

# *Lac La Ronge Indian Band*

2020-2021

## Post-Secondary Student Support Program Handbook

Post-Secondary Education  
Post Office Box 399  
AIR RONGE, SASKATCHEWAN  
S0J 3G0

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(Note: please mail in original copies of faxed applications)

Email: [postsecondary@llribedu.ca](mailto:postsecondary@llribedu.ca)

Website: <https://www.llribedu.ca/>

Facebook: <https://www.facebook.com/llrib2016/>

*Reviewed, Revised & Approved by:  
Post-Secondary/Daycare Board & Chief & Council September 17, 2020:*

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**LAC LA RONGE INDIAN BAND ~ CHIEF AND COUNCIL 2020-2023**

<b>Chief</b> Tammy Cook-Searson <b>Senator</b> Harry Cook <b>Executive Director</b> Gladys Christiansen <b>Executive Secretary</b> Anna Sanderson <b>Chief's Secretary</b> TBA	<b>LA RONGE COUNCILLORS</b> Band Office: 306-425-2183 or 1-800-567-7736 Fax: 306-425-2590  Michael Bird Ann Ratt Sam Roberts Dennis Sanderson
<b>STANLEY MISSION COUNCILLORS</b> Band Office: 306-635-2115 or 1-888-391-1181 Fax: 306-635-2265	<b>LITTLE RED RIVER COUNCILLORS</b> Band Office: 306-982-2499 Fax: 306-982-2399
Jimmy Charles Linda A. Charles John P. Roberts	John Halkett Keith Mirasty
<b>GRANDMOTHER'S BAY COUNCILLOR</b> Band Office: 306-635-2069 Fax: 306-635-2225	<b>HALL LAKE COUNCILLOR</b> Band Office: 306-425-4797 Fax: 306-425-4909
Gerald McKenzie	Norman Ross
<b>SUCKER RIVER COUNCILLOR</b> Band Office: 306-425-4113 Fax: 306-425-4747	<b>COUNCIL OF ELDERS:</b> Elder Bella Sanderson ~ La Ronge Elder Joe P. Roberts ~ Stanley Mission Elder Jacob George Venne ~ La Ronge Elder Sarah Ballantyne ~ Stanley Mission Elder Kate Hamilton ~ Hall Lake Elder Abel Charles ~ Grandmothers Bay Elder Angelique Ratt ~ Sucker River
Devin Bernatchez	

**IMPORTANT DATES**

Application Deadlines: **All students MUST reapply every year.**

- |   |                                |
|---|--------------------------------|
| a) For September enrolment (September to December):         | <b>May 31<sup>st</sup></b>     |
| b) For January enrolment (January to April):                | <b>October 31<sup>st</sup></b> |
| c) For Intersession/Summer Session enrolment (May to June): | <b>March 31<sup>st</sup></b>   |

*(\*funding for Intersession/Summer session will only be approved if the program requires that the classes be taken during that time)*

**LAC LA RONGE INDIAN BAND ~ POST SECONDARY/DAYCARE BOARD  
2018-2020**

Tayven Roberts - La Ronge  
Philip McKenzie - Little Red River  
Alex Roberts - Sucker River  
Lorraine Ratt - Grandmother's Bay

Deborah Charles - La Ronge  
Mona Bell - Hall Lake  
\*Lizzie McLeod –Stanley Mission  
Alternating Elders (Sucker River, La  
Ronge, Hall Lake)

\* Daycare only

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**EDUCATION, TRAINING & EMPLOYMENT BRANCH**

Box 480 La Ronge, SK. S0J 1L0

Front Desk Phone: 306-425-4938. Fax: 306-425-3030

**Central Office**

Director of Education, Training & Employment  
Superintendent  
Superintendent  
Superintendent (Spec. Ed)  
Student Services Coordinator  
Learning Supports Coordinator  
Learning Supports Coordinator  
Numeracy Coordinator  
Numeracy Coordinator (High School)  
Literacy Coordinator  
Education Consultant  
Education Financial Advisor  
Post-Secondary Education Coordinator  
Post-Secondary Counsellor  
Post-Secondary Finance Officer  
Education IT  
Education IT Assistant  
Administrative Assistant  
Administrative Assistant (Superintendents)  
Secretary/Receptionist  
Cultural Language Coordinator  
Cree Curriculum/Resource Developer  
Cree Resource Developer

