

# Big River FiRst Nation



**Post secondary student suPPort Program**

**Student Handbook**

**2010 – 2011**

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## **1. INTRODUCTION**

- 1.1 The policies set out in this manual have received the approval of the Big River First Nation Chief & Council as the administering organization and consequently the Post Secondary Student Support Program (hereafter PSSSP) operates under the authority of the Chief & Council.
- 1.2 The Big River First Nation asserts that post secondary education is a Treaty Right and nothing in this policy, adopted solely as an administrative tool, abridges that right nor the trust responsibility of the Government of Canada towards Treaty Indians.
- 1.3 The PSSSP is to encourage and support Treaty Status Indian students in pursuing post secondary studies in recognized post secondary institutions.
- 1.4 The objectives of the PSSSP are to encourage and support prequalified, eligible students to acquire university, technical institute, college or professional qualifications so that they can become economically self sufficient and develop their individual potential to further their own aims and contribute to the progress of the Indian community, the province and country.
- 1.5 The manual provides policy directions for Big River First Nation administration of PSSSP and where appropriate, forms the basis for operating guidelines for the guidance of administering staff.

## **2. DEFINITIONS**

- 2.1 “Treaty Status Indian” means a person whose name has been entered in the Indian register in accordance with the Indian Act and/or a person recognized as possessing Band membership status in accordance with the laws of Big River First Nation.
- 2.2 Big River First Nation is the administering organization.
- 2.3 “Post Secondary Education” means a program of studies, offered by a recognized post secondary institution, for which completion of secondary school studies or its equivalent is a prerequisite.
- 2.4 “Program of Studies” includes all post secondary programs, at least one academic year in duration, leading to a certificate, diploma or degree. Programs less than one academic year, which are prerequisites to post secondary programs of at least one academic year in duration, are included.
- 2.5 “Post Secondary Institution” are degree, diploma and certificate granting institutions, which are recognized by provincial authorities and include educational institutions with, or delivering accredited programs by arrangement with a post secondary institution.

- 2.6 “Public Institution” is a post secondary institution which receives the majority of its funding from federal and provincial governments.
- 2.7 “Private Institution” is a Canadian or foreign post secondary institution which receives the majority of its funding from sources other than governments.
- 2.8 “Full Time Students” and “Part Time Students” are as defined by the Big River First Nation PSSSP. A student registered in a university-accredited program, taking minimum of four classes shall be considered full time; a student taking fewer than four classes shall be considered part time. PSSSP board may make exceptions in special circumstances.
- 2.9 “Academic year” will not be fewer than eight months in duration.
- 2.10 “Semester” refers to part of the academic year, as defined by the post secondary institution.
- 2.11 “Dependent Spouse” means a Big River First Nation band member who is married to the student or a person who has lived with the student as common-law husband or wife for a period of at least one year prior to application for educational support. This person is dependent upon the student and does not receive income in excess of the level of income allowed for a dependent spouse by Revenue Canada.
- 2.12 “Dependent” means a Big River First Nation band member 17 years of age or younger, other than a spouse, who is dependent upon the student. Child must be in care of & in custody of the post secondary student to be claimed as a dependant. Also, the student must be the legal guardian of the dependent(s) being claimed, and must provide legal documentation (Child Tax Benefit form from Revenue Canada, Court Order, Etc.) Exceptions will be made for some dependents where medical verification will be required.
- 2.13 “Immediate family” includes spouse, mother, father, sister, brother, son, daughter, mother in-law, father in-law, son in-law, daughter in-law, step-mother, step-father, parent surrogate, grandparent, grandchild, niece, nephew, cousin, aunt or uncle

### **3. ELIGIBILITY**

- 3.1 The Student must be a registered member of Big River First Nation who have been a resident of Canada for 12 consecutive months prior to the date of application for funding. Students who exceed their level of funding will not be considered for sponsorship.
- 3.2 The Student must meet the entrance requirements and be accepted for enrolment in a recognized post secondary institution for a program of studies.
- 3.3 The student must be enrolled in a program of at least 8 months in duration that leads to recognized certificate, diploma or degree and which normally has grade 12 as an entrance requirement.

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3.4 Support will be provided within the limits of funds available in accordance with funding arrangements. If demand for funding exceeds availability, applications will be deferred according to prioritization rules set out in section 4.

3.5 Applications must have been received at the Big River Band Office by the deadline dates set in PSSSP operating guidelines. Incomplete applications will not be accepted. Mature students are not required to submit secondary transcripts.

