five hundred Canadian dollars (\$500) per fiscal year (April 1 – March 31).
- Only required texts and required materials (within reason) will be covered up to a maximum of five hundred (\$500) Canadian dollars.

- Proof of purchases will be required for any amount up to five hundred (\$500) Canadian dollars. Book & Supply Refund Forms will be available to students for calculation and presentation to the KEC. All original receipts and course outlines are required.
- Texts and materials specifically required for a program may be covered in excess of five hundred (\$500) Canadian dollars upon appeal if:
 - ✓ Student course outline must indicate the specific texts and materials that are required;
 - ✓ Student must have demonstrated search for used books; and,
 - ✓ Student must provide receipts.

See APPENDIX B for BOOK AND SUPPLY REFUND FORM.

Each special item will be reviewed by the Post-Secondary Department and a decision will be made as to whether certain items will be refunded.

HIGH-COST PROGRAMS: Special consideration is given to programs where required textbook and supplies are above and beyond the “normal” rates for Book and Supply benefits. \$2000 Canadian dollars MAXIMUM benefit for Law, Medicine, Nursing, Creative and Applied Arts, etc. Coordination with the Post-Secondary department is required.

5.4 PERSONAL ALLOWANCE RATES GUIDE

DESCRIPTION OF WEEKLY ALLOWANCE

See Appendix 3 for rate schedule.

Married Student ~ Primary Income Earner (students cannot claim unemployed spouse or stepchildren as dependents)

- Standard allowance as per level of study

Married Student ~ with employed spouse

- Single rate as per level of study

Part-time employment: Up to a maximum of twenty (20) hours per week, or eighty (80) hours per month, is permitted to still be eligible for a student allowance.

Students Domiciled Elsewhere: Will receive the same student allowance rate as per applicable level of study, in Canadian dollars.

Special Projects:

These projects may include Community Strategic Careers initiatives that may be implemented through a partnership of various community organizations. In this case, funding allotments may vary and differ from the standard policy based on criteria and duration the participating community groups deem necessary and applicable to the strategic program.

5.5 REGULATIONS FOR ALLOWANCES

Full Time Student Allowances:

- Courses should be generally on campus and daytime if possible. Alternatively, balance of day and evening courses is required for a student allowance. Student allowances may be available for full time evening and/or online courses if the student meets the criteria set out under Continuing Education Section 4.3 and the Verification Section 4.1 of this policy.
- Regular college and undergraduate level students are issued allowances to the end of the school testing period.

RATIWENNAHNI: RATS

Ratiwennahni:rats students on the Kahnawà:ke Kanienkeha'ka Registry (KKR) are eligible for the CEGEP full time student allowance up to a maximum of two (2) years without affecting the duration of assistance towards a future Post-Secondary degree/diploma. If a joint funding source is available, the KEC will partner with them.

GRADE 12/COLLEGE/CEGEP

Canadian Institutions: All students should be registered in a minimum of four (4) to six (6) courses per semester or be deemed full time by their institution. These courses must be maintained for the duration of both Fall and Winter semesters.

Summer School: Students are required to take two (2) courses during an intensive session or four (4) courses for a regular length semester. These courses must be maintained for the duration of the summer semester. Some summer classes are offered as either intensive or regular which are held concurrently, these are considered as, "mixed duration" classes. Summer funding will continue as long as the student attends the classes concurrently. If the classes are not held concurrently (at the same time), there will be no allowances. Please contact a Post-Secondary Counselor for more information.

UNIVERSITY: Undergraduate

Canadian & U.S. Institutions : All students are required to take a minimum of twelve (12) credits or four (4) courses. These courses must be maintained for the duration of both Fall and Winter semesters.

Summer School: Students are required to take a minimum of six (6) credits during a condensed session or twelve (12) credits for a regular length semester. These courses must be maintained for the duration of the semester.

UNIVERSITY: (Master's Degree)

As described by the University's calendar. Program requirements will vary as determined by the educational institution and KEC.

Some students may be classified as full time if they register for six (6) or more credits in one (1) term, twelve (12) or more credits in two (2) terms, or eighteen (18) or more credits in three (3) terms. Some schools and programs may vary and require six (6) to twelve (12) credits per term to hold full time status. A student classified as full time at the time of initial registration in a master's or doctoral program normally retains

this classification throughout the program. In determining student status, all credit-bearing components are taken into account, for example: prerequisite courses, comprehensive examinations, thesis and research courses, internships and extra courses. A letter may be required from the academic department to confirm full time status.

UNIVERSITY: (Ph.D./Doctorate Degree)

As described by the post-secondary institution's calendar. Program requirements will vary as determined by the educational institution and KEC.

Some students may be classified as full time if they register for six (6) or more credits in one (1) term, sixteen (12) or more credits in two (2) terms, or eighteen (18) or more credits in three (3) terms. Some schools and programs may vary and require six (6) to twelve (12) credits per term to hold full time status. A student classified as full time at the time of initial registration in a master's or doctoral program, normally retains this classification throughout the program. In determining student status, all credit-bearing components are taken into account, for example, prerequisite courses, comprehensive examinations, thesis and research courses, internships and extra courses. A letter may be required from the academic department to confirm full time status.

Medical Exemption for Full-time Status

Should a student have a valid medical note and a letter from the Post-Secondary Institution confirming full-time status excusing them from taking four (4) courses/full time (concussion, surgery, etc.) the student will receive a full-time student allowance.