Simon Bird  
Josy Roske  
Tammy Robinson  
Manuela Facci  
Roger Ratt  
Alycia Duplantie  
Naomi Bird  
Julius Park  
Stepan Tulchynsky  
Dave Huizer  
Grace Charles  
Patsy Roberts-Head  
Christopher Ratt  
Jacqueline Tonn  
Hilary Cook  
Gurpreet Singh  
Tristin Nelson  
Victoria Beatty  
Grace Bell  
John Bird  
Minnie Mckenzie  
Alexis S McLeod  
Elena Mirasty

**NSITEP Program Center**

Secretary/Receptionist  
Van Driver  
Van Driver

Stella Sanderson  
Annie Taylor  
Audrey Charles

## 1.0 INTRODUCTION

- 1.1 The policies set out in this Manual have received approval of the Lac La Ronge Indian Band Chief & Council and the Post-Secondary/Daycare Board.
- 1.2 The Chief and Council asserts that post-secondary education is a Treaty Right and nothing in this PSSSP Handbook, adopted solely as an administrative tool, abridges that right nor the trust responsibility of the Government of Canada toward Lac La Ronge Indian Band Members.
- 1.3 Lac La Ronge Indian Band is the administering organization. The reserves belonging to the LLRIB are:

Little Red River	Sucker River	Morin Lake (Hall Lake)
Grandmother's Bay	Lac La Ronge	Stanley Mission*

*\*The Community of Stanley Mission administers their own on-reserve and off reserve (and the Hamlet) Post-Secondary Program, students under Stanley Mission band membership list will be required to submit their funding application to their community:*

*Stanley Mission Band office  
P. O Box 220  
Stanley Mission, Saskatchewan S0J-2P0  
Phone: (306) 635-2115  
Fax: (306) 635 – 2265*

- 1.4 The objectives of the Post-Secondary Department are: but not limited to encourage and support pre-qualified, eligible Lac La Ronge Indian Band students to gain access to post-secondary education and to graduate with the qualifications and skills needed to pursue individual careers.
- 1.5 The Post-Secondary Department provides financial support to eligible Lac La Ronge Indian Band members in pursuing post-secondary studies in recognized and/or authorized post-secondary institutions.
- 1.6 This PSSSP Handbook provides policy directions for the administration of the Post-Secondary Department in accordance with the operating guidelines provided by Indigenous Services Canada (ISC).

## 2.0 DEFINITIONS

- 2.1 “Treaty/Status Indian” means a person recognized as possessing Band Membership status in accordance with the laws of the Lac La Ronge Indian Band.
- 2.2 “Post-Secondary Education” refers to a program of studies, offered by a post-secondary institution, for which completion of secondary school studies or its equivalent is a pre-requisite.
- 2.3 “Program of Studies” includes all post-secondary programs of at least one academic year - eight to twelve months - in duration, leading to a certificate, diploma, or degree. Programs which are less than one academic year in length, which are required pre-requisites to post-secondary programs of at least one academic year in duration, are included.
- 2.4 “Post-Secondary Institutions” are: a degree, diploma and certificate accreditation granting institutions, which are recognized by a province which include educational institutions affiliated with or delivering programs accredited by such post-secondary institutions. A national list of recognized Canadian post-secondary institutions is available online: <https://www.canada.ca/en/employment-social-development/programs/designated-schools.html>
- 2.5 “Public Institution” is a post-secondary institution which receives the majority of its funding from federal and provincial governments.
- 2.6 “Private Institution” is a Canadian or foreign post-secondary institution which does not receive its funding from federal and provincial governments.
- 2.7 “Full-time” and “Part-Time” students are as defined by the post-secondary institution.
- 2.8 “Full-time University Students” are as defined by the post-secondary institution. To be considered for full sponsorship by the Post-Secondary/Daycare Board, students must be enrolled in the duration of four or more classes per semester except as noted in Policy Item 5.8.
- 2.9 “Part-time University Students” are as defined by the post-secondary institution.
- 2.10 “Academic Year” is as defined by the post-secondary institution, but will not be less than eight months and maximum of 12 months in duration.
- 2.11 “Semester” refers to a part of the academic year as defined by the post-secondary institution. Semesters usually cover the periods from September to December, January to April, and May to August.
- 2.12 “Term” refers to a portion of the academic year as defined by the colleges or technical institutes for the length of program.
- 2.13 “Dependent Spouse” refers to a person who is married to the student or a person who is living with the student in a common law relationship. The dependent spouse is one who is **not receiving income** from any other source.

