

Kanehsatake Education Centre



(2011-2012)

Post-Secondary Handbook For Students

Program Authority and Administration

The Department of Indian Affairs and Northern Development (DIAND) provides Post-Secondary Education (PSE) support to eligible Indian and Inuit students through the Post-Secondary Student Support Program (PSSSP) and the University College Entrance Preparation Program (UCEP). PSSSP funding is intended to help First Nation students obtain certificates, diplomas, undergraduate degrees, and advanced degrees and to assist First Nations students with the cost of tuition fees, compulsory student fees, required books and travel, and living expenses. (http://www.ainc-inac.gc.ca/ps/edu/ense_e.html).

Quebec Region: Indian and Northern Affairs Canada

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Policy

The Kanehsatake Education Centre is supportive of our students who wish to pursue a post-secondary education. In addition to managing available resources of the PSE program, the PSSSP and UCEP, the Kanehsatake Education Centre provides information on scholarships and bursaries to Kanehsatake students and establishes and implements administrative procedures necessary for the performance and achievement of this program.

It is the responsibility of the student to ask for up-to-date information regarding the post-secondary assistance program by calling or writing to the Kanehsatake Education Centre on a regular basis.

Mail or in person:	Kanehsatake Education Centre 14 Joseph Swan Road Kanehsatake, Quebec JON 1E0
Telephone:	(450) 479-8358
Fax:	(450) 479-6022
Toll Free:	1-877-479-8358
Website:	http://www.kanehsatake-edu.com/

Handbook references to the **National Program Guidelines** are to the November 2003 version of the INAC Post-Secondary Education guidelines (in effect September 2004).

We gratefully acknowledge credit for the development of this handbook to the First Nations Education Steering Committee (FNESC) and Indian and Northern Affairs Canada (INAC) British Columbia Region. It has been modeled from the *First Nations Post-Secondary Education Handbook* for use in the administration of the Kanehsatake Post-Secondary Education Program (updated version: 02/18/2005).

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Definitions

Academic Counsellors

Counsellors are available to help students in their academic, personal and social development. Counsellors can provide information and advice on: exam anxiety, study skills, stress management, tutoring, maintaining self-confidence, career development, changing majors or transferring to another faculty, dropping or adding a course before deadlines, scholarships, loans, bursaries and much more.

Academic Plan

The program credit requirements. Each semester, students are to comply with course requirements/prerequisites to complete their certificate, diploma or degree in a timely manner. All registered courses must coincide with the program requirements.

Academic Probation

A period of time during which a student is under strict academic guidelines, usually because of low or failing grades.

Academic Program

This is a program of study involving theory (book knowledge) and research skills usually leading to a diploma, certificate, or bachelor degree.

Academic Year

The term **academic year** refers to the period of study *as defined by the post-secondary institution*. An academic year for most university programs is 8 months in length (September to April).

NOTE: Technical programs, such as office administration, may be 10 months in length. Some programs may be shorter in length. PSSSP funding cannot be used for short training programs such as Residential Care Aide, as this training program may only be 24 weeks in length, which is not considered a full academic year by post-secondary institutes.

Admission	A school admits a student into a program of study once the student has met all the entrance requirements.
Allowance	Refers to funding provided for Room and Board. Eligibility for living allowances is determined on the student not working more than 21 hours per week. A student working full time or more than 21 hours is not eligible for living allowances.
Bursary	A student may apply for student financial support commonly called a bursary, based on financial need and good academic standing.
Calendar	A college or university calendar describes all of the programs and courses it offers. A calendar also includes all rules, regulations, policies, courses, deadlines, and tuition fees for each course.
Career/Technical	A program of study in theoretical and practical (hands-on) knowledge leading to a certificate or diploma in a specific career path: for example, nursing assistant, construction electrician, etc.
Certificate	Certification for completion of a college program, usually one year program.
Concentration	A concentration is similar to a major or minor in a program of study but with fewer requirements. A major is an academic subject chosen as a field of specialization. A student specializing in social work but also taking courses in sociology would have a major in social work and a minor in sociology.
Contingency Funding	Financial support provided to students for costs related to emergencies. Emergencies eligible for contingency funding include individual or family illness, accident or bereavement.

