

FISHER RIVER

CREE NATION

POST SECONDARY

POLICY MANUAL

REVISED June 2020

***Fisher River Cree Nation
Board of Education
Post Secondary Program***

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PREAMBLE:

WHEREAS,

The Fisher River Cree Nation believes that Post Secondary Education is a treaty right:

WHEREAS,

Financial assistance for the Fisher River Cree Nation Post Secondary Education Program is limited to the funds appropriated by Parliament;

WHEREAS,

The Fisher River Cree Nation Board of Education is responsible for developing and adopting Post Secondary Policies and Guidelines:

WHEREAS,

The Board delegates to staff the authority to administer Board policy and to ensure the efficient and effective implementation of that policy;

WHEREAS,

The Fisher River Cree Nation Board of Education believes that all Post Secondary Education Policies and Guidelines will be applied in a fair and consistent manner with all Fisher River Cree Nation Band Members;

WHEREAS,

The Chief and Council as duly elected representatives of the Fisher River Cree Nation, in its responsibility towards the membership for delivery of their mandate, is accountable for all Fisher River Cree nation financial obligations, the Fisher River Board of Education will govern the Post Secondary Education Program in accordance to the provisions outlined in the Financial Management Act fulfilling all measures of accountability outlined therein;

WHEREAS,

The Post Secondary Student Support program (PSSP) has two primary objectives:

1. To support FRCN Band Members to gain access to Post Secondary Education and to graduate with the qualifications and skills needed to pursue individual careers and:
2. To contribute to the achievement of First Nations Self-government and economic self-reliance.

THEREFORE WHEREAS,

The Board has developed and adopted the following Post Secondary Policies and guidelines to maximize the use of Fiscal resources and to assist the individual Band Member in achieving success, i.e. educational attainment contributing to First Nation and Canadian Society, and enhanced economic self-sufficiency.

DEFINITIONS

Post Secondary Institution: Degree, Diploma and Certificate granting Institutions which are recognized by a province and include Educational Institutions affiliated with, or delivering accredited Post Secondary Programs by arrangement with a Post Secondary Institution.

Legal Guardian: A legal guardian is defined as a person appointed or recognize as the guardian of a child under the Child and Family Services Act or Court of Queen's Bench Surrogate Practice Act.

Family: For the purpose of these guidelines, family is defined as the spouse or common law partner of the student, parent, child (or step child), brother, sister, mother-in-law, father-in-law, grandchild, grandmother & grandfather of the student.

Full Course Load: A full course load as defined by Fisher River Cree Nation Post Secondary student support program consists of 60% of a full course load or 18 credit hours for all first year students and 80% of a full course load or 24 credit hours for all other students.

Full Time Sponsorship: Students who are enrolled in a full course load are eligible for tuition, books, living allowance, student fees for registration, and tutorials.

Part Time Sponsorship: Students taking less than a full course load are eligible for tuition and books only.

Dependent: The natural child or legally adopted child under the age of 18 years living in the same household and fully dependent on the Post Secondary Student for the necessities of life, i.e. Food, shelter, clothing, etc. A dependent may be older than 18 years of age if he/she is still attending High School full time. As proof, Post Secondary Student Services may require a birth certificate, status card, and/or Canada Child Tax benefits receipts to verify dependency.

Fisher River Cree Nation Laws and regulations: All Post Secondary students are subject to the laws and regulations of the Band, and will be dealt with accordingly if the laws and regulations are not followed.

Dependent Spouse: A spouse, legal or common-law, that lives in the same household and is supported fully or in part by the Post Secondary Student for the necessities of life, i.e. Food, shelter, clothing, etc. A dependent spouse may be required to sign an affidavit stating that he/she is unemployed OR his/her net income is less than \$15,000 for the current taxation year.

Academic Probation: Each academic Post Secondary Institution has its own policy on academic achievement and probation. However, the Board of Education may attach conditions and/or additional requirements since the Board controls the fiscal policies of the Post Secondary Program.

