

**PASQUA FIRST NATION  
POST-SECONDARY STUDENT  
SUPPORT PROGRAM  
(PSSSP)**



**APPROVED BY PASQUA EDUCATION COMMITTEE MAY 2018**

This policy provides information about Pasqua First Nation's administration of the Post-Secondary Student Support Program. It is issued under the authority of the Pasqua First Nation Chief and Council and by the Pasqua First Nation Education Committee.

Students are encouraged to read and retain this policy for reference purposes. It outlines the terms and conditions for the student and the Pasqua First Nation to further the individual and collective educational goals of the Pasqua First Nation membership.

**Mail:**

Pasqua Post-Secondary Student Support Program  
co/ Post-Secondary Coordinator  
Pasqua First Nation  
P.O. Box 79  
Pasqua, Saskatchewan, S0G 5M0

**Walk-Ins:**

Pasqua Band Office, Pasqua First Nation

Phone: (306) 332-5697 ext. 248

1-888-820-2202

Fax: (306) 332-5199

**Contact:**

Post-Secondary Coordinator

[Pfnpostsec@gmail.com](mailto:Pfnpostsec@gmail.com)

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## 1.0      INTRODUCTION

The Pasqua First Nation asserts that post-secondary education is a Treaty right. The administrative responsibility for the Post-Secondary Student Support Program (PSSSP) abridges that right.

The Post-Secondary Student Support Program supports Pasqua First Nation Treaty/Status Indian students who pursue recognized post-secondary studies at recognized and authorized post-secondary institutions.

The objectives of the Post-Secondary Student Support Program are to encourage and support pre-qualified, eligible students to acquire university, technical institute, college or professional qualifications to become economically self-sufficient.

Pasqua First Nation Education Committee is the governing body under the direction of Chief and Council

The Pasqua First Nation Education Committee, Education Portfolio Councilors and the Post-Secondary Coordinator are to be the first approached for inquiries or concerns regarding this policy and administration of funding allocations.

***THIS POLICY SUPERCEDES ANY PAST OR OUTSIDE AGENCIES POLICY.***

**2.0      ELIGIBILITY FOR PSSSP**

- 2.1      The student must be a registered member of Pasqua First Nation #79.
  
- 2.2      The student must be accepted for enrollment in a recognized post-secondary institution.
  
- 2.3      The student must be enrolled in a program of a minimum of 8 months in duration that leads to a recognized certificate, diploma, degree, or journeyman.
  
- 2.4      Continuing students must re-apply each semester as outlined in appendix a and will be reviewed each semester in regards to their student months remaining and also to ensure that their marks are maintained at a 65% GPA
  
- 2.5      Spring/Summer will ONLY be considered as a requirement for convocation within the academic year.
  
- 2.6      Full time students will be funded up to 48 months (6 years) of post-secondary studies

### **3.0      APPLICATION PROCESS**

#### **3.1      Application to the Post-Secondary Institution**

- a) Applications for enrollment to the post-secondary institution and program are the STUDENT'S RESPONSIBILITY as well as rules set out by the institution. Students can get help from contacting their counseling staff or by contacting the Pasqua First Nation post-secondary coordinator and the stay in school coordinator

#### **3.2      Application to Pasqua Post-Secondary Student Support Program**

- a) Fully completed application forms and related documentation for new applications must be delivered to the Pasqua First Nation Post-Secondary Coordinator by the annual deadlines dates:
  - Fall Semester – June 30<sup>th</sup>
  - Winter Semester – November 15<sup>th</sup>
- b) Documentation required prior to final approval of the student application for support would include:

#### **CONTINUING STUDENT:**

- PFN Funding Application
- Unofficial Transcripts
- Class registration
- Tracking Sheet/Program Outline

## **NEW STUDENTS**

- PFN application including letter of determination
- Letter of acceptance from the post-secondary institution
- Official/unofficial transcript of marks
- Class registration
- Copy of Status card

c) Interview with Education committee to state your goals, determination and support systems