Co-op Program	Certain programs of study place students in paying jobs where they may get experience and learn new skills. These placements may vary in length, but are usually between four and eight months.
Course Outline	Also called a syllabus. Teachers or professors usually hand out a description of the course to students on the first day of class. The course outline or syllabus, describes the content of the course, what is covered each week, what students are expected to know, what tests or papers are required, when papers are due, the number of credits for the course, what texts are required and the hours of class time per week.
Credit	Each course has a given value. For example, a student may earn three credits for a one-semester course in English. If a student successfully completes the course, the post-secondary institution recognizes three credits toward a degree or program of study. Credit values vary from province to province and from institution to institution.
Deferred Applicant	the applicant is eligible for post secondary funding under the National Program Guidelines and Local Operating Policy but the applicant is not funded (for any reason, including lack of funds).
Degree	A student earns a degree after successfully completing a program of studies and obtaining the required amount of credits.
Department	A department is a division of a college or school giving instruction in a particular subject, such as the Department of Engineering or the Department of Education.
Dependents	Any minor aged person who relies on a student for support and is living full-time with that student. Additional information

available at the Canada Student Loan website.

Dependent Spouse

A person who is married or living with the student as husband and wife for a period of one year *prior to* requesting post-secondary assistance and the dependent spouse is not working full time, attending school on a full-time basis and does not receive monies from any other source (i.e. Social Assistance, Employment Insurance).

Diploma

Refers to diploma received for completion of a college diploma program, usually 2 or 3 years in length.

Distance delivery

Refers to courses offered by a post-secondary institution via the Internet, video conferencing, and/or self-study. Courses taken by distance delivery through eligible institutions and programs are eligible for PSSP funding.

Eligible Program

Refers to a program of studies that is at least two academic years in length and offered in a post-secondary institution. The program must lead to credits toward a degree or diploma.

NOTE: There are some post-diploma programs of one academic year in length that may be eligible.

Eligible Student

For the purposes of the Post-Secondary Policy and Guidelines, eligible student shall mean a person who is registered in the Kanehsatake Membership List; and, have met the entrance requirements for and have been accepted in an eligible post-secondary program. See Student Eligibility for more detail, p.12.

Faculty

A faculty is a group of teachers or professors, or a group of departments and programs, with academic rank in a similar program area at a post-secondary institution: for example, the Faculty of Engineering or the Faculty of Medicine.

Full-time Student

A full-time student is a student who is taking at least a 60% course load as outlined by the program of study at the post-secondary institution.. For example, generally a full-time university program is 5 courses (or a total of 15 credits). Therefore, 60% of 5 courses would be 3 courses (or a total of 9 credits), so a student in a university program taking 3 courses per semester would be considered full-time.² But if the student was taking a business administration diploma program, which requires students to carry 8 courses per semester, then the student must be taking 5 courses (60% of 8 courses) to be considered a full-time student.

Grade Point Average (GPA)

GPA is the overall grade average for all courses taken for credit during a semester or year. The Cumulative GPA (CGPA) is the average for all grades earned over several semesters or years at a school.

ISSP The Indian Studies Support Program (ISSP) funding is available to assist with the development and delivery of post-secondary education programs for First Nation students. Anyone requiring more information about the ISSP program can visit www.ainc-inac.gc.ca (programs and services, education) or call INAC Quebec Regional office. Contact information, page 2.

Laddering

These are programs that allow students to build on credits or credentials already earned so they can be transferred, recognized, or applied toward a higher degree. For example: a student with licensed practical nursing credits may be able to transfer or apply those credits toward a bachelor degree in nursing.

Letter of Permission (LOP)

Students obtain a letter of permission before taking a course at another college or university for credit. This letter authorizes

your school to accept a credit earned at another school.

Part-time Student

A part-time student is someone who is taking at least one course to a maximum of 59% of a full course load as outlined by the program.

Post-Secondary Institution

Refers to a degree granting institution, an educational institution affiliated with or delivering accredited post-secondary programs by arrangement with a post-secondary institution.

Public post-secondary institutions receive annual operating grants from provincial and federal governments, under charter or legislation approved by the provincial or federal governments as well as specific regulations such as limits on tuition costs to students.

Private post-secondary institutions receive a majority of their funding from sources other than governments and operate under legal provisions as privately owned or publicly traded business; tuition costs are higher.

NOTE: students may attend either a public or private institution but tuition assistance may be calculated at the public post-secondary rate for the same or similar program.