Academic or Disciplinary Suspension: Should the student be expelled and/or suspended from attending a Post Secondary Program of Studies by an accredited Post Secondary Institution, the Board will honor the suspension/termination and in addition, the student is ineligible for any further sponsorship for a period of one year.

Common-Law: In order to be considered as a common-law spouse, the relationship has to be longer than six months prior to the time of making application for Post Secondary funding. A Common-law relationship means living in the same household and having the same responsibilities as that of a married couple.

Sessional Grade Point Average: The sessional GPA is calculated on the basis of all final grades received in the session (i.e. Regular session or summer session).

Cumulative Grade Point Average (GPA): The Cumulative GPA is the sum of the weighted grade points from all sessions, from the time the student enrolled in the faculty or school and it includes the original grades and subsequent grades of any subject repeated, substituted (where permitted) or graded "F", "NP" (failure/no paper).

Selection Committee: The Selection Committee is composed of the Director of Education, Post Secondary Student Services Coordinator, Post Secondary Student Services Clerk, Charles Sinclair High School Counsellor and/or Administrator, Board of Education Member (ex officio) and Chief and Council Member (ex officio).

SECTION 1. ELIGIBILITY REQUIREMENTS FOR FINANCIAL ASSISTANCE

To be considered eligible for full time or part time educational sponsorship from the Fisher River Cree Nation Post Secondary program all applicants must:

1. Be a treaty member of the Fisher River Cree nation
2. Complete and sign an application for sponsorship before the deadline dates. **Incomplete and/or late applications will not be considered.**
3. Provide an acceptance letter for an eligible program from a fully accredited educational institution.
4. Provide a most recent transcript from the last educational institution attended.
5. Provide details on the program and institution, program content, program length, and all costs (tuition, books) associated with the program.
6. Must be a graduate with a Senior 4 high school or Mature Grade 12 diploma, (an exception may be made for adults who may qualify to enter an institution with mature status).

Program Eligibility:

Requires a high school/graduation/mature 12 or mature status for entrance and must be at least one academic year in length but will not be less than 10 months in duration.

Note: Limited funding is available for short term programs (occupational skills training, and other programs normally funded through Human Resources.)

Institution Eligibility:

Applicants must attend an educational institution that offers their chosen program closest to their area of residence; i.e. Students will not be relocated out-of province if the same program is offered in a Manitoba educational institution. The institution must be an accredited institution.

Part-time Studies:

Part-time studies are as defined by the Post Secondary institution. FRSS recognizes less than 18 Credit hours at a university in the fall/winter term and less than 12 credit hours in spring and summer term as part-time.

FRSS will provide the following assistance to part-time students:

- a) tuition
- b) books

Part time students are not eligible for student allowance or travel allowance.

Part-time students must submit transcripts each year. As with all other students, part-time students must maintain a GPA of 2.0 for continued sponsorship. In some instances where a student resides on reserve and must travel for his/her studies outside the community they may become eligible for travel.

Community-Based (i.e. On-Reserve) Programs:

In consideration of student success and financial responsibility, it is the desire of the Board to support community-based programming.

FRSS may provide the following assistance to community-based program students in coordination with the Fisher River Human Resource Program:

- a) tuition (see page 15)
- b) books (see page 15)
- c) supplies (\$100)
- d) assistance for living expenses (i.e. \$15 per day for each full day attended)
- e) travel (i.e. \$15 per day for each day of classes if classes held in Peguis)
- f) tutoring (see page 17)
- g) graduation allowance (see page 17)
- h) practicum clothing (see page 16)

Assistance for other expenses may include the following miscellaneous expenses:

- a) Application fees/commitment fees/testing fees that are required by the institution
- b) Required tools – with a supporting letter from the institution indicating that the tools are required.
- c) Special clothing/equipment - Student must submit a letter of support from the institution indicating that special clothing etc. are required for their program of study, along with a list of estimated costs.

Community-based program students are not eligible for start up or exit allowance.