#### **4. PRIORITIES FOR APPROVAL OR APPLICATIONS**

Priorities for approval of applications for student living expenses shall be based on the following categories with group 1 being the first set of applications to be considered, group 2 to be the second considered, group 3 to be the third considered and so forth. Only applications received within the deadline dates will be considered for the current intake; those received late will be considered early applications for the next intake. These categories may be modified in PSSSP operating guidelines to accord with the types of applications received for any specific intake or to accommodate specific Big River First Nation initiatives. Priorities to reflect specific program needs of Big River First Nation may be implemented by the Big River First Nation.

##### **4.1 First Priority Group 1 – These categories will be considered together.**

4.1.1 Continuing students with minimum grade average requirements for program completion.

4.1.2 Regular grade 12 and Sask. Ed. Adult 12 students entering regular post secondary programs (not UEP or pre-tech). If number of applications exceeds available funding, academic average will be taken into consideration.

4.1.3 Students who were accepted as partially funded students from the Big River Band PSSSP and attended during the previous year.

##### **4.2 Second Priority Group 2 – These categories will be prioritized separately within the group.**

4.2 Returning students with grade requirements similar to the continuing students in-group 1.

4.2.1 Returning to the same program.

4.2.2 Returning to a different program. *Note: Decision may be based on individual circumstances.*

4.3 Other students e.g. mature students, who can go directly into post secondary programs.

4.3.1 Students with grade 12 without required average.

4.3.2 Students with ABE 12

4.3.3 Students with GED 12

4.3.4 Students without grade 12 or GED/ABE 12.

4.4 UEP and / or pre-tech students.

4.5 Students enrolled in a second professional degree and changing disciplines.

**4.6 Last Priority: Group 3 – These categories will be prioritized separately.**

4.6.1 Students attending private institutions.

4.6.2 Regular grade 12 students will be allowed to attend private institutions only if the institution is found to be reputable, cost efficient and no comparable public institution closest to Big River First Nation is available.

4.6.3 Other students attending private institutions. *Note: If number of applications exceeds available funding, academic history will be taken into consideration. All applications for private institutions will be subject to the availability of funds.*

4.7 'Required to Discontinue' students.

4.8 Students changing programs without completing any programs because of poor grades and poor attendance. *Note: Decision may be based on individual circumstances.*

4.9 Other Applicants

4.9.1 Students in programs several years with no certificate or degree will be closely monitored.

4.9.2 Students who return from leave without documented legitimate reason. *Note: Students in this category will be under a strict probationary period of one term/semester. If the student is deemed unsuccessful in his/her endeavors after this period, corrective action, as stated in Obligation of Students (10.3), will be taken*

4.9.3 Students in second degrees in study areas and professional degrees as defined by the policy and scholarship criteria.

4.9.4 Students entering a higher program level.

4.9.5 Combination degrees such as BA – LLB or BA – MD

## 5 LIMITS OF SUPPORT

- 5.1 Support for tuition and living expenses will be provided at three levels of post secondary education. Time limits are placed on the total months of support according to the level of program in which the student is enrolled. Assistance for travel and living expenses may be provided to students to complete one program at each level. Level 2 may include assistance for an additional degree program at the bachelor level which has a prerequisite for an undergraduate degree.

LEVEL I	
Technical institute or community college program: 1 to 2 academic years depending on the institution's normal program length. University or college entrance/preparation programs: maximum of 2 semesters. Note: Students in a UEP program should make themselves aware that after two semesters of support utilized in a UEP program, they are then utilizing months of support designated level II program time.	
LEVEL II	
University professional programs (i.e.: BA, BEd, B. of science): academic years based on the university's normal program length.	
LEVEL III	
A)	University professional program (i.e.: MD, LLB): duration of support will be in accordance with university's normal program length.
B)	Post graduate programs (i.e.: PGd, MEd, MA, PhD): duration of support will in accordance with the university's normal program length; however, reasonable limits may be established on the basis of individual need. All applications will be dealt with on an individual basis.
UEP	
University or college entrance/ preparation programs: Maximum of 2 semesters. Note: Students in a UEP program should make themselves aware that after 2 semesters of support utilized in a UEP program, they are then utilizing months of support designated level 11 program time.	