6. CONTRIBUTIONS – PART TIME

6.1 GRADE 12/COLLEGE/CEGEP TUITION – PART-TIME STUDENTS

- Funding for full mandatory tuition and registration fees in all Quebec public Post-Secondary institutions subject to budget availability and approval for part time studies.
(See APPENDIX 1 for maximum per academic year.)
- U.S. courses will be refunded in Canadian dollars.
(See APPENDIX 1 for maximum amount per course.)
- Any course can be retaken one (1) time in case of failure; any further failure is at expense of the student and may trigger a Probationary Review, taking into consideration cumulative failures.

University

- Funding for full mandatory tuition and registration fees in all Quebec public Post-Secondary institutions for part time studies.
(See APPENDIX 2 for maximum amount per year).
- U.S. courses will be refunded in Canadian dollars. See APPENDIX 2 for maximum per year.

- Any course can be retaken one (1) time in case of failure, any further failure is at expense of student and may trigger a Probationary Review, taking into consideration cumulative failures.

Online Education

- Tuition and books will be covered for accredited/transferable Post-Secondary courses to the same amounts as stated above.
- Students registered in part time online education are NOT eligible for a student allowance.

6.2 OTHER ITEMS

Books and supplies – Part time:

- Students may submit a receipt for required purchases upon commencing a course and subsequently receive a refund from the Post-Secondary Student Support Program (PSSSP) to a maximum of five hundred Canadian dollars (\$500) per fiscal year (April 1 – March 31).
- Should a student's overall cost for books exceed \$500, the student may write a letter of appeal asking to be reimbursed for the overall cost of their books.

Student allowances – Part time:

- There are no personal living allowances for part time students. However, there is an exception for students who are in their graduating term (see a Post-Secondary Counselor).

Time allotted – Part time:

- A part time student can take part time courses in any level at any time. However, they will not lose allowance dollars in the future if and when they become a full-time student. However, in regard to tuition, part time students will have five (5) years maximum to complete an undergraduate level degree/diploma/certificate. An exception applies to Special Needs Students (see Special Needs Section 7.2 of this policy).

7. CONTINGENCIES

**FUNDING OF CONTINGENCIES IS BASED ON AVAILABILITY OF FUNDING LEVELS.*

7.1 CONTINGENCIES

Registration Fees:

All full time and part time students are eligible for a refund in Canadian dollars for their registration fees, with a receipt.

Special Requests:

Each assistance request for conferences, presentations, and workshops will be reviewed on an individual basis and will be weighed on how it relates to the program of study and may be supplemented partially or in full. The limit is one (1) request per year.

7.2 SPECIAL NEEDS STUDENTS

Students who have indicated YES to last question in Section 5 on their POST-SECONDARY APPLICATION FORM (APPENDIX A) are responsible to submit a copy of the relevant report with their application.

Psycho educational assessment should indicate a special need in one or more of the following: physical, mental health/behavior, chronic illness/ medical issues, intellectual, and communication.

- The student will be directed to the appropriate student services/accessibility department at their respective CEGEP/university to discuss the identified challenges and develop a plan that fosters student success.
- Should the Post-Secondary institution recommend a reduced course load, the steps outlined in Appendix 4 (Special Needs Students) must be completed to ensure that the recommendation is approved by KEC.

(*See APPENDIX 4 for additional information.)

8. TRAVEL SUPPLEMENT GUIDE

**FUNDING OF TRAVEL SUPPLEMENT IS BASED ON AVAILABILITY OF FUNDING LEVELS.*

*Students who qualify will need to be pre-approved by a Post-Secondary Counselor.

Travel support is available based on the following criteria:

- Students are eligible for a travel refund from their usual place of residence to their school. The refund commences at 320 km (200 miles). The refund amount is capped at a maximum of six-hundred dollars (\$600.00CAD) per academic year.
- Travel refunds will be based on a sliding scale and proportional to distance of travel. Please see a KEC Post-Secondary Counselor.
- The refunds will be twice each academic semester with a maximum of four (4) times in a fiscal year commencing April 1st to March 31st.
- The student(s) must submit receipts – (gas receipts, train ticket, airplane itinerary, etc.) as proof of payment.

Submission of a Student Travel Re-Imbursement Form will be reviewed on a case by case basis.

- Students must complete a STUDENT TRAVEL RE-IMBURSEMENT FORM – APPENDIX E
- All students are expected to purchase the most economical means of transportation by flight, train or bus, depending on distance. (i.e. Economy class

vs. first class for airline ticket). A receipt of payment/or gas receipt is required for a refund.

- Students who pay in U.S. dollars will be reimbursed in Canadian dollars.

9. LIMITATIONS AND STUDENT RESPONSIBILITIES

Students are reminded to take into account that the KEC does not have a mandate to supplement a student's total education expenses and that students must take some responsibility with certain areas and costs. Students are to take note of these responsibilities prior to starting school and be aware of the following areas as they progress throughout their studies.

Application Fees:

These are fees charged to students by the school for processing their application to the desired school(s).

The KEC will reimburse one Application Fee according to the following schedule:.

- CEGEP: \$50.00 CAD
- University Bachelors: \$120 CAD
- University Masters: \$120 CAD
- Doctorate: \$120 CAD

Health and Dental Insurance Fees:

The KEC is NOT responsible for payment of the health and dental insurance fees that are required from the institution. Students are covered through the Health Canada Non-Insured Health Benefits Program for these areas. Students are responsible to opt out of these fees through their institution or can purchase on their own if they wish. Students should contact a Post-Secondary Counselor for specific details on how to opt out.

Late Registration Fees:

Please see a KEC Post-Secondary Counselor who will review on a case-by-case basis.

Direct Deposit:

Students are required to complete a DIRECT DEPOSIT APPLICATION FORM – APPENDIX C in order to receive their monthly student allowances. Any changes in financial institutions must be communicated to the Post-Secondary Counselor to avoid failure in receiving the direct deposit. Resulting fees will be the responsibility of the student. Please see Student Allowances Section 4.7 of this document.