Community-based program students must submit transcripts each year. As with all other students, community-based program students must maintain a GPA of 2.0 for continued sponsorship.

Note: Section 4 is applicable to students in these programs.

SECTION 2. APPLICATION PROCESS

2.1 Obtain sponsorship application from Student Services Clerk

- The **completed** application must be returned to FRSS before the deadline date along with documents as outlined in 2.2 below.
- Application is not transferable to another course or program.
- Application cannot be considered if incomplete, all documentation must be provided by student

APPLICATION DEADLINES:

May 15 – for September to April (fall & winter terms)

February 28 – for May to August (spring & summer terms).

2.2 All new and continuing students will need to complete an application form **each year** prior to May 15 with all pertinent documentation, i.e. application form, transcript of marks, acceptance letter, program description, course list, tuition & book costs, and electronic funds transfer form (i.e. banking information). If these items are not available before application deadline date, they must be submitted as soon as possible afterwards. Students are also responsible to submit as soon as possible after the application deadline, course registration, release of information form (for their post secondary institution), and tuition fee statement.

Federal/provincial regulations require persons working in occupations having trust or custodial relationships with other people to pass a criminal records check and/or a child abuse registry check. Students in teacher education, nursing, social work, law enforcement, child care, dentistry, counseling, etc. are required to pass these checks before any practicum placements and prior to employment in their chosen field. Students, for whom criminal record checks and/or child abuse registry checks will be required for their occupation, are required to submit, along with their application for funding, proof that these checks have been successfully completed.

2.3 The Fisher River Cree Nation Board of Education Post Secondary staff will acknowledge receipt of applications by letter.

2.4 It is very important that students give serious thought to their career plans, research the employment opportunities in their chosen field, research the programs they are applying to, and outline the steps they will take to reach their career goals.

Students who wish to change programs after making application are required to submit a new application for the new program they are applying to. As well, they should be prepared to accept that the new application may place them back on the waiting list, especially in cases where the new application is received after the deadline date.

Note: Fisher River Cree Nation Board of Education will pay for one post secondary application fee only.

Approval Process:

By mid June of each academic year the Board at a duly called Board meeting will review and approve applicants for Post Secondary sponsorship, as recommended by the Selection Committee, based on student's eligibility as outlined in these guidelines and the list of priorities as established in Section 3. Post Secondary staff will notify the applicant by letter of the Board's decision. If an applicant is not successful in obtaining sponsorship, the letter will clearly state the reason(s) why the applicant was denied.

SECTION 3. STUDENT PRIORITY CATEGORIES

Approval of applications shall be based on the following categories listed in their order of priority:

PRIORITY # 1

Continuing students in good standing with a sessional GPA of 2.0 or better verified by an official transcript and continuing in the same program of studies.

Note: Students continuing in the same program of studies, whose sessional GPA falls between 1.0 and 1.99, will be placed on probation.

Note: Students in good standing on authorized medical leave will be considered in this category.

PRIORITY # 2

Grade 12 graduates who have completed all their regular high school credits (and graduated in the current or previous two years) and meet the entrance requirements of a recognized Post Secondary Program of studies, pending their final marks. Applicants graduating with a Grade 12 Mature Student Diploma may be considered in this category if he/she meets the entrance requirements of a Post Secondary Institution without upgrading and/or pre-course work.

Note: Grade 12 grade point averages (GPAs) will be used to determine further prioritization within Priority #2.

PRIORITY # 3

Deferred applicants from previous academic school year that have met the entrance requirements and were accepted by a Post Secondary Institution but were denied sponsorship based on limited funding. Students with written requests to take a year off from their studies are not considered deferred students; their application will be placed in Priority #6.

PRIORITY # 4

New applicants who have not applied and/or received funding from the Fisher River Cree Nation Post Secondary Program.

PRIORITY # 5

Previously funded students who have successfully completed a post secondary program of studies and who are entering a higher type of post secondary program or natural progression within their field of study, i.e. B.A. > B.Ed. >M.Ed.