- 5.2 Funding will be considered when a student drops out of Level II program and goes to a Level I program. If a student resumes Level II studies, the previous time spent at Level II will be counted for support purposes.
- 5.3 Duration of assistance will be in accordance with minimum full time requirements of the program as defined by the post secondary institutions or by the PSSSP. In cases of student loans, the BRFN Post Secondary will not reimburse student loan payments for anyone.
- 5.4 Additional funding:
- Students in Level I may be assisted for additional months for authorized and documented medical, academic or personal reasons. Limits as to the duration of these additional months will be at the discretion of the Chief and Council.

b) Students in Level II may be assisted for up to one additional year of 8 months for authorized and documented medical, academic or personal reasons. *Note: Those applicants who request more than one additional academic year will be referred to the appeal process prior to approval of additional funding.*

- 5.5 **Students who wish to transfer programs require the approval of the Chief and Council.** Students who have been Required to Discontinue will no be permitted to transfer programs and will be required to apply for funding after a duration of one year.
- 5.6 Students who receive COMPASSIONATE or MEDICAL WITHDRAWALS from their respective institutions must take the following semester/term off. Students in this situation will have to reapply for funding.
- 5.7 Students, who have completed a Level II program, without support from this program, are ineligible for Level I program support.
- 5.8 Students who have completed a Level III program, with or without support from this program, are ineligible for Level I or Level II program support.
- 5.9 Where students change programs without one of the levels, the academic time used for each program without this level will be counted for support purposed.
- 5.10 Students who were previously supported under any agency, including, but not restricted to, the Big River First Nation Band PSSSP, Agency Chiefs Tribal Council PSSSP or through DIAND will have their limits of support calculated including the “student month” utilized in the ACTC, Big River First Nation Band and DIAND programs.
- 5.11 Students who become eligible for support and who have previously completed a portion of post secondary studies without support from this program will receive support for the balance of their program of studies in accordance with 5.3 and 5.4.
- 5.12 Support will be approved for a university academic year, which is normally eight months. Support for students attending other post secondary institutions (i.e.: SIAST) will be for the normal academic year as set by the institution. New and continuing students will be required to reapply for support annually.
- 5.13 Students for whom intersession or summer (IS/SS) session attendance is a compulsory aspect of their program will receive normal levels of support for these sessions. You will need to submit a letter from your program counselor that the classes you will be taking are mandatory Students attending IS/SS will be closely monitored.
- 5.14 Tuition and book support will be provided to students approved for funding enrolled in all four levels subject to the availability of funds.

## 6 TYPES OF SUPPORT AND ALLOWANCES

### 6.1 Tuition and Book Support

- a) Includes students' fees for registration, tuition, tutorials, initial professional certification and examination fees and reasonable cost of books and supplies, which are listed as required by the post secondary institution. The Post Secondary Coordinator has the flexibility to reasonably adjust tuition; books and supplies support to meet the needs of students. In special circumstances, the Chief and Council will make the final decision.
- b) Class drop fees, late registration fees, and deferred exam fees will be borne by the student. If needed, the fee amount could be deducted from student allowance. In the event that extenuating circumstances were a factor in the assessment of these fees, the band may cover the cost. The Chief and Council will look at each case individually.
- c) Students attending private or foreign post secondary institutions should note that they will be eligible for tuition support at no higher than the rate charged by the public institution nearest to Big River First Nation which offers a comparable program at the time of application.
- d) Students enrolled in foreign institutions will be eligible for tuition support at the actual tuition rate charged by the foreign institution where no comparable program is available at an institution nearest to Big River First Nation. The onus showing that no comparable Canadian program is available will be on the student.
- e) Students who receive scholarships or bursaries to attend post secondary institutions may be eligible for funding from the PSSSP as required to meet tuition or living costs. All regulations governing eligible students, programs and institutions must be met. Each case will be considered individually.
- f) Students who do not qualify for living allowances due to lack of funding, position on the priority list, or because their student month's entitlement has been expended may continue to receive tuition and book support subject to availability of funds in Mature Student Funds, and by PSSSP Board and Chief and Council approval.

### 6.2 Relocation Support & Travel– subject to the availability of funds

- a) In order to offset cost of relocation from the student's home community to the student's study address, full time Big River First Nation PSSSP students whose permanent address is different from his/her study address will be provided with relocation allowance. Relocation allowance will be provided once in the duration of their studies and once upon successful completion of their studies. Relocation rates will be as stated in Appendix A.
- b) Out of province students will be provided with relocation allowance at the rate he/she would receive if he/she were attending the provincial public post secondary institution nearest to his/her permanent address offering a comparable program.
- c) Travel will be granted once per semester – rates as per appendix A

### 6.3 Part Time Studies Support

- a) When a student in attendance at a post secondary institution studies for what is termed less than full time by Big River First Nation PSSSP or by the institution which offers the program, that student will be eligible for assistance, subject to the availability of funds, to pay for books, supplies and tuition fees. Student allowance could be on a pro-rated basis.
- b) Students enrolled in correspondence or other distance education courses and who do not qualify as full or part time students as defined above, may qualify for tuition fees and books and supplies assistance as required by the institution, subject to availability of funds.