Overpayment:

All students supported under this program should immediately notify the Post-Secondary Counselor of any personal situation change, course and/or program withdrawal, etc. Students who have been overpaid whether for tuition or student allowances are required to repay the amount to the KEC.

Overpayment includes, but is not limited to:

1. Failure to drop a course before the course drop deadline, or a discontinued course, when tuition has already been paid by the KEC;
2. Failure to notify the KEC that the student has dropped out of school, or has changed to part time status and have collected a monthly cheque;
3. The student being given an advance on funds prior to the semester and did not attend school;
4. Scholarships, bursaries, loans and awards, in which case students must declare these to Post-secondary Counselor to ensure that duplicate payments are not made to the educational institution; and,
5. A student's program of study requiring them to do an internship, in which case students must advise the KEC. If the internship is unpaid, students may receive monthly living allowances. If the internship is paid and is over twenty (20) hours/week or more, students may not receive monthly living allowances for the duration of their internship.

Advised in Writing:

If there is overpayment, students are notified in writing by the Post-secondary Team and are given options of repayment. Students cannot continue studies until some form of repayment has been determined and begun.

Student/On Campus Residence Fees and Meal Plan:

The KEC is NOT responsible for the residence fees or the meal plan of an educational institution. If a student chooses this option, they shall pay on their own, or make special arrangements to have the residence fees deducted from their student allowances for the duration of a school year.

Required Licensing Exams:

At the completion of a certain program, a licensing exam will be required in order for the candidate to proceed into the workforce, for example, nursing. The Post-Secondary Student Support Program (PSSSP) will cover the cost of one (1) licensing opportunity for a student (some orders require more than one (1) exam to obtain a license). The student must pay any additional licensing exams on their own, (this includes Law, Dental Hygiene, Social Work, Nursing, Psychology, etc.)

Other Exams:

One specific test fee will be refunded if required to accompany the students' application to an institution. Examples include:

- GMAT (Graduate Management Admission Test);
- GRE (Graduate Record Examination);
- SAT (Student Aptitude Test);
- MCAT (Medical College Admissions Test);
- LSAT (Legal Studies Admissions Test); and,
- English Exam for Teacher Certification

**Please note that any other miscellaneous fees not previously addressed within this section will be reviewed on a case by case basis.*

Scholarships:

Students are strongly advised to take advantage of scholarships that are available – based on their individual field of study.

(See APPENDIX 5 for list of Scholarships available).

Note: This is not a complete list.

10. THE APPLICATION PROCESS AND REQUIREMENTS

10.1 APPLICATION FOR FUNDING REQUIREMENTS

A Post-Secondary Application Form must be filled out completely prior to each semester. (See POST-SECONDARY APPLICATION FORM - APPENDIX A).

This form is available on the KEC website (<http://kecedu.ca>), as well as, at KEC reception office.

The Post-Secondary Counselor(s) will submit a letter of sponsorship to the institution that states the KEC will cover full or limited tuition fees. Failure to apply will result in the student not receiving financial contributions (ie. tuition, books & supplies, allowances). Counselling will commence once application is received, financial support will begin once program commences.

10.2 APPLICATION DEADLINES

- ✓ March 1 – For the Fall semester
- ✓ May 1 – For the Summer semester
- ✓ November 1 – For the Winter semester
- ✓ In order to minimize delays in financial contributions, students must adhere to the designated dates above.

Any applications received after the above designated deadlines will be subject to appeal by the student for funding.

Special Program Deadlines:

Admission to certain programs, such as, the First Nations Regional Adult Education Center AEC/ACS (FNRAEC-AEC/ACS), Independent Studies, and Ratiwennahní:rats language program, have different deadlines that do not match the KEC funding March 1st and November 1st deadlines. In these cases:

- a. Students will have thirty (30) days from the date of acceptance to their program to submit the necessary documents to obtain funding (KEC funding application, letter of acceptance) and when it becomes available, their class schedule;

- b. Students will be reviewed on a case-by-case basis, subject to budget availability and approval; and,
- c. Students will not be required to appeal for funding, as their admission to their program of choice falls outside of the KEC funding application deadlines.

10.3 NEW APPLICANTS

Students directly out of high school, must provide a copy of their high school transcript/diploma for their file.

- If applying for a Bachelor's level degree program, the student must provide a copy of their CEGEP/college transcript/diploma.
- If applying for a Master's Degree, the student must provide their Bachelor-level transcript.
- If applying for a Ph.D., the student must provide their Master-level transcript.

10.4 DECLARATION

The following DECLARATION is on the bottom half of the Post-Secondary Application Form. Students are advised that they are agreeing to these terms when applying for funding:

SECTION 3 – DECLARATION:

I, _____, undertake the following as conditions for sponsorship by the Kahnawà:ke Education Center (KEC) (Information will be held in strict confidence):

1. To attend classes regularly and consistently;
2. To consult with my counselor if any academic difficulties occur;
3. To adhere to school regulations and meet the standard required by the school for the continuation of my studies;
4. To provide marks and reports to the KEC as they become available;
5. I understand that excessive course failure can result in suspension to my privileges for a period of time;
6. To adhere to any rules and regulations as may from time to time be advised to me from the KEC;
7. I also understand that I must reimburse the KEC for allowances paid in violation;
8. I have read and am aware of the Post-Secondary policies and guidelines; and,
9. I understand that failure to comply with these conditions could result in termination of Post-Secondary assistance.

A Release of Information Form (see Section 4 of POST-SECONDARY APPLICATION FORM - APPENDIX A) must be filled out by all students each semester to allow the KEC to access academic and other information as it relates to students fulfilling the Post-Secondary Program responsibilities.