PRIORITY # 6

Previously funded students who have quit their program of study through their own action or by action of the post secondary institution. Students in this category will only be considered after they have sat out at least one full academic year.

If further prioritization within a numbered priority is needed, students who have successfully started a program using their own resources and supports will be given priority.

SECTION 4. FINANCIAL ASSISTANCE AVAILABLE FROM OTHER AGENCIES

Note: In partnership with other Fisher River Cree Nation Departments, Provincial/federal agencies and programs, the Board may cost share programs that may improve the individual's ability to find meaningful employment. A student may be eligible for Employment Insurance if they have received EI Benefits in the last 3 years or have been on an EI maternity/paternity claim in the last 5 years. If student qualifies for benefits it is recommended that they apply for EI benefits. If that assistance meets or exceeds the amount available through FRSS the student may still be eligible for funding from FRSS. FRSS will provide the difference in funding between the amount of assistance received and the amount otherwise available from FRSS in the form of a "top up".

SECTION 5. FUNDING CLASSIFICATION

5.1 Assistance will be provided for the following education levels of Post Secondary education:

- UCEP University/College Entrance Programs
- Level 1 College and Technical Programs
- Level 11 Undergraduate Programs
- Level 111 Advanced or Professional Degree Programs

UCEP: Transition type programs, prep. programs for university, university/college pre-requisite programs, less or equal to one year in duration.

Level 1: Colleges and technical institutions offering a program of studies leading to a certificate or diploma which is one academic year or greater in duration and which has a prerequisite of a high school diploma or equivalent.

Level 11 Undergraduate Programs Bachelor programs, including those which have as a prerequisite a prior degree, (i.e. BSC > Medicine or BA > Law).

Level 111 Advanced or Professional Degree Programs (masters programs and doctoral programs).

Note: To ensure a student is continually progressing academically the student must progress to the next upward level. **The completion of any level does not guarantee future funding at another level. Students must re-apply through the application process.**

5.2 Duration of Funding

Assistance will be provided for the number of academic years of a program of studies as defined by the institution providing students meet all requirements for continued sponsorship as outlined in section 8. Students enrolled in an approved level of studies may be assisted for up to one additional academic year if the student shows that they would graduate with the additional assistance.

Note: Students who have previously completed a portion of post secondary studies without assistance from this program, upon approval, will receive assistance for the balance of their program of studies after they have been approved for sponsorship.

NO STUDENT WILL BE REIMBURSED FOR ANY TUITION OR BOOK COSTS THAT THEY HAVE PAID ON THEIR OWN BEFORE THEY HAVE BEEN APPROVED FOR SPONSORSHIP.

5.3 Assistance will be provided for the fall/winter (Sept. – April) calendar. Where a program is on a twelve month schedule, a pro rata adjustment can be made to the above regulation

Note: It is recommended that first year university students start in September of each year. Students generally have to sign a lease and it is the student's responsibility to honor that lease agreement. Under no circumstances can FRSS be held responsible for any rental agreements at any time including summer months when students are not attending school.

5.4 Spring & Summer Sponsorship

Assistance will be provided for intersession/spring and summer applicants if the student has a GPA of 2.0 or better and has carried the required course load in the previous term. Only those students who have demonstrated commitment and determination will be considered for funding. To qualify for full time sponsorship, the course load must be at least two (2) courses or 6 credit hours in spring and two (2) courses or 6 credit hours in the summer.

**Courses required for the student's current program only will be considered.

SECTION 6. DEPENDENTS OF STUDENTS

6.1 Under the terms of this agreement, “dependents” of the student include an unemployed spouse and those children under 18 years of age (of either the student or his /her spouse) who are wholly dependent on the student. Proof of legal guardianship (court documents or child tax benefit slip) required, if child other than one’s own is claimed as a dependent. Siblings cannot be claimed as dependents.

** Children who are under the applicant’s foster care and receiving maintenance from Child and Family Services cannot be claimed as dependents.