### **3.3 Notification of Sponsorship**

The post-secondary coordinator will advise applicants within a week of the deadline date, if they are successful/non-successful in sponsorship

#### 4.0 PRIORITIES FOR APPROVAL OF APPLICATION

4.1 Only fully completed applications received within the deadline dates will be considered for the current intake.

4.2 Student's applications shall be prioritized based on the following criteria:

- i. Continuing students – with minimum 65% GPA
- ii. Provincial Grade 12 Diploma students
- iii. New Student
  - A) Includes those student who never applied but have obtained a grade 12 certificate.
  - B) Based on gpa, the New application may receive funding priority over ii applicant
- iv. Adult 12, ABE and GED
- v. New Students - Returning
  - A) funded or discontinued or requested to discontinue (RTD)
- vi. Masters and Doctorate

4.3 Student support will be provided for the following levels of post-secondary education to new applicants:

##### Level I

University Undergraduates Programs

##### Level II

Technical Institutes with minimum 8 months program duration.

Level III

Private Institutions tuition only up to an average of comparable studies at public institutions

**5.0      TYPES OF SUPPORT AND ALLOWANCES**

- 5.1      Tuition shall include students' fees for registration, tuition, tutorials, initial professional certification and examination fees.
  
- 5.2      Reimbursement for application fee and seat holding will only be given upon approval of funding
  
- 5.3      Students are expected to attend post-secondary institutions closest to their area of normal residency
  
- 5.4      In the case of being accepted in foreign institutions, the student shall demonstrate just cause for funding based on exceptional circumstances. I.e.; competitive level sports, academic honors, etc.
  
- 5.5      Students who receive scholarships or bursaries to attend post-secondary institutions will still be eligible for funding from the PSSSP.
  
- 5.6      Book Support for the academic semesters will be provided to eligible students enrolled in any level of study at \$100 per class up to 5 classes.

The Post-Secondary Coordinator shall approve additional book support upon reviewing all receipts, including Masters/PHD students.

- 5.7      Relocation Support - In the event of exceptional circumstances where the student must attend post-secondary out of their normal place of residency OF OVER 300KMS, they may be eligible for relocation assistance from their normal place of residency to where their post sec institution is located.

The relocation amount for in province and out of province is \$500 at the maximum to relocate there and \$500 to relocate back to their normal place of residency upon graduation of their program.

- 5.8      Allowance for Special Needs students: students with special needs requiring additional assistance to their post-secondary programs shall have their request considered on an individual basis and inquiries shall be made by the Post-Secondary Coordinator for outside assistance.

## **STUDENT SUPPORT FOR PART-TIME STUDENTS**

Students are classified as part-time if enrolled in 9 credit hours or less. Part-time students will be funded for tuition and books only.

Part time students must still follow application process, deadlines and submission of student obligations.

### **5.9 STUDENT SUPPORT FOR FULL-TIME STUDENTS**

The Student Support rate will be \$1345 per month for full-time students. Foreign students will receive \$1345 Canadian funds with no rate of exchange.

### **5.10 STUDENT SUPPORT FOR PRACTICUM STUDENTS**

Student Practicum/clinical eligibility:

Supplementary assistance will be given at a rate of \$100 per month or prorated for duration of practicum. Appropriate attire allowance of \$300.00 to be utilized on a one-time basis as chosen by student.

## **6.0      GRADUATION INCENTIVE AND EXPENSES**

PSSP provides graduation/convocation incentives and expenses to students who successfully complete all requirements of their programs. The incentive rates/expenses are as follows:

### **Graduation Incentive:**

Certificate (8 months to 1 year)	\$200
Diploma (between one or two years)	\$350
Degree (three/four year and honors)	\$750
Journeyman	\$750
Graduate Studies (Masters)	\$1500
PhD Doctorate	\$4000

### **Graduation Expense:**

Certificate	\$100 (1 year)
Diploma	\$200 (1 + 2 years)
Degree	\$300 (3+ years)
Journeyman	\$300
Masters	\$300 (3+ years)
PhD Doctorate	\$300