Post-Secondary Program

A program of studies offered by an educational institution requiring grade 11 or 12 or its equivalent or mature entry

Prerequisites

Courses a student must pass to meet entrance requirements are called prerequisites. Many health careers require passing grades in biology, chemistry, physics, math and English in high school, adult education, or an access or transition program. Other prerequisites may demand proof of medical and immunization records, etc. Check the school's calendar or faculty or department for more information.

Scholarships	An award of money based on academic standing is called a scholarship. The faculty administering the scholarship (there are usually more than one) often requires a minimum grade point average (GPA).
Semester	Refers to part of the academic year: Fall-September-December; Winter-January-April; Spring/Summer-May-July.
Student Loans	Student loans are loans that must be paid back with interest upon graduation. Both the provincial and federal governments provide student loans and often require proof of financial need.
UCEP Programs	The University and College Entrance Preparation (UCEP) provides financial support to eligible First Nation and Inuit students to enable them to attain the academic level required for entrance into a certificate, diploma, or degree program. The UCEP allows financial support for tuition, compulsory student fees, required books, and assistance for travel and living expenses. There is a one-year limit to UCEP funding.

Student Eligibility

Student Eligibility

Each student applying to the Post Secondary Student Assistance Program is unique. Students will be treated with respect, fairness and confidentiality. Each student application will be reviewed on a case by case basis to determine eligibility and benefits, while meeting the eligibility requirements outlined in the National Program Guidelines.

To be eligible, a post-secondary education student must:

- a) be a registered Indian or Inuit person;
- b) be resident in Canada for 12 consecutive months prior to application (for students studying outside of Canada, this residency requirement only applies in the first year of study);
- c) be accepted by an eligible post-secondary institution;
- d) be accepted into an eligible program of study (i.e. certificate, diploma, degree, or University College Entrance Preparation (UCEP)); and
- e) maintain continued academic standing with the institution.

Note: it is mandatory that all Post-Secondary Education Program forms be filled out, signed and dated. They include: Financial Assistance Form, Consent to Release Information and Consent to Request Information.

As of September, 2011 the Confirmation of Attendance & Enrolment Form (for full time students)

Eligible Institutions

In addition to student eligibility, First Nations and other Administering Authorities must also ensure that students are attending eligible post-secondary institutions, as defined by the National Program Guidelines.

Eligible Institutions are:

- Post-secondary institutions that grant certificates, diplomas and/or degrees; and are either:
 - Recognized as eligible by the province/territory;
 - First Nations educational institutions affiliated with or delivering post-secondary programs by arrangement with an eligible public post-secondary institution.

Program Guidelines

Post-Secondary Program Eligibility – National Program Guidelines

Students must also be enrolled in a program of study that is eligible according to INAC requirements. Eligible programs include both post-secondary programs and University College Entrance Preparation Programs (UCEP).

Eligible Post-Secondary Education programs

1. Are offered by an eligible post-secondary institution;
2. Are at least one academic year in length, as defined by the institution (for part-time students, programs must be the equivalent of one academic year; and,
3. Have entrance requirements that include completion of secondary school studies, or its equivalent, *as recognized* by the post-secondary institution.

Note: Requirement “3” does not necessarily mean grade 11 graduation; post-secondary counselors and students should refer to **General Requirements for Admission to Cegep** for each program and institution’s requirements.

UCEP Program Eligibility

Eligible UCEP programs

- Provide the prerequisites and/or supporting courses for students to attain the academic level required for entrance into a college or university program;
- May include Adult Basic Education (ABE) courses (not M.E.Q. K-11 courses; and,
- Must be offered in a Canadian post-secondary institution.

UCEP Requirements:

1. A statement from the post-secondary institution offering the program which attests that:
 - a. The UCEP program will provide the student with the necessary courses to attain the academic level for college or university entrance; and,
 - b. The student will be eligible to be accepted into a regular college or university credit program upon successful completion of the UCEP courses.
2. Financial support for the second term UCEP will be subject to receipt of a statement from the institution confirming the successful completion of the first term.

Limits

INAC requirements include limits on the time allowed for each type of program, as well as limits on funding levels and depend upon the type of program in which they are enrolled.

Time Limits

Program Guidelines

According to the new National Program Guidelines, UCEP program funding is limited to one year.

PSSSP Time Limits

According to the National Program Guidelines, there are no time limits for funding of tuition, compulsory student fees, and required books.

However, the National Program Guidelines note **three levels** of post-secondary programming for the purpose of defining time limits for funding of living allowances, travel, tutoring, and counselling. To be considered for continued support under any of these levels, a student must be in academic good standing with the post-secondary institute.