Kahnawà:ke Human Resource Development Group (KHRDG) Form (see Section 3 of POST-SECONDARY APPLICATION FORM - APPENDIX A) must be filled out once by full time students at the onset of their studies. The KHRDG consists of the following agencies:

The Kahnawà:ke Education Center Post-Secondary Program (KEC-PSSSP),

Tewatohnhi'saktha Employment and Training Department, the Social Assistance Department of the Mohawk Council of Kahnawà:ke (MCK) and Kahnawà:ke Shakotii'a'takehnhas Community Services (KCSC).

These organizations keep open lines of communication in regard to clients who are receiving full time benefits to avoid duplication of services. i.e. Student allowances.

10.5 COURSE SCHEDULE

An official course schedule, which can be obtained online from the school's website or from the Registrar's Office, is required prior to every semester before any financial contributions are distributed, including the student allowance cheque.

The following is a suggested calendar for submitting Course Schedules to the (KEC):

- ✓ Fall courses: Submit by August or early September.
- ✓ Winter courses: Submit by December or early January.
- ✓ Summer courses: Submit by March or early April.

10.6 STUDENT ACTION PLAN (SAP)

If deemed necessary by the Post-Secondary Counselor, a STUDENT ACTION PLAN (SAP) may be developed for an individual student. The SAP comprises an agenda of activities to be completed by the student and is subsequently signed by both the student and the Post-Secondary Counselor.

10.7 PROGRESS REPORTS & TRANSCRIPTS

The following is a suggested calendar for submitting Progress Reports &/or Transcripts to the KEC:

- ✓ Fall transcripts: Submit by January 25.
- ✓ Winter transcripts: Submit by May or early June.
- ✓ Summer transcripts: Submit by August or early September.

10.8 STUDENT CONTACT INFORMATION

Students are responsible for keeping the KEC informed of how they can be reached (phone, current mailing address, e-mail). If the office is unable to reach the student after several attempts, their education assistance may be suspended.

10.9 PARENTS OF POST-SECONDARY MINOR AGED STUDENTS (UNDER THE AGE OF EIGHTEEN (18))

Parents of post-secondary students under the age of eighteen (-18) years old may ask the Post-Secondary Counselor for any information at any time concerning their child's funding status with the KEC. To do so, a parent must complete and sign a DOCUMENTATION REQUEST FORM – APPENDIX D. However, it is not the responsibility of the Post-Secondary Counselor to keep the parents updated on the status of their child as a student, or to get any other information outside

of that covered by this policy. The parents have the responsibility to ensure that they, or their minor-aged child, provides all necessary academic documentation to the Post-Secondary Counselor as required for funding purposes.

GLOSSARY OF TERMS AND DEFINITIONS

Academic Year

- Is defined by the Post-Secondary Institution but will not be less than eight (8) months or thirty-two (32) weeks.

Academic Probation

- All schools have an academic standing requirement. The minimum requirements of most schools require that students pass at least half (1/2) their course load. Failure to meet these requirements may result in the student being placed on Academic Probation for the following semester or longer, as determined by the institution. The Post-Secondary Student Support Program (PSSSP) will adhere to the decision of the institution and inform the student in writing. Upon the next semester, if the post-secondary institution determines that the student does not meet the academic requirements to continue in the program of studies, the education assistance will be discontinued for a period of one (1) school year or whatever the time period deemed necessary by the institution. The student will be required to complete a PROBATION CONTRACT (see – APPENDIX F)

ACS/AEC

- Attestations of Collegial Studies (attestations d'études collégiales – AEC in French) are credited and recognized collegial programs of study that are shorter in duration and built from existing Diploma of College Studies/Diplôme d'études collégiale (DCS/DEC) programs. They have been specially created for adults to reflect the most recent job market reality.

Application Fees (Note: the KEC does NOT reimburse these fees)

- Is a fee charged to students by the school for processing their application to the desired school(s).

Books & Supplies

- Textbooks and supplies which have been certified as a requirement of the student's program of study.

Continuing Student

- A student that is currently enrolled or plans on continuing their program studies.

Correspondence

- Information related to Post-Secondary Education (PSE) may be delivered in the following manner: Social media, emails, newspaper, etc.

Course Schedule

- A document issued by the school, which contains courses in which the student is officially registered.

DCS/DEC

- Diploma of College Studies (DCS), French: Diplôme d'études collégiales (DEC) issued by the Ministère de l'Éducation et de l'Enseignement supérieur (MEES)

after a student has successfully completed an approved college education program.

Dependent

- The student's eligible child/children, who are under the age of eighteen (-18), registered and verified by MCK registry office as per the Kahnawà:ke Kanienkeha'ka Registry (KKR), resides in the same home, and legally relies on the student for their livelihood.
- In the scenario that both parents are attending a post-secondary institution or receiving living allowances from another funding provider, only one (1) of the students can claim eligible dependent(s).
- A child with a severe disability as defined by a professional assessment, and/or aged eighteen or over (18+) who are legally dependent on the student for their livelihood.
- Spouse determined to be Special Needs may be considered as a dependent. The student must provide documentation regarding the spouse's income (government funding or otherwise)

Diploma

- Refers to a diploma received for completion of a college diploma program, usually two (2) years in length.

DVS/DEP (Diploma of Vocational Studies)/Diplome d'études Professionnel)

- Vocational training programs generally lead to occupations and are certified by a Diploma of Vocational Studies (DVS) or an Attestation of Vocational Specialization (AVS).