6.2 For the purpose of 6.1 a spouse means a person to whom the student is legally married or a person with whom the applicant has been living “in common law” as a spouse for a period of not less than six months before making application to the program.

6.3 Once the budget is set, it cannot be changed, i.e. adding to the number of dependents unless the application form clearly indicates a possible change (e.g. pregnancy, marriage). Documentation is required.

SECTION 7. CATEGORIES AND LEVELS OF FINANCIAL ASSISTANCE

7.1 Funding Support

Assistance for living expenses (full time students only) to help cover student living expenses will be provided. Where the student attends a United States institution, these amounts will not exceed the maximum levels in Canadian dollars. Assistance levels are as follows:

Student	\$ 800.00
With 1 dependant	\$1100.00
With 2 dependants	\$1250.00
With 3 dependants	\$1350.00

\$50.00 for each additional dependent

Students who are attending local community-based programs (i.e. Fisher River or Peguis) will be eligible for a daily rate based on attendance.

Note: In order to be eligible for the rental subsidy of \$400.00, a student must first provide a rental agreement, in their name, that spans the dates of sponsorship.

Tuition:

Will be paid directly to the institution. Tuition rates will be covered to a maximum of \$8,000.00 for high cost programs. Tuition rates more than \$8,000.00 for high cost programs will only be considered if the applicant is prepared to accept the financial responsibility of the difference (documentation required).

Note: It is the student's responsibility to opt out of any optional student fees that you are not willing to pay for yourself, (for example, many institutions have optional health insurance programs, association fees, etc.)

Books

Required textbooks only. Method of payment will be by invoice received from the institution bookstore on the basis of sponsorship letter submitted by the program on behalf of the student.

Supplies:

Full time students are eligible for \$100.00 for school supplies for him/her self and for each school aged dependent child as follows:

Students in-

- Grades K -3 \$ 75.00.
- Grades 4-8 \$100.00
- Grades S1-S4 \$125.00

Assistance for other expenses may include the following miscellaneous expenses:

- a) Application fees/commitment fees/testing fees that are required by the institution
- b) Required tools – with a supporting letter from the institution indicating that the tools are required.
- c) Special clothing/equipment - Student must submit a letter of support from the institution indicating that special clothing etc. are required for their program of study, along with a list of estimated costs.

Practicum Clothing

Students whose program requires a practicum placement are eligible for a \$200.00 clothing allowance. Assistance will be limited to one practicum clothing allowance per academic year. Supporting documentation from the institution is required.

Technology Subsidy

Full-time students are eligible for a technology subsidy (for example to help pay for internet access) of \$50.00 per month.

Fisher River Student Services does not provide monies for laptops.

Travel:

- a) Relocation Expenses – moving costs will be available to students who have to relocate for educational purposes. Students relocating within the city are eligible for moving costs up to a maximum of \$50.00
- b) Seasonal travel at the beginning of the program, Christmas, and at the end of the program of \$100.00 will be available for students who have had to relocate.
- c) A student will be eligible for travel home in the amount of \$100.00 if that student has been terminated by FRSS, has been academically suspended by the institution, or has quit their program (if the student resided in the community prior to attendance as per information provided on original application).
- d) Emergency travel of \$100.00 will be available in the event of a life threatening illness or death in the family (Family: spouse, father, mother, child, grandchild, brother, sister, grandparent of the student, father-in-law, mother-in-law).
- e) Practicum travel, if required by the institution for placement more than 30 kilometers from institution, will be provided at \$20.00 per day.
- f) Testing/registration/orientation-travel expenses will be available to prospective students with documentation as follows:
 - Meals per day \$25
 - Accommodations \$60
 - Incidental \$15
 - Travel \$100
- g) Workshops for full-time students, documentation that the workshop is relevant to their programs of study (one workshop per academic year will be considered).
- h) Monthly bus pass (\$80)

Tutorial Assistance:

Will be provided but must be pre-arranged with Post Secondary Student Services. Students are required to take advantage of free tutoring hours supplied by the institution. The initial number of hours for tutorial assistance will be eight (8) hours per course. The counselor may approve additional hours depending on the level of difficulty that the student is experiencing in their course. **Tutor expenses will be paid directly to the tutor** once invoice is received.