Level 1: Community College Certificate or Diploma Program

- Students may receive financial assistance to complete a maximum of **one** program at Level 1, the length of which is defined by the institution; and,
- Students may receive assistance for up to one additional academic year, **if** the Dean or Department Head approves a one-year program extension in writing. If you must withdraw for medical reasons, be

sure to forward documentation to the Kanehsatake Education Centre and inform your institution immediately.

Students Who Are Eligible for Funding for Level 1 Programs

- New students (those who have never taken a post-secondary program before)
- Students who were previously enrolled in, but did not complete a Level 2 program (either because they dropped out or changed program)

Students Who Are Not Eligible for Funding for Level 1 Programs

- Students who have completed a program at Level 1, 2 and/or 3.

Level 2: Undergraduate University Programs

- Students may receive full financial assistance to complete a maximum of **one** program at Level 2, the length of which is defined by the institution; and,
- Students may be assisted for up to one additional academic year, **if** the Dean or Department Head approves a one-year program extension in writing.

Students Who Are Eligible for Funding for Level 2 Programs

- New students (those who have never taken a post-secondary program before)
- Students who have completed a program at Level 1 only.
- Students who were previously enrolled in, but did not complete a Level 2 program (either because they dropped out or changed program)

Students Who Are Not Eligible for Funding for Level 2 Programs

- Students who have completed a program at Level 2 and/or 3.

Level 3: Advanced or Professional Degree Programs (e.g. dentistry, medicine, law, Masters, or Doctoral programs)

- Students may receive full financial assistance to complete a maximum of **one** advanced or professional degree program (as defined by the institution); (one Master's, one Doctoral, one law or medicine degree) and,
- Students may receive assistance for up to one additional academic year, for medical or personal reasons.

Students Who Are Eligible for Funding for Level 3 Programs

- New students (those who have never taken a post-secondary program before)

- Students who have completed a program or programs at Levels 1 and/or 2.
- Students who were previously enrolled in but did not complete a Level 3 program (either because they dropped out or changed programs)

Students Who Are Not Eligible for Funding for Level 3 Programs

- Students who have completed a Level 3 program.

Prioritization

After residency has been determined, a student will be funded according to a Priority System.

Priority 1	Continuing students and new students.
Priority 2	Students starting post-graduate studies (Master’s, Degree, Ph.D.)
Priority 3	Re-entering student: a student who has previously received funding from the Kanehsatake Education Centre and who will be applying for funding for the current fiscal year. 1. Good Academic Standing: A student who previously attended an educational institute, who successfully completed the institute’s grade requirement, and who is in good standing with the educational institute.
Priority 4	Re-entering student: A student who has previously received funding from the Kanehsatake Education Centre and who will be applying for funding for the current fiscal year. 2. Low Academic Standing: A student who was denied funding because of low grades or a student who has previously withdrawn from an educational institute.

Funding Limits

Funding limits are set by the Administrating Authority but may not exceed the maximum funding limits set by INAC. These funding amounts are

reviewed annually by the Kanehsatake Education Centre – Post-Secondary Education Program.

The totals include tuition, student fees, books, supplies, living allowances, travel, tutoring, (if applicable), contingency fees (if applicable), and any funding paid to cover student costs associated with an appeal.

Eligible expenditures for PSSSP and UCEP include:

- tuition and compulsory student fees, as well as required books and supplies;
- travel and living allowances for full-time funded students (part-time students are not eligible for travel or living allowances)
- funding for tutorial, guidance, and counselling services for eligible students enrolled in a post-secondary education program.

Note: Part-time students may receive assistance only for **tuition, compulsory student fees**, the actual cost of **books and supplies, tutoring, guidance** and **counselling**. They are **not** eligible for living allowances or travel.

Tuition and Compulsory Student Fees

Funding for tuition can be provided at the following levels.

- Students attending **Canadian public institutions** can receive the normal tuition and compulsory student fees charged by the institution for Canadian students;
- Students attending **private or American post-secondary institutions may** receive the same tuition and compulsory student fees charged by the Canadian institution nearest to the student's place of residence (at time of application) which offers a comparable program; or
- If no comparable program is available at an institution in Canada, students enrolled in a foreign institution can receive the actual tuition rate and other compulsory student fees charged by the foreign institution.

Maximum – the actual cost of tuition and compulsory student fees.