Eligibility

- As per the Kahnawà:ke Kanienkeha'ka Registry (KKR) and verified by the MCK.
- A student who is not collecting Employment Insurance benefits, Social Assistance, Pension, Worker's Compensation (or any other income security network compensation), nor working full time.

Fast Tracking

- To complete a course of study within a shorter timeframe may include summer courses allowing the student to complete their certificate, diploma or degree outside the regular academic year, which normally are fall and winter semesters only.

Note: There are limits on the number of semesters for funding per level. Two (2) Year programs have four (4) semesters of funding; Three (3) Year programs have six (6) semesters and so on. Although appealing for additional funding time is possible, appeals are not guaranteed. The KEC encourages students to complete studies within the normal timeframe per level.

Field of Study

- A general career area, in which there may be several specific programs of study, and different levels of education.

FNRAEC

- First Nations Regional Adult Education Center. Kahnawake educational institution offering high school completion, vocational and occasionally post-secondary programs.

Fraud

- Any false declarations made to the KEC with the intent of financial gain and/or personal advantage, falsifying documents (i.e. marital status, scholarships or awards marks, receipts, letters, etc.) providing inaccurate/incomplete information (not disclosing other income, legal guardianship status of dependents), withholding information, and use of funds for any purposes other than its intended usage.

ISC

- Indigenous Services Canada post-secondary education funding supports eligible students and helps to offset tuition, travel costs, and other expenses.

Income

- Monies received from any source, declared or undeclared, from the time of initial application to the end of the program or funding. Government Child Family Allowance are excluded from all benefit calculations.

International Exchange Rate

- Reimbursements up to a maximum of policy amounts will be given at the international currency exchange rate in Canadian dollars as per date received at KEC (rate obtained by KEC reference bank – TD Canada Trust)

KHRDG (Kahnawà:ke Human Resource Development Group)

- The KHRDG is composed of the following organizations: Kahnawà:ke Education Center (KEC) Post-Secondary Student Support Program (PSSSP); Tewatohnhi'saktha (Employment & Training/Small Business Services); Mohawk Council of Kahnawà:ke (MCK - Kahnawà:ke Social Assistance Program); and, Kahnawà:ke Shakotii'a'takehnhas Community Services (KSCS - Prevention & Support Services).
- Its mandate is to provide a coordinated service plan of education, training, employment, and life skill development to Kahnawà:ke clientele with the ultimate goal of self-sufficiency.
- Its mission is to promote collaboration and efficiency amongst the participating organizations by creating a network that encourages education, employment, training, counseling, and economic development.

Learning Contract

- Is a documented plan developed between the student and educational institution outlining supports and requirements required to ensure student success. These plans may include academic counselling, personal counseling, tutoring, and may include reduced course load.

Letter of Acceptance

- This is a letter confirming acceptance into a program from the post-secondary institution receiving the application.

Letter of Sponsorship

- A letter that the Post-Secondary Department issues to students and/or institution confirming sponsorship support of their tuition fees, whether it is a full or limited amount.

Living Allowances

- Means part of the Post-Secondary funding which is paid monthly to full time students only.

Mature Student

- Normally defined by the Post-Secondary institution they are applying to. It varies based on age, jurisdiction and province.

Medical Reasons

- Must be documented by a licensed physician, if being used by a student to justify his/her absence from class, reduced course-load, or withdrawal from a program of study. A student who is required, for medical reasons, to be absent from classes is required to immediately provide the Post-Secondary Counselor and the school with the documentation on their health status (doctor's note) and educational status (school's acknowledgement and directives to the student's individual situation).
- Failure to do this may result in the student being required to reimburse the KEC Post-Secondary Student Support Program (PSSSP) for all or part of the educational funds that have been provided to the student in the semester during which the absence took place.

Mohawk of Kahnawà:ke

- A student eligible for KEC funding whose name appears on the Kahnawà:ke Kanienkeha'ka Registry (KKR).

Post-Secondary Application Form

- The KEC application form that students fill out in order to be eligible to receive funding contributions in advance of the application deadline.

Post-Secondary Counselor

- Is the person responsible for ensuring funding/academic support is provided to Kahnawà:ke Post-Secondary students.

Post-Secondary Institution

- Means a degree, diploma, and/or certificate granting institution, which is recognized by the province or relevant jurisdiction. This includes private institutions, which are affiliated with, or delivering, accredited Post-Secondary programs for a public Post-Secondary institution.

Post-Secondary Student Support Program (PSSSP)

- The funding program supports eligible students attending accredited post-secondary institutions (colleges and universities) and is a means for accessing funds as a supplement to students' existing resources (awards, bursaries, scholarships, etc.). The Kahnawà:ke Education Center (KEC) is responsible for the proper and fair distribution of Post-Secondary Student Support funding keeping in mind the extent of its financial constraints.

Program of Study

- Includes only accredited Post-Secondary Education courses which lead to a certificate, diploma, or degree, and which require the applicant to hold a High school Diploma, or its equivalent.

Registration/Confirmation Fees:

- Fees paid by the applicant to the institution of choice in order to confirm acceptance and reserve placement in the program.

Scholarships/Accrued Obligations

- A monetary award, bursary, or scholarship distributed by various companies and organizations achieved by academic success, community volunteerism, or need, and earned by the student. Every student is strongly encouraged to apply for scholarships, awards and bursaries to help supplement their post-secondary education. See APPENDIX 5 - SCHOLARSHIPS for current list of available scholarships. All awards, scholarships, bursaries are subject to review by the Post-Secondary team. Students are required to declare these awards, as this may impact tuition, allowances or any other monetary benefit or expenditure on behalf of the student. The Post-Secondary team will monitor and record awards won and applied to a student's account, especially in regard to full or partial scholarships for a student's tuition. Tuition benefits not expended due to an award or scholarship are accrued obligations, student can then access these unexpended funds later upon appeal.