#### 6.4 Living Allowance

- a) The living allowance rate structure and entitlement will be set by the PSSSP Board, Chief and Council annually in the Operating Guidelines.
- b) The living allowance rate structure may be modified to reflect the lower costs associated with attendance in on-reserve or local programs.

#### 6.5 Allowance for Special Needs Students

- a) Students with special needs (i.e.: physically disabled persons) requiring additional assistance related to their post secondary programs shall have their requests considered on an individual basis. Approval of assistance shall take into consideration the following factor:
  - Actual costs of intervention services;
  - Availability of assistance from other sources either public (government) or private (association or non-profit) organization;
  - Practicality as well as convenience;
  - The objective of the PSSSP is “to encourage pre-qualified, eligible students to acquire university, technical institute, college or professional qualifications so that they can become economically self sufficient and develop their individual potential to further their own aims and contribute to the progress of the First Nation community.”
- b) The assessment of special needs will be carried out by the Big River First Nation Post Secondary Coordinator in collaboration with the Director of Education, the student services staff of the institution to be attended and the concerned special needs student.
- c) In the event that the special needs student wishes to appeal a decision, normal appeal process provisions will apply.

#### 6.6 Contingency Assistance

- a) Contingency assistance may be paid, subject to availability of funds; to eligible full time Big River First Nation PSSSP sponsored students to defray cost associated with an emergency. Contingency assistance may be provided for situations that included, but are not necessarily limited to the following emergency situations:
  - Emergency travel due to death or critical illness in the immediate family;
  - Specialized counseling services relating directly to their perspective program;
  - Tutorial assistance of the Dean or program head;

- In reoccurring cases, monies will be subject to repayment. *Note: Decision may be based on individual circumstances*
- b) Provisions of contingency assistance will in all cases be subject to availability of funds in the PSSSP.
- c) Contingency assistance does not include in-service, workshop or conference expenses that are not a compulsory aspect of respective classes.
- d) Application for contingency assistance must follow the following procedure:
  - I. Make a written request to the Post Secondary Coordinator with a minimum of 2 weeks before assistance is needed and then must be presented at the next scheduled EAB meeting for consideration. The decision of the board is final.

## **7 ACCOUNTABILITY**

- 7.1 Every effort will be made by the Big River First Nation PSSSP to recover overpayments to students who misuse funding by not fulfilling the terms of the PSSSP or who misrepresent their marital, dependent or program status on applications.
- 7.2 When misuse of post secondary funds is discovered, the Big River First Nation Post Secondary Coordinator will adopt the following procedures:
- Write a letter to the individual stating the findings;
  - If the student is, in fact, found to a mis-user of funding, the Big River First Nation post secondary Post Secondary Coordinator will suspend that student from further funding or take other corrective action;
  - Arrangements satisfactory to Big River First Nation for repayment by the student of overpayments received will be a condition of any future funding.
- 7.3 In the event that a student receives a grad of No Paper (NP), Absent Fail (ABF) or Incomplete Fail (INCF), the amount of tuition paid on that class will be subject to repayment.
- 7.4 An annual report and financial review of post secondary funds will be made available to Big River First Nation PSSSP Board, Chief and Council.
- 7.5 To provide a healthy & safe environment for all students, all students must abide by the institute of Learning Conduct Policy.
- 7.6 Due to Privacy Act and funding form you sign every year, no other family member or person can represent the sponsored student other than the sponsored student. Therefore, no information will be provided to any person other than the sponsored student.

## **8 APPEALS PROCESS**

- 8.1 Every student has a right to reasonably appeal a decision made by the Post Secondary Coordinator. When a student application has been refused because available funds are fully committed or because a student has clearly exceeded the academic entitlement and section 5.4 of this handbook, this appeal process will not be considered.

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8.2 The matter, if unresolved after discussion with the counselor, can be appealed to the Big River First Nation PSSSP Board who must reply within 14 days.

8.3 If misuse of funding is suspected, the student will be notified in writing in accordance with 8.2 above. If there is no response, funding will be terminated. The student may appeal within 14 days.

8.4 If the issue is still not resolved, a third party Appeal Board can hear the student's appeal.

8.5 The student has a right to attend the appeal hearing in person or by a designate, but no professional legal counsel will be permitted at appeal hearings.