Graduation Allowance/Grad Fees:

Graduation allowance will be provided upon successful completion of the program of study. It is the student's responsibility to provide documentation from the institution to student services which indicates that all requirements are met and that the student is eligible to graduate.

Graduation allowance will be provided to sponsored students of FRSS at the following rates:

Short Term Programs:

0-3 months	\$50.00
4-5 months	\$75.00
6-8 months	\$100.00
Long Term Programs	\$150.00 per academic year (as recognized by the institution.)

Note: Graduation travel is not provided.

Scholarships/Incentives:

Bursaries

Students are encouraged to apply for scholarships and bursaries from institutions and private donors.

Incentive:

FRSS offers an annual incentive to sponsored students who have attained a GPA of 2.0 or better and have taken the required course load. Students must apply in writing and submit an official transcript to request the incentive grant. The incentive is calculated using the following formula: Number of full credits courses x GPA x \$15. A maximum of five full credit courses may be used in calculation. GPA will be calculated using the five full credit courses. Incentive is not available for spring or summer course work.

Graduate Level Studies Grant

A maximum of \$2,500.00 shall be available to currently funded graduate (i.e. Masters or PhD) students on a one time basis. The grant applies to thesis or course work.

To access the grant the student must submit a proposal (See Appendix A) which outlines their expenses to fulfill degree requirements. The grant must be applied for prior to the student's anticipated graduation date.

Post-Secondary Institutions' Support Programs

Students are strongly encouraged to apply for transition and/or ACCESS type programs, provided the programs do not add additional time or cost to a student's overall program. Students may be required, at the direction of FRSS, to apply to a support program if they have struggled over the post-secondary school year.

Students may be required, at the direction of FRSS, to apply to a support program as part of their high school to post-secondary transition.

Start Up Allowance:

All full time students are eligible for a start up allowance in the amount of \$400. This allowance is meant to be used as a damage deposit for housing.

Exit Allowance:

Each full time student is eligible for an exit allowance equivalent to one week's student allowance at the end of each academic year or upon completion of their program of studies for that academic year.

SECTION 8. REQUIREMENTS FOR CONTINUED SPONSORSHIP FOR ALL STUDENTS:

All students receiving Post Secondary Assistance through FRSS are responsible for the following:

1. Carry a minimum of 60% of a full course load (college students) or 18 credit hours (university students) in first year and carry a minimum of 80% of a full course load (college students) or 24 credit hours (university students) in subsequent years. This is to ensure that students complete their program of studies within a reasonable time frame.
2. Maintain a minimum of a "C" (2.0) or better GPA per academic year
3. Provide a transcript/statement of marks to FRSS upon request.
4. Complete and sign an application for continued sponsorship before the deadline dates of each academic year.
5. NOT withdraw from any courses without proper authorization from the FRSS counselor.
6. Not have exceeded the time allotment for duration of assistance.
7. Maintain a full-time student status for the period of time the post-secondary assistance is provided as set forth in the guidelines.
8. Signing the "Release of Information" portion of the application form which allows specified FRSS employees to access information from students post secondary institution regarding academic standing, marks, outstanding accounts, etc. As they relate to assistance.
9. Attend classes every day as required by the institution. Where an attendance policy does not exist, the following attendance policy shall apply:
 - a. If a student misses a total of 5 consecutive days for reasons other than medical, FRSS shall send a warning letter to the student.
 - b. Should a student miss a total of 10 consecutive days for reasons other than medical, the student's sponsorship will be discontinued immediately and the student will be notified in writing indicating the days missed without justifiable reason.
 - c. Students with sporadic attendance will be given a warning and then discontinued if there is no improvement in attendance.
10. Provide true and accurate information in all dealings with FRSS
11. If a student withdraws from the program of studies that student must complete the necessary withdrawal forms with the institution and immediately notify FRSS
12. Students must meet with Post Secondary Student Services staff upon request.