School Year

- A school year is normally comprised of the Fall semester (August to December), Winter/Spring semester (January to April or May), Spring/Summer semester (May to August) and ends at the last day of classes. Some programs may vary from this description.

Semester

- Refers to a part of the academic year, as defined by the Post-secondary institution. Semesters usually cover the periods from September to December (Fall), January to April (Winter), and May to August (Spring/Summer).

Special Needs Students

- See APPENDIX 4 for definition and information.

Student Allowance Cheque

- A monthly allowance that is issued in Canadian funds to full time students based on a four (4) or five (5) week contribution depending on the month through direct deposit.

Student Month

- The month a student has received allowances as a full time student.
- Final semester allowance will be pro-rated to the end of the respective testing period.

Term

- Means a semester when referring to college institutions and the 'academic year' when referring to university institutions.

Transcript (Official)

- This is a summary copy of the student grade results which is normally made available to students at the end of each semester by their respective schools.

Tuition Fees

- The specific fees as determined by the institution for tuition.
Note: dormitory, health, dental, meal fees, parking, transportation fees, "smart/chip" card, late fees (library, etc.) are excluded.
- All tuition fees will be paid in Canadian dollars on an accrual basis and not as prepaid for all fees with proof of registration.

University/College Entrance Preparation (UCEP) *(Mostly used in Ontario)*

- A term used by the federal government for 'University or College Entrance Preparation Program'. Students applying for assistance in UCEP are required to obtain the following from the post-secondary institution; a statement/academic plan which attests that the UCEP program will provide the necessary courses to attain the academic level for university entrance and the student will be eligible to be accepted as a student of a regular university credit program upon successful completion of the UCEP course of studies.

APPENDIX 1

GRADE 12/CEGEP/COLLEGE- TUITION CONTRIBUTION- FULL TIME STUDENT

- Full mandatory tuition and mandatory fees in all Quebec, Canadian, and U.S. post-secondary institutions to a maximum of six thousand dollars (\$6,000 CAD) per academic year (up to a maximum of three thousand dollars (\$3,000 CAD) per term).
- This includes U.S. Grade 12, Quebec public and private CEGEPs, and Ontario colleges.

Grade 12/CEGEP/COLLEGE – TUITION CONTRIBUTION – PART TIME STUDENT

- Full mandatory tuition and mandatory fees in all Quebec or Canadian public and private post-secondary institutions to a maximum of three thousand dollars (\$3,000 CAD) per academic year (up to a maximum of one thousand five hundred dollars (\$1,500 CAD) per term).
- This includes U.S. Grade 12, Quebec public and private CEGEPs, and Ontario colleges.

***ALL ABOVE RATES ARE SUBJECT TO PERIODIC REVIEWS.**

***Exceptions may be considered on a case-by-case basis**

APPENDIX 2

UNIVERSITY TUITION CONTRIBUTION – FULL TIME STUDENT

- Full mandatory tuition and mandatory fees in all Quebec, Canadian, and U.S. post-secondary institutions to a maximum of twelve thousand dollars (\$12,000 CAD) per academic year (up to a maximum of six thousand dollars (\$6,000 CAD) per term).
- This includes both public and private Canadian and U.S. universities. Junior colleges and/or community colleges are considered university.

UNIVERSITY TUITION CONTRIBUTION – PART TIME STUDENT

- Full mandatory tuition and mandatory fees in all Quebec, Canadian, and U.S. post-secondary institutions at a maximum of one thousand five hundred dollars (\$1,500 CAD) per class, or four thousand five hundred dollars (\$4,500 CAD) per term based on program structure and availability. The maximum per academic year is up to nine thousand dollars (\$9,000 CAD).
- This includes both public and private Canadian and U.S. universities. Junior colleges and/or community colleges are considered university.

***ALL ABOVE RATES ARE SUBJECT TO PERIODIC REVIEWS.**

***Exceptions may be considered on a case-by-case basis**

APPENDIX 3 - PERSONAL ALLOWANCE RATES GUIDE:

DESCRIPTION (MONTHLY ALLOWANCE)

2020 KEC Student Living Allowance Rates							
Level of education	Single	1 dependent	2 dependents	3 dependents	4 dependents	5 dependents	6 dependents
CEGEP	\$875.00	\$ 1,072.00	\$ 1,252.00	\$ 1,427.00	\$ 1,477.00	\$ 1,527.00	\$ 1,572.00
University	\$972.00	\$ 1,072.00	\$ 1,252.00	\$ 1,427.00	\$ 1,477.00	\$ 1,527.00	\$ 1,572.00

****ALL ABOVE RATES ARE SUBJECT TO PERIODIC REVIEWS.***

APPENDIX 4 – SPECIAL NEEDS STUDENTS

The identification of Special Needs students at the Post-Secondary level is in accordance with the First Nations Education Council (FNEC) guidelines. These guidelines are in agreement with the federal government. The Kahnawà:ke Education Center (KEC) utilizes the FNEC guidelines for identification of special needs students at the Post-Secondary level. It is essential to note that the KEC does not receive funding for special needs Post-Secondary students.

In Quebec, Ministère de l'Éducation et de l'Enseignement supérieur (MEES) offers some types of funding for Special Needs students at both CEGEP and University levels.