8.6 The Appeal Board, which will be appointed by the PSSSP Board, shall consist of five members:

- I. A member of the Big River First Nation Council;
- II. The Director of Education
- III. An elder;
- IV. A student representative selected from a list of at least 3 students submitted by the appealing student;
- V. A School Guidance Counselor.

None of these Appeal Board members will be from the appealing student's immediate family. An effort will be made to select Appeal Board members who are knowledgeable about the PSSSP. The Appeal Board will meet within 14 days of its appointment to hear and rule on the student's appeal.

8.7 The Appeal Board's decision will be final.

## **9 OBLIGATIONS OF STUDENTS**

9.1 It is understood that the PSSSP is intended to provide support for students with a serious intent to succeed in post secondary education. Expectations are that the student will attend classes regularly, submit assignments as required by their programs, and generally apply themselves to their studies. Students are expected to conduct themselves so as to bring credit to their peers and to themselves.

9.2 Students will be dealt with fairly and equitably under the PSSSP and are expected to fairly and equitably apply themselves to their duties as students.

9.3 In the event that the student, through his/her deportment or performance, indicates a distinct lack of possibility of success in his/her studies, and if this opinion is borne out through the institution being attended, it may be necessary for the PSSSP to put the student on a probationary status. If the student is still deemed unsuccessful, it may be necessary to reallocate resources by terminating the student's support and applying the funds in areas showing greater promise of success.

9.4 Students have access to the process outlined in Section 9 of this policy manual.

9.5 Students are expected to budget their student allowance appropriately in order to live within their means.

9.6 Note: subject to the availability of funds. Student's emergency loans exist as an advance against student allowance and will be allowed once per semester. Emergency loans require a signed agreement for repayment prior to being issued. Students applying for an emergency loan must allow a minimum of three days after approval of the loan for direct deposit to an account. Student emergency loans will be subject to the following:

- a) Maximum allowed for single → \$ 100.<sup>00</sup>.

- b) Maximum allowed + 1 dependent → \$ 200.<sup>00</sup>.
- c) Maximum allowed + 2 or more dependents → \$ 300.<sup>00</sup>.
- d) Loans must be paid in full before each semester's end.

9.7 Students are required to apply for support funding each year.

9.8 Students are required to provide confirmation of enrolment to the Post Secondary Coordinator in order to be eligible for textbook funds. No textbook funds will be issued to a student until his/her confirmation of enrolment has been received in the PSSSP office. It is your responsibility to get these forms to the Post Secondary Department after each term on order to get your beginning allowance & text book funds.

9.9 Students are required to do the following requirement procedures when applying for any type of funding or support services:

- I. Make the request to the Post Secondary Coordinator;
- II. Students unsatisfied by the response of the Post Secondary Coordinator may make their request to the Chief and Council at a Board meeting;
- III. Students unsatisfied by the response by the PSSSP Board may follow the appeal process outlined in item 9.0.

9.10 Students seeking an immediate response to financial emergencies should be aware that a direct deposit to his/her account requires the following process:

- a) Request form is made up and approved by the Post Secondary Coordinator;
- b) Post Secondary Coordinator makes the request of the Finance Officer.
- c) Finance Officer adds the request to his/her list of tasks;
- d) When the cheque has been cut, it must then be driven to the appropriate bank for deposit, or in cases of Electronic Funds Transfer it takes 3 banking days.

Students must be aware of the difficulties such a request represents and avoid financial oversights.

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

9.12 Students are required to track their progress in their respective programs to ensure completion within the months allowed as stated in 5.3.

## **10 OBLIGATIONS OF THE BIG RIVER FIRST NATION**

10.1 The administration organization will clearly set out obligations to and of students in Operating Guidelines and related documents such as a student handbook or such means as may be mutual advantageous to the students and Big River First Nation.

10.2 The administering organization will provide PSSSP orientation seminars for first time students during the first month of each semester in which there is an intake of first time students.

10.3 Students will be dealt with fairly and equitably by the Big River First Nation PSSSP.

10.4 Policies and Operating Guidelines will be strictly adhered to.

## **11 OPERATING GUIDELINES**

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The Big River First Nation Director of Education will oversee development and maintenance of Operating Guidelines for the administration of the Big River First Nation PSSSP. Operating Guidelines are located in Appendix A of this handbook

## 12 STUDENT REGISTRY

- 12.1 The Big River First Nation PSSSP will maintain documentation with respect to student identifying information, academic record and support provided. Disclosure of academic information requires the informed consent of the student. Personal information is subject to the terms of privacy provisions.
- 12.2 The Big River First Nation PSSSP will maintain a student registry for statistical submission purposes to DIAND Education Branch in Ottawa.
- 12.3 The Big River First Nation PSSSP will maintain a national list of recognized Canadian post-secondary institutions.