## **7.0      STUDENT ACADEMIC REVIEW**

An Interview Process will be conducted in the event that;

- Continuing students who have not maintained a minimum 65% GPA within the current academic year as required.
- A student receives a No Paper, Withdrawal, Incomplete and failure.
- The student has reached 48 months of Pasqua funding

## **8.0      STUDENT APPEALS PROCESS**

Every student has the right to appeal decisions of the PFN Education Committee through a written appeal

- 8.1      Where an appeal has been filed, the following procedures must be followed
- a) Upon receipt of a written appeal, the Post-Secondary Coordinator shall respond in writing to the Student within 5 business days. The response letter shall include one or more of the followings:
    1. Acknowledgment of the Student's appeal;
    2. Date/ time appeal will be taken to the PFN Education Committee
    3. A request to have the student attend a meeting of the PFN Education Committee
  - b) Upon receipt of a written appeal, the Post-Secondary Coordinator may request that the matter be heard at the next regularly scheduled meeting. If the appeal is deemed to be urgent the Post-Secondary Coordinator may request an emergency meeting to address the matter.
  - c) The Post-Secondary Coordinator shall inform the Student in writing the decision of the PFN Education Committee within 3 working days of the meeting.
- 8.2      The Student has the right to request, in writing, at any time that their matter be taken to an Independent Appeals Tribunal (IAT)
- a) Upon receipt of the written request for the matter to be taken to an Independent Appeals Tribunal the Post-Secondary Coordinator shall inform the Pasqua First Nation Education Committee and identify potential tribunal members
  - b) A three-member tribunal shall be initiated consisting of the following representatives;
    - The Director of Education (or designate) from the FHQ Tribal Council
    - A Post-Secondary Coordinator from another First Nation
    - A member of the Pasqua First Nation of the students choosing

**The decision of the Independent Appeals Tribunal shall be final and the student shall be notified immediately**

**9.0      OBLIGATIONS OF THE PASQUA FIRST NATION EDUCATION COMMITTEE**

- 9.1      The PFN Education Committee will maintain fairness at all times and perform their duties with integrity and respect to Treaty rights to Education.
  
- 9.2      The Committee will provide the PSSSP orientation seminars for students at the Regina Campus, prior to the commencement of fall semesters.

The PFN Education Committee and the Post-Secondary coordinator shall have access to documentation with respect to clear student identification, data, academic, records, and funding support as required.

**10.0      POLICY REVIEW**

The PFN Education Committee will carry out on an annual review. The PFN PSSSP is subject to changes annually. The PFN PSSSP policy manual shall be available at the Band Office, on PFN website and mailed to new students

**10.0      MANDATORY ORIENTATION**

- 10.1      It is mandatory for all students who are within a reasonable driving distance to attend the annual post-secondary student orientation every August to be informed of their Responsibilities, benefits and supports.

**11.0      DEFINITIONS**

11.1      **“Academic year”** is as defined by the post-secondary institution but will not be less than eight months in duration.

- i.        **Apprenticeship and trades program academic years will be defined by the institution**

11.2      **“Maximum months” of funded full study is defined as 48 months**

11.3      **“Band Membership”**, is an individual registered as a status Indian under Section 81 of the *Indian Act*.

11.4      **“Continuing Student”**, refers to the following:

- i.        A student who has successfully completed at least one semester in an academic program.
- ii.       A student who is in a program eight (8) months or longer.
- iii.      Part-time students moving to full-time status that have successfully completed 60% of their respective program.

11.5      **“Post-Secondary Education Coordinator”**, refers to the person responsible for the administration, counseling, liaison and student support of the Pasqua First Nation Post-Secondary Program.

11.6      **“Full-Time Student”** means a student enrolled in a minimum of 12 credit hours per academic semester.

11.7      **“Immediate Family”** includes spouse, mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, step-mother, step-father, surrogate parent, grandparent.