*Post-Secondary students with special needs must fall into at least one of the following categories of exceptionality:

1. **Physical Exceptionality:** Students with physical limitations or deficiencies that require special assistance in learning situations. These students experience functional, visual, orthopedic, motor, or hearing impairments, which impact upon their ability to learn;
2. **Mental Health/Behavior Exceptionality:** Students diagnosed with neurobehavioral developmental disorders such as mood disorders, personality disorders, conduct disorders, anxiety disorders, and eating disorders and Attention Deficit Hyperactivity Disorder, etc.;
3. **Chronic Illness / Medical Issues:** Students diagnosed with chronic asthma, juvenile rheumatoid arthritis, acute lymphoblastic leukemia, cystic fibrosis, epilepsy, and/or diabetes, etc.;
4. **Intellectual Exceptionality:** Students diagnosed with IDD (Intellectual Developmental Delays), or with DD (Developmental Disability); and,
5. **Communication Exceptionality:** Students diagnosed with specific learning disorders that are characterized by delays in reading, reading comprehension, written expression, mathematical computation and/or mathematical reasoning.

Full Time Status Exemption for Special Needs Students

If a student requires a reduced course load, they must provide documentation from the appropriate professional indicating the need and the duration of full time status exemption. The student will receive a full-time student allowance.

APPENDIX 5 - SCHOLARSHIPS

Local

Caisse Populaire Kahnawà:ke Scholarship Awards:

The Caisse Populaire Kahnawà:ke offers two (2) one thousand dollar (\$1,000) university-level scholarships, two (2) one thousand dollar (\$1,000) CEGEP/vocational studies scholarships, one (1) one thousand dollar (\$1,000) Ratiwennahní:rats scholarship, and one (1) five hundred (\$500) high school scholarship to Kahnawà:ke students in any field of study.

Application packages can be picked up at the Caisse Populaire Kahnawà:ke. Applications are due in May, and scholarships are awarded in October. Contact the Caisse Populaire Kahnawà:ke at 450-638-5464.

Karonhiaráhstha's Post-Secondary Memorial Scholarship:

Provides financial assistance from one thousand to ten thousand dollars (\$1,000 to - \$10,000) CDN (depending on level of studies) for Kahnawa'kehró:non students pursuing their education and career in the fields of nursing, medicine, or other health-related fields. Application packages may be picked up at the Kateri Memorial Foundation office on the Old Malone Highway or by consulting the Kateri Memorial Foundation website:

<https://katerifoundation.org/karonhiarahsthas-memorial-fund-scholarships/>

Non-local Scholarships:

RBC Aboriginal Student Awards Program Ten (10) scholarships available in two (2) categories: students in finance-related fields, and students in all other fields. Scholarships of up to four thousand (\$4,000) each academic year for two to four (2-4) years to be used towards tuition, books, supplies, and living expenses. Applications are due February 28 each year. Consult the website for more information:

http://www.rbc.com/careers/aboriginal_student_awards.html

Indspire- Post-Secondary Education:

Accepts applications for post-secondary scholarships three (3) times per year: August 1, November 1, and February 1. Students are eligible for one scholarship per year. Indspire also offers bursaries (based on financial need), awards (based on academic merit and financial need), and incentives (to encourage students to stay in school or reward successful completion of each period of a program or completion of a program).

Consult the website for more details: <http://indspire.ca/for-students/bursaries-scholarships/>

Canada Post Aboriginal Education Incentive Awards:

Open Canada-wide to Indigenous students who have been out of school for one (1) year or more and have decided to return to their studies. The scholarship awards \$1,000 to successful applicants who have completed one (1) year of studies after their return to school.

Consult the website for more details:

<https://www.canadapost.ca/cpc/en/our-company/giving-back-to-our-communities/canada-post-awards-for-indigenous-students.page>

Aboriginal Bursaries Search Tool

The Aboriginal Bursaries Search Tool is a searchable list of 774 bursaries, scholarships and incentives across Canada. Students can search for scholarships and bursaries by keywords, location, field of study, or Aboriginal group. The search tool provides links to each scholarship's basic information, as well as, contact information and how to apply.

Consult the website: <https://www.sac-isc.gc.ca/eng/1351185180120/1351685455328>

Government of Canada Student Financial Assistance Program:

Scholarships are given by Employment and Social Development Canada, and are not restricted to Indigenous applicants.

Consult the website: <https://www.canada.ca/en/employment-social-development/services/student-financial-aid/scholarships.html>

Post-Secondary Institution Scholarships:

Schools also have their own scholarships, which you can view on their websites:

<http://www.mcgill.ca/fph/current-students/scholarships-and-bursaries>
<https://www.concordia.ca/students/aboriginal/awards-bursaries.html>

Appendix A – Post Secondary Application Form



KAHNAWAKE EDUCATION CENTER

PO Box 1000, Kahnawake QC J0L 1B0

t: 450 632-8770 f: 450 632-8042 www.kecedu.ca

✉ chris.leclaire@kecedu.ca bethany.douglas@kecedu.ca

POST-SECONDARY APPLICATION FORM

SEMESTER: FALL ☐ WINTER ☐ SUMMER ☐

Please note that a new application form is required each term/semester.

SECTION 1 - STUDENT IDENTIFICATION

Last Name: _____ Given Name: _____

Birth Date: Month ☐ Day ☐ Year ☐ Band Number: (TEN DIGIT #) _____

Address/PO Box: _____ Town/Province: _____

Postal Code: _____ Phone #: _____

Quebec Permanent Code: _____ S.I.N #: _____

Email: _____ * Mandatory for communication and information.

Marital Status: Single ☐ Married ☐ Common Law ☐ Separated ☐ Divorced ☐

Partner/Spouse's Full Name: _____ Number of Dependents: _____

Father's Full Name: _____ Mother's Full Name: _____

SECTION 2 - EMPLOYMENT INFORMATION

Are you currently employed? No ☐ Yes ☐ Part-time ☐ Full-time ☐

Place of Employment: _____ Phone Number: _____

Do you receive any of the following benefits? * Failure to accurately disclose employment and/or income benefits will result in termination of funding.