## 13 POLICY REVIEW

- 13.1 There shall be a policy review at the end of six months in the initial year of administration of the PSSSP by the Big River First Nation and annually thereafter when funding levels are struck in March.
- 13.2 Normal Big River First Nation policy review procedures shall apply except that student representation at the sixth month and annual review meetings will be sought.
- 13.3 Student representatives will be chosen by their fellow students with one representative chosen from each of the major student attendance centers.
- 13.4 Student attendance centers may include:
- ✓ Prince Albert, Saskatchewan Programs
  - ✓ Saskatoon, Saskatchewan Programs
  - ✓ Regina, Saskatchewan Programs
  - ✓ Local Big River First Nation #118, Saskatchewan Programs
- 13.5 Costs of participation in policy review activities by students will be borne by the PSSSP. This will include funding of related student organizational activities to a maximum level for each activity center to be annually set in Operating Guidelines.
- 13.6 The Big River First Nation Director of Education and Post Secondary Coordinator will be responsible for interim policy changes cannot be deferred to the next formal policy review, in the period between formal policy reviews.
- 13.7 All policy changes must be ratified by the Big River First Nation Chief and Council.

## 14 PROTOCOL

Upon final ratification of the post secondary handbook by the Big River First Nation Chief and Council, all post secondary matters will rest with the Post Secondary Coordinator and the Chief and Council.

**APPENDIX A:  
OPERATING GUIDELINES**

**1. STUDENT ALLOWANCE**

Post secondary students shall have their allowance direct deposited into their respective accounts on the 1<sup>st</sup> of each month and on the 15<sup>th</sup> day of each month. If these dates should fall on a weekend, deposits will be done the Friday before. Payment schedule is as follows:

**2. STUDENT ALLOWANCE**

Post secondary students shall have their allowance direct deposited into their respective accounts on the 1<sup>st</sup> of each month and on the 15<sup>th</sup> day of each month. If these dates should fall on a weekend or stat holiday, deposits will be done the Friday before. As per the following for April 1, 2007 to March 31, 2008 school year:

- APRIL 1, 2008                      APRIL BEGINNING ALLOWANCE – 70%
- APRIL 15, 2008                    APRIL MID MONTH – 30% LAST CHQ FOR TERM 2
- APRIL 30, 2008                    MAY 1 BEGINNING ALLOWANCE – 70% (REG FORM MUST BE SENT IN)
- MAY 13, 2008                      MAY MID MONTH- 30%
- JUNE 1, 2008                      JUNE BEGINNING ALLOWANCE – 70%
- JUNE 15, 2008                    JUNE MID MONTH- 30%
- JUNE 30, 2008                    JULY 1 BEGINNING ALLOWANCE – 70%
- JULY 15, 2008                    JULY MID MONTH – 30%
- AUG 1, 2008                      AUGUST BEGINNING ALLOWANCE – 70%
- AUG 15, 2008                    AUGUST MID MONTH- 30%
- SEPT 1, 2008                      SEPTEMBER BEGINNING ALLOWANCE – 70% (REG FORM MUST BE IN)
- SEPT 15, 2008                    SEPTEMBER MID MONTH – 30%
- SEPT 30, 2008                    OCTOBER BEGINNING ALLOWANCE – 70%
- OCT 14, 2008                    OCTOBER MID MONTH – 30%
- NOV 1 , 2008                      NOVEMBER BEGINNING ALLOWANCE – 70%
- NOV 15, 2008                    NOVEMBER MID MONTH – 30%
- DEC 1, 2008                      DECEMBER BEGINNING ALLOWANCE – 70%
- DEC 15, 2008                    DECEMBER MID MONTH – 30%
- DEC 23, 2008                    JAN 1, 2006 BEGINNING ALLOWANCE – 70% (REG FORM MUST BE IN)
- JAN 13, 2009                    JAN MID MONTH – 30%
- FEB 1, 2009                      FEB BEGINNING ALLOWANCE – 70%
- FEB 15, 2009                    FEB MID MONTH – 30%
- MARCH 1, 2009                    MARCH BEGINNING ALLOWANCE – 70%
- MARCH 15, 2009                   MARCH MID MONTH – 30%

**3. RELOCATION**

Relocation rate will be determined as having Big River First Nation as the permanent address. Relocation allowance for students, as per 6.2, will be based on the following rates and will be subject to availability of funds:

- a) Prince Albert                    \$110.00

b)	Saskatoon	\$210.00
c)	Regina	\$300.00
d)	Other	*as calculated by the Post Secondary Coordinator

2.1 Every effort should be made to make clear that requests for relocation support exist with the PSSSP Board, not with the Chief and Council. Requests for funding should go first to the Post Secondary Coordinator, then, where the need exists, to the PSSSP Board. Requests made to chief and Council will be referred to the PSSSP Board and the Post Secondary Coordinator.