- 11.8 **"New Applicants - Returning"** refers to potential students who meet any of the following:
- i. First time application to Pasqua First Nation Post-Secondary Student Support Program
  - ii. Students who discontinue their program for more than one academic year
  - iii. Any student who significantly changes the area of study unless previously approved by the Education Committee
- 11.9 **"Part-Time students"** are defined as students enrolled in 9 credit hours or less per academic semester.
- 11.10 **"Pasqua First Nation Education Committee"** is the appointed or elected administrative and recommending body that oversees the administration of the Pasqua Post-Secondary Program and Pasqua First Nation Education Department.
- 11.11 **"Post-Secondary Education"** means a program of studies, offered by a recognized and/or accredited post-secondary institution, for which completion of secondary school studies (grade 12) or its equivalent is a prerequisite.
- 11.12 **"Post-Secondary Institutions"** which are both public and private institutions that are certificate, diploma, degree and apprenticeship granting institutions, which are recognized by provincial authorities. The Pasqua Post-Secondary Coordinator will maintain a national and foreign list of recognized Canadian post-secondary institutions.
- 11.13 **"Program of studies"** are defined as post-secondary programs of a minimum of one academic year in duration (eight months) leading to a certificate, diploma, degree or apprenticeship.

Programs that are less than one academic year and are prerequisites to their approved area of study, will be considered upon academic counselling with the coordinator

- 11.14     **Semester** refers to the part of the academic year, as defined by the post-secondary institution.
- 11.15     **Special Needs** is assistance approved by the Pasqua First Nations Education Committee that is declared and supported with relevant documentation.
- 11.16     **Student Support** is a rate provided to assist a Pasqua First Nation member attending a recognized post-secondary Institution, subject to the approval process of the Pasqua First Nation Education Committee.
- 11.17     **Treaty/Status Indian** is a person who is a registered member of the Indian Registry and whose name has been entered into the Indian Register in accordance with the Indian Act.
- 11.18     **Masters & PHD** are defined as a student who has earned a bachelor's degree and is pursuing additional education in a specific field. Pasqua qualifies these students as part time.
- 11.19     **Spring/Summer** are the months of May – August and will be considered as a requirement for convocation that following year
- 11.20     **Tuition Fees** are defined as course registration fees, application fee, Upass, Student Union Fees, Recreation/athletic fees and case studies. This does NOT include; health and dental (please ensure opting out), printing fees, tutoring, library late fees, student ID duplicate card fees, parking fees.

**APPENDIX A**

**NEW APPLICANT FORM**

**DEADLINE DATES: JUNE 30<sup>TH</sup> FOR FALL SEMESTER  
NOVEMBER 15<sup>TH</sup> FOR WINTER SEMESTER**

**ELIGIBILITY**

1. The student must be a registered member of the Pasqua First Nation #79
2. The student must be accepted for enrollment in a recognized post-secondary institution
3. The program must be at least eight months in duration and lead to a recognized certificate, diploma, degree or journeyman

**TYPES OF ASSISTANCE**

1. Tuition: As defined in the Pasqua Post-Secondary Student Support Program (PSSSP)
2. Books: As defined in the PSSSP
3. Student Support: A rate set by the Pasqua First Nation Education Committee for all students approved for full-time sponsorship under the PSSSP

**LIMITS OF ASSISTANCE**

1. Full-Time students are sponsored up to a maximum amount of 48 student months as outlined in the PSSSP
2. Private and foreign institutions: Only recognized institutions will be considered

**COMPLETED APPLICATION MUST INCLUDE THE FOLLOWING:**

1. A copy of your class registration
2. A copy of your Pasqua First Nation Treaty Card
3. A copy of your grade 12, GED 12 or Adult 12 transcripts
4. A copy of your acceptance letter from post-secondary institution
5. A statement of your future career goals in Section E

## NEW APPLICANT FORM

BOX 79 PASQUA, SASKATCHEWAN, S0G 5M0 PHONE: (306) 332-5199 FAX: (306) 332-5199

**Privacy Act Statement**

Information provided on this document is for the purpose of resourcing and administering post-secondary financial assistance. Personal information provided under the privacy act.