Employment Insurance (EI) ☐ Social Assistance ☐ Disability Insurance ☐ Workman's Compensation (CSST/MSI) ☐

SECTION 3 - CURRENT APPLICATION

Name of Educational Institution: _____

Program Major: _____ Student Identification Number: _____

Semester Start Date: (mm/dd/yyyy) _____ Semester End Date: (mm/dd/yyyy) _____

Entering Semester: _____ of _____ Semesters to Graduate: _____ Full-time ☐ Part-time ☐

SECTION 4 - ACADEMIC HISTORY

Last High School Attended: _____

Grade/Level Completed: _____ Diploma: No ☐ Yes ☐ Date: _____

Last Post-Secondary Institute Attended: _____

Certificate ☐ Diploma ☐ Degree ☐ Date Completed: _____

I have an Individualized Education Plan (IEP) No: ☐ Yes: ☐

continued on page 2

Appendix B – Book and Supply Refund Form



Kahnawake Education Center Book and Supply Refund Form

ALL ORIGINAL RECEIPTS AND BOOKLISTS/COURSE OUTLINES ARE REQUIRED

(Refunds are for REQUIRED texts and/or supplies only and will not be processed without the above mentioned documents)

[illegible]

Student: _____

School: _____

Signature: _____

Date: _____

Appendix C – Direct Deposit Application Form



KAHNAWAKE EDUCATION CENTER

PO BOX 1000

KAHNAWAKE QC J0L 1B0

Tel: (450) 632-8770

Fax: (450) 632 8042

DIRECT DEPOSIT APPLICATION FORM 2021/2022

* PLEASE ATTACH A VOID CHEQUE OR SPECIMEN CHEQUE WITH THIS FORM

Please print:

Student Name: _____

Financial Institution: _____

Institution Address: _____

Branch Transit: _____

**Chequing Account
Number** _____

I hereby authorize the Kahnawake Education Center to deposit the monthly Student Living Allowance and any other applicable supplements to my chequing account.

In the event of changing financial institutions, I will advise the Kahnawake Education Center immediately to avoid any delays in receiving the monthly deposit.

This authorization is to remain in effect until cancellation is submitted in writing.

Signature: _____

Date: _____

Appendix D: Documentation Request Form (for Parents of Post-Secondary Minor-Aged Student(s))

DOCUMENTATION REQUEST FORM
(For parents of students under the age of 18 years old)

Parents of students under the age of 18 years old may ask the Post Secondary Counselor for any information concerning their child's funding status with the Kahnawake Education Center.

It is not the responsibility of the Post Secondary Counselor to keep the parents updated on the status of their child as a student outside the normal information required for funding purposes. The parents have the responsibility to ensure that their child(ren) provide all necessary academic documentation to the Post Secondary Counselor.

Although, if parents would like us to give them a copy of documents, we can do so providing the student has submitted them to us.

Yes, I would like the Post Secondary Student Support Program Officer to provide me with the following documents:

(Please place a check mark in the appropriate space(es))

Transcripts _____

Schedule _____

Signature of Parent: _____

Date: _____

Signature of student (Under 18 years old): _____

Date: _____

Appendix E: Student Travel Re-imbursement Form



KAHNAWAKE EDUCATION CENTER

PO BOX 1000

KAHNAWAKE QC J0L 1B0

Tel: (450) 632-8770 Fax: (450) 632 8042

STUDENT TRAVEL RE-IMBURSEMENT FORM

Name: _____

Band Number: _____

Address: _____

Telephone: _____

E-mail: _____

DATE(S) OF TRAVEL:

DESTINATION:

MODE OF TRAVEL: (check one) PRIVATE VEHICLE _____ BUS _____ TRAIN _____
AIR _____

TOTAL AMOUNT REQUESTED FOR RE-IMBURSEMENT: \$ _____

STUDENT SIGNATURE

DATE

All students are encouraged to purchase the most economical means of transportation by flight, train or bus, depending on distance. A receipt of payment/or gas receipt is required for a refund.

The maximum amount to be funded will be \$600.00 per academic year.

Appendix F: Probation Contract

PROBATION CONTRACT

I _____, accept that due to my failure to meet the academic requirements as indicated by the Post Secondary Policy for the _____ semester, I am being put on Academic Probation by the Kahnawake Education Center and/or _____.
(Educational Institution)

For the upcoming term, I realize that I must attend all classes and complete all assignments on or before their given due dates. Failure to meet my academic requirements may result in my having to immediately repay all the funds I have received or which have been paid on my behalf by the Kahnawake Education Center during the semester.

I promise to take full advantage of tutors, faculty advisors and study skill lectures in order to comply with the requirements of academic probation as determined by Kahnawake Education Center and/or _____.
(Educational Institution)

I realize that if I do not again meet the minimum requirements as indicated in the Post Secondary Policy, I will be denied further funding for a period of no less than one year and no more than three calendar years.

Signature of student: _____

Date: _____

Signature of Post Secondary Counselor: _____

Date: _____

All funding will be withheld until the required Probation Contract is signed and returned.

Appendix G: Notification of Appeal Form

NOTIFICATION OF APPEAL

IDENTIFICATION OF STUDENT:

Name: _____

Address: _____

Band Number: _____

Telephone: _____

E-mail: _____

PROGRAM OF STUDIES FOLLOWED OR CONTEMPLATED:

Program of study: _____

Level _____

Training Institution:

Address: _____

REASON FOR APPEALING

*(Attach additional correspondence if necessary)

RELEVANT SECTIONS OF THE POLICY OR GUIDELINES;

Signature of student: _____

Date: _____