Books and Supplies

- Students can be funded according to the actual cost of books and supplies. The amount is limited to a maximum of \$2,000 per year.

Travel Costs (full-time students ONLY)

- Students who are fully funded and living more than 50 miles or 80 km from their permanent residence may receive the actual cost of one return trip to the student's permanent place of residence calculated from the **nearest** post-secondary institution that offers the program of study selected by the student. Mileage submitted must include actual distance using Map Quest, etc.
- The allowable travel amount is calculated according to the distance to the nearest institution offering the selected program and by the least costly mode of public transportation. The choice of transportation to be funded is at the discretion of the Kanehsatake Education Centre, and may include bus, train, or plane costs.

Maximum - one trip for every 16 weeks of study for a student to a maximum of two return trips per academic year.

Living Allowances

Living Expenses are provided for:

- Full-time students who may receive funding to help them pay their living expenses (daily transportation is included within this amount) while they are attending a post-secondary institution.

As of September 2011, all full time students must sign a "Confirmation of Attendance & Enrolment" form. In order to receive your living allowance cheque for the next month, you must fill out the form by the 22nd of the present month and return the signed form to the Kanehsatake Education Center. **Your living allowance cheque will not be sent until we receive the completed form.**

False information will result in the termination of living allowance funding for the remainder of your eligible school years.

- Dependents must be living with the student; proof may be required.
- Child care expenses are included in Living Expenses
- Exemption: Living Allowances are provided to those students:
 - who are not working;
 - working part-time (21 hours per week or less);
- Students enrolled in distance/online education programs are not eligible for living allowances.

Rates for Living Allowances

Note: To claim a Common Law dependent spouse, a student must have been in a continuing relationship 12 months prior to applying for Post-Secondary Assistance. Claiming dependents has been capped at 2 dependents, to ensure a maximum number of students are funded each year.

Student Status	Maximum Monthly Allowance
Single Student	\$800
Married/Common Law with Employed Spouse	\$800.
Married/Common Law with Dependent Spouse <ul style="list-style-type: none">• with 1 dependent• with 2 dependents	\$1,020. \$1,170. \$1,330.
Single Parent <ul style="list-style-type: none">• with 1 dependent• with 2 dependents	\$1,170. \$1,330.

Appeal Process National Program Guidelines, S. 8.0

The Kanehsatake Education Centre is in the process of developing an Appeal Process. An Appeal Process will include detailed information on:

- A student's right to a hearing with an impartial appeal board.
- A specific timeframe for the convening of appeal hearings and for decisions.
- Confirmation that the Kanehsatake Education Centre – Post-Secondary Education Program will abide by decisions of the Appeal Board.

Note: According to the National Program Guidelines, S. 8.0: A student cannot appeal to INAC regarding any post-secondary funding decision made by a First Nation or Administering Authority

WEBSITES FOR COUNSELLORS AND STUDENTS

National Aboriginal Achievement Foundation

<http://www.naaf.ca/cnaf.html>

Information on four initiatives – the Education Scholarship Program, the National Aboriginal Achievement Awards, Blueprint for the Future, and Taking Pulse. Awards more than \$2 million annually in scholarships and bursaries to Aboriginal students who are enrolled in post-secondary health programs, health administration, and public health policy.

Human Resources and Skills Development Canada

<http://www23.hrdc-drhc.gc.ca/2001/e/generic/publications.shtml>

links to Career Handbook, 2nd Edition and the National Occupational Classification (NOC) 2001

<http://www.hrsdc.gc.ca/en/home.shtml>

The Career Planning pages provide useful, reliable and accessible information about occupations to counselors and students. Along with the Career Handbook, they help counsellors investigate occupations and make informed career decisions.

Indian and Northern Affairs Canada

http://www.ainc-inac.gc.ca/ps/edu/index_e.html

Information on education programs for students and the 3rd edition of their directory, Scholarships, Bursaries, and Awards for Aboriginal Students, with regular updates.

Job Futures

<http://jobfutures.ca/en/home.shtml>

Website offering profiles of 226 occupational groups covering the entire Canadian labour market, education and work experiences of recent graduates from 155 post-secondary educational programs in Canada and links to more than 100 interesting sites.

Information Centre on Aboriginal Health (ICAH)

<http://www.icaah.ca>

A clearinghouse offering information on Aboriginal-specific programs and training institutions in Canada as well as non-Aboriginal specific programs, contact information, descriptions of health careers, scholarships and bursaries and much more.