IS THIS YOUR FIRST TIME APPLY FOR FUNDING FROM THE PASQUA POST-SECONDARY STUDENT SUPPORT PROGRAM? YES\_\_\_ NO\_\_\_

IF YOU ANSWERED NO TO THE ABOVE, PLEASE PROVIDE THE YEAR YOU RECEIVED YOUR LAST DATE OF FUNDING: \_\_\_\_\_

ARE YOU APPLYING FOR FUNDING FROM ANY OTHER AGENCIES? YES\_\_\_ NO\_\_\_

IF YOU ANSWERED YES, PLEASE SPECIFY WHICH AGENCY: \_\_\_\_\_

**PART A: STUDENT INFORMATION**

NAME: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DATE OF BIRTH M/D/Y: \_\_\_/\_\_\_/\_\_\_

TREATY NUMBER: \_\_\_\_\_ (PLEASE PROVIDE COPY WITH APPLICATION)

NEXT OF KIN: NAME, ADDRESS AND PHONE NUMBERS: \_\_\_\_\_

**\*PLEASE NOTE: PASQUA FIRST NATION HAS THE RIGHT TO CONSULT WITH SOCIAL SERVICES, CANADA-SASKATCHEWAN INTERGRATED STUDENT LOANS PROGRAM AND OTHER FUNDING AGENCIES TO AVOID DOUBLE FUNDING SITUATIONS**

**PART B: EDUCATION AND TRAINING INFORMATION**

SCHOOL/ TRAINING	NAME	LOCATION	PROGRA M COMPLET E YES/NO	YEAR COMPLET E	CERTIFICA TE, DIPLOMA, DEGREE RECEIVED YES/NO
HIGH SCHOOL:					
COMMUNITY BASED PROGRAM:					
REGIONAL COLLEGE PROGRAM:					
TECHNICAL INSTITUTE:					
PRIVATE INSTITUTE:					
UNIVERSITY:					
OTHER: (SPECIFY)					

**PART C: ASSISTANCE REQUIRED**

I AM APPLYING FOR ASSISTANCE FOR FUNDING TO ENROLL AT A POST-SECONDARY INSTITUTION AT  
PLEASE CHECK ONE:

- FULL-TIME SPONSORSHIP: LIVING, BOOK ALLOWANCE AND TUITION  
 PART-TIME SPONSORSHIP: BOOK ALLOWANCE AND TUITION  
 GRADUATE/MASTERS PROGRAM: BOOK ALLOWANCE AND TUITION ONLY



**PART F: STUDENT APPROVAL**

\_\_\_ I WILL PROVIDE A TRANSCRIPT OF MARKS TO THE PSSSP AFTER EACH SEMESTER OF STUDY AND I UNDERSTAND THAT FAILURE TO DO SO MAY RESULT IN THE SUSPENSION OF MY FUNDING

\_\_\_ I ACCEPT THE TERMS AND CONDITIONS FOR MEETING ACADEMIC REQUIREMENTS AND WILL KEEP THE PSSSP INFORMED OF ANY CHANGES IN MY PERSONAL AND EDUCATIONAL CIRCUMSTANCES AND I UNDERSTAND THAT FAILURE TO DO SO MAY RESULT IN THE SUSPENSION OF MY FUNDING

\_\_\_ I UNDERSTAND THAT FAILURE TO REPORT ANY OTHER FUNDING MAY RESULT IN OVERPAYMENT (FRAUD) AND WILL AFFECT FUTURE APPLICATIONS

\_\_\_ I HEREBY CONSENT THAT THE ABOVE INFORMATION IS ACCURATE AND ANY REQUESTED INFORMATION OR DOCUMENTATION REGARDING MY EDUCATION WILL BE RELEASED UPON REQUEST TO THE PSSSP

\_\_\_ I HEREBY ALLOW THE POST-SECONDARY COORDINATOR TO ACCESS INFORMATION FROM MY INSTITUTION REGARDING MARKS, ABSENCES, WITHDRAWALS, CHANGE OF PROGRAMS AND OTHER FUNDING AGENCIES

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