NOTE: Students who quit their program are required to inform Fisher River Student Services immediately. Students who have quit their program and continue to receive funding to which they are not entitled to are committing fraud, and will be required to repay that funding.

SECTION 9. PROBATION & SUSPENSION

PROBATION

Students will be put on probation and will be required to sign a probation contract with FRSS under the following conditions:

1. When the sessional grade point average falls between 1.0 and 1.99.
2. When there is a marked decrease in attendance without justifiable reason.
3. Other conditions that may be deemed warranted as reasons to be put on probation.

The length of the probation period will be one year.

Students placed on probation will be required to sign a probation contract which outlines the steps the student must take in order for funding to continue. Students on probation will be allowed to register for three 3 credit hour courses per term. After the term is completed, a review of the student's progress will be done to determine if sponsorship will continue. Failure to comply with the terms and conditions of the contract will result in suspension.

SUSPENSION

Students who do not fulfill the requirements of sponsorship shall be suspended for the following year.

Students will be placed on suspension when their sessional grade point average falls below a 1.0.

Students who return after a suspension and still do not fulfill the sponsorship requirements shall then be suspended for two years.

If a student fails to meet the requirements of a third sponsorship, they will be suspended indefinitely.

Students who owe money to FRSS are ineligible for any further sponsorship until the total amount owing to FRSS is repaid.

SECTION 10. TERMINATION OF SPONSORSHIP

FRSS will suspend payments to any student being sponsored through FRSS under the following conditions:

1. Student does not meet “Requirements For Continued Sponsorship For All Students” (as stated in Section 8).
2. Notice is received of the student withdrawing from the program of study, or from courses within his/her program of study which results in changing the student’s classification from full-time to part time.
3. Program attendance is not to the satisfaction of the post secondary institution academic advisor i.e. if it is deemed that the student has missed too much class time to recover.
4. The student has provided false information on his/her application for sponsorship that resulted in the receipt of a higher living allowance rate classification than eligible for. The student must realize that PSSP funding is limited and to receive more than he/she is justly due may cause another student to be wrongly denied sponsorship due to presumed lack of funding.

SECTION 11. APPEALS

A student and/or applicant may appeal a decision made by Post Secondary Student Services if he/she feels that a policy and/or guideline was not applied in a fair and consistent manner without prejudice.

No appeal shall be considered if it is not an existing policy. The appeal must be related to the implementation of an existing policy.

Appeal Process

1. If a student wishes to appeal an administrative decision of Post Secondary Student Services regarding the implementation of an existing policy, he/she, within 15 days of the decision, must write a letter to the Director of Education stating "which" policy/guideline they wish to appeal and "why". The Director will review and/or discuss the appeal with the student. If the Director denies the appeal, he/she will state, in writing, why the appeal was denied.
2. If the student does not agree with the decision of the Director, he/she has the right to appeal to the Board. Prior to the next regular Board meeting, the student will write a letter to the Board stating the grounds of his/her appeal. The student must demonstrate how the decision of Post Secondary Student Services and the Director or the Board policy was applied in an unfair and inconsistent manner. The decision of the Board is final and binding on all the parties involved.

APPENDIX A

Graduate Level Studies Grant

Grant proposal should include the following:

- full name
- complete contact information - mailing address, phone number, cell number, email
- institution name & program name
- current cumulative GPA
- projected date of completion
- state current route: course work, project, or thesis
- briefly describe area of study and/or give abstract
- list possible expenditures this grant will be used for; for example:
 - hours of work
 - software
 - hardware
 - internet connection expense
 - lab supplies
 - other materials
 - licenses
 - insurance
 - office equipment
 - postage/delivery
 - telephone
 - print/copy
 - office supplies
 - books/subscriptions
 - travel
 - memberships
 - conferences
 - food expenses
 - rent expense