2.2 Relocation does not include within the city.

#### 4. TRAVEL

Travel rates will be determined as having Big River First Nation as the permanent address. Travel rates for students, as per 6.2, will be based on the following rates and will be subject to availability of funds:

a)	Prince Albert	\$50.00
b)	Saskatoon	\$80.00
c)	Regina	\$110.00

#### TRAINING CENTRES

3.1 Training centers on Reserve will remain open during funerals.

3.2 Training centers on Reserve will follow the schedule set by the university for holidays. That schedule may differ from other schedules on the Reserve.

#### 4 GRADUATION ALLOWANCE

4.1 Graduation allowance will be as per Appendix D.

4.2 Graduation allowance will be granted on a one-time basis only per level.

4.3 If the student qualifies for two categories i.e. certificate & a degree, the higher of the two will be paid.

4.4 Grad allowance will only be paid out when confirmation is received from your institute of learning that you have completed your program requirements. Grad allowance will be issued 2 weeks prior to graduation date.

#### 5 PRACTICUM ALLOWANCE

Students in their initial or short-term practicums may be eligible for a subsidy to a maximum of \$ 150.<sup>00</sup>. Students in their final practicum are eligible to receive a practicum allowance of \$ 300.<sup>00</sup>. This allowance is to offset any costs incurred in the duration of the practicum.

#### 6 APPLICATION DEADLINE DATES

6.1 Deadline date to apply for fall semester is June 30<sup>th</sup> of each year.

6.2 Deadline date to apply for winter semester is October 31<sup>st</sup> of each year.

6.3 Deadline date to apply for Spring/Summer is May 15 of each year.

#### 7 SEMESTER TIME FRAMES

All time frames, regardless of institution, will be understood as being semesters:

- ✓ September to December;
- ✓ January to April.
- ✓ May to August.

This will be for the purposes of advances and other fees which are to be recovered.

#### 8 DAMAGE DEPOSIT

8.1 Upon confirmation of the lessee, a one time only grant for the actual amount of damage deposit will be paid.

8.2 Any subsequent requests for damage deposit aid will be treated as an advance.

**APPENDIX B(1):**  
**STUDENT ALLOWANCE RATES – OFF RESERVE**

STUDENT/DEPENDENT STATUS	Allowance per		
	Month	Beginning	Mid-Month
1 Single student	\$ 845.00	\$ 591.50	\$ 253.50
2 Married student with employed spouse	\$ 845.00	\$ 591.50	\$ 253.50
➤ With one dependent	➤ \$ 1035.00	➤ 724.50	➤ \$ 310.50
➤ With two dependents	➤ \$1235.00	➤ \$ 864.50	➤ \$ 370.50
➤ With three dependents	➤ \$1425.00	➤ \$ 997.50	➤ \$ 427.50
➤ \$ 55.00 a month for each additional dependent			
3 Married student with dependent spouse	\$ 1085.00	\$ 759.50	\$ 325.50
➤ With one dependent	➤ \$ 1250.00	➤ \$ 875.00	➤ \$ 375.00
➤ With two dependents	➤ \$ 1425.00	➤ \$ 997.50	➤ \$ 427.50
➤ With three dependents	➤ \$ 1590.00	➤ \$1113.00	➤ \$ 477.00
\$ 55.00 per month for each additional dependent			
4 Single parent with one dependent	\$ 1250.00	\$ 875.00	\$ 375.00
➤ With two dependents	➤ \$ 1425.00	➤ \$ 997.50	➤ \$ 427.50
➤ With three dependents	➤ \$ 1590.00	➤ \$ 1113.00	➤ \$ 477.00
\$ 55.00 per month for each additional dependent			

The following rates are 30% less regular off reserve: rates:

**APPENDIX B(2):**  
**STUDENT ALLOWANCE RATES – ON RESERVE**  
**PERCENTAGE BASED**

STUDENT/DEPENDENT STATUS		Allowance per Month	50/50 split Beginning	Mid-Month
1	Single student	\$ 745.00	\$ 372.50	\$ 372.50
2	Married student with employed spouse	\$ 745.00	\$ 372.50	\$372.50
	With one dependent	\$ 935.00	\$ 467.50	\$ 467.50
	With two dependents	\$1135.00	\$ 567.50	\$ 567.50
	With three dependents	\$ 1325.00	\$ 662.50	\$ 662.50
	\$ 38.5 a month for each additional dependent			
3	Married student with dependent spouse	\$ 985.00	\$ 492.50	\$ 492.50
	With one dependent	\$ 1150.00	\$ 575.00	\$ 575.00
	With two dependents	\$ 1325.00	\$ 662.50	\$ 662.50
	With three dependents	\$ 1490.00	\$ 745.00	\$ 745.00
	\$ 38.50 per month for each additional dependent			
4	Single parent with one dependent	\$ 1150.00	\$ 575.00	\$ 575.00
	With two dependents	\$ 1325.00	\$ 662.50	\$ 662.50
	With three dependents	\$ 1490.00	\$ 745.00	\$ 745.00
	\$ 38.50 per month for each additional dependent			

**APPENDIX C:**  
**SAMPLE STUDENT RECEIPTS FROM PSSSP**

John Doe  
Student Number: 200 001 100  
Year three of four-year program  
BA in sociology, SIFC, Saskatoon  
Full load of classes  
(John is a single parent with two children)

MONTH	DESCRIPTION	AMOUNT
August 17 <sup>th</sup> , 2008	Confirmation of enrolment must be received by Post Secondary Coordinator	
August 30 <sup>th</sup> , 2008	Student allowance for September 1 <sup>st</sup> , 2002 paid by direct deposit or if the 1 <sup>st</sup> falls on a weekend, deposits will be made on the Friday before. . John's total: \$ 1425.00/month x 70%. Textbook allowance for fall semester. Moving Allowance – as per 6.2 Travel for Term 1	997.50 \$ 300.00 \$180.00 \$60.00
September 13 <sup>th</sup> , 2008	Student allowance for mid month paid by direct deposit on 15 <sup>th</sup> or if the 15 <sup>th</sup> falls on a weekend, deposits will be made on the Friday before. Total: \$ 1325.00/month x 30%	\$ 427.50
October 1 <sup>st</sup> , 2008	Student allowance for beginning month	\$ 997.50
October 2 <sup>nd</sup> , 2008	Tuition paid to SIFC upon receipt on invoice	\$2007.00
October 15 <sup>th</sup> , 2008	Student allowance for mid month	\$ 427.50
November 1 <sup>st</sup> , 2008	Student allowance for beginning month	\$ 997.50
November 15 <sup>th</sup> , 2008	Student allowance for mid month	\$ 427.50
November 29 <sup>th</sup> , 2008	Student allowance for beginning month	\$ 997.50
December 13 <sup>th</sup> , 2008	Student allowance for mid month	\$ 427.50
December 20 <sup>th</sup> , 2008	Student allowance for January 1 <sup>st</sup> , 2003 to be paid out upon receipt of confirmation of enrolment.	\$ 997.50
January 6 <sup>th</sup> , 2008	Textbook allowance for winter semester to be paid out upon receipt of confirmation of enrolment & Travel for Term 2	\$ 300.00 \$60.00
January 15, 2008	Student allowance for mid month	\$ 427.50
January 31 <sup>st</sup> , 2008	Student allowance for beginning month	\$ 997.50
February 1 <sup>st</sup> , 2008	Tuition paid to SIFC upon receipt of invoice	\$2007.00
February 14 <sup>th</sup> , 2008	Student allowance for mid month	\$ 427.50
February 28 <sup>th</sup> , 2008	Student allowance for beginning month	\$ 997.50
March 14 <sup>th</sup> , 2008	Student allowance for mid month	\$ 427.50
April 1, 2008	Student allowance for beginning month	\$ 997.50
April 15 <sup>th</sup> , 2008	Student allowance for mid month *Last pay for semester II	\$ 427.50
	<b>TOTAL</b>	<b>\$ 16,314.00</b>

**APPENDIX D:  
GRADUATION ALLOWANCE RATES**

<b>TYPE OF AWARD:</b>	<b>AMOUNT:</b>
<b>CERTIFICATE</b>	<b>\$ 200.00</b>
<b>DIPLOMA</b>	<b>\$ 300.00</b>
<b>DEGREE</b>	<b>\$ 500.00</b>
<b>P.G.D./MASTERS</b>	<b>\$ 750.00</b>
<b>P.H.D.</b>	<b>\$1000.00</b>