- 2.14 “Dependent” refers to a child under the age of 18 years old, other than a spouse, who is dependent upon the student.
- 2.15 “Immediate family” includes spouse, son, daughter, mother, father, sister, brother, aunts, uncles, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandchild, grandparent, great-grandparents, foster parents and guardians.
- 2.16 “Post-Secondary/Daycare Board” refers to elected Post-Secondary/Daycare community representatives to act as the governing body of the Post-Secondary/Daycare programs.
- 2.17 INAC – Indigenous and Northern Affairs Canada – Supports Aboriginal People (First Nations, Inuit and Metis).
- 2.18 ISC – Indigenous Services Canada
- 2.19 PSSSP – Post-Secondary Student Support Program – A program to improve the First Nation, Metis and eligible Inuit students by providing them the funding to access education and skills development opportunities at the post-secondary level.
- 2.20 UCEPP – University and College Entrance Preparation Program
- 2.21 LLRIB – Lac La Ronge Indian Band

### **3.0 ELIGIBILITY**

#### **3.1 Personal Eligibility**

Must be a member of the LLRIB and must be listed in the Band Membership registry. Students who have transferred to the Lac La Ronge Indian Band from another First Nation must wait for a period of five years from the date of transfer before being eligible for PSSSP funding. Prior funding will also be taken into consideration.

New LLRIB treaty members applying for Post-Secondary funding must provide documentation confirming they are LLRIB treaty status and must wait for a period of five years from the date of newly acquired Indian Status before being eligible for PSSSP funding.

##### **3.1.1 Bill C-31 and C-3 Registrants:**

- Bill C-31 and C-3 Registrants: People who gain Indian status by virtue of the 1985 revision of the *Indian Act* (Bill C-31) or the *Gender Equity in Indian Registration Act* (Bill C-3).
- A person whose application for Indian status is in process is not eligible to apply for support until he/she has a letter from the Indian Registry confirming Indian status or that his/her name is formally entered in ISC's Indian Register.

### 3.2 **Program Eligibility**

Under the LLRIB PSSSP and the UCEPP, an eligible program of studies is a program:

- For which the completion of secondary school studies, or the equivalent as recognized by the post-secondary institution or the provincial/territorial Ministry of Education is required; **and**
- Offered by a post-secondary institution that is at least one academic year in duration (Eight to twelve months in length) and leads to a certificate, diploma, or degree; **and**
- Delivered at an eligible institution as defined in section 3.3, Institution Eligibility
- UCEPP programs must provide the student with the necessary courses to attain the academic level of university or college entrance.
- Refer to the Ministry of Education in the student's province or territory of residency for information on student admissibility to a program of study

**Delivery method may be in-classroom, distance learning as long as it meets all eligibility criteria.**

### 3.3 **Institution Eligibility**

- Eligible post-secondary institutions are degree, diploma or certificate granting institutions that are:
- Has a mandatory entrance requirement of Grade 12 or its equivalent
- Recognized by a province or territory (in Canada or abroad); **or**
- Educational institutions recognized to deliver post-secondary programs by arrangement with an eligible post-secondary institution.

**If the program of studies is in a foreign institution, the student must provide evidence that it is recognized in Canada as an acceptable post-secondary program of studies.**

### 3.4 **Application Deadlines**

Applications must be received at the Post Secondary office by the deadline dates; applications must be complete in order to be considered

Application Deadlines: **All students MUST reapply every year.**

- |   |                                |
|---|--------------------------------|
| a) For September enrolment (September to December):         | <b>May 31<sup>st</sup></b>     |
| b) For January enrolment (January to April):                | <b>October 31<sup>st</sup></b> |
| c) For Intersession/Summer Session enrolment (May to June): | <b>March 31<sup>st</sup></b>   |

***(\*funding for Intersession/Summer session will only be approved if the classes required are not available/offered during regular session.)***



### 3.5 **Application Review**

The application review begins as soon as applications are received. Students will be notified that their application has been received by the post-secondary office.

All applications **must be complete with required documents**. If there is missing information students should state on the application the reason and time frame of when documents will be submitted in order to be considered for funding.

Sponsorship is never guaranteed. The post-secondary office will make every effort to notify students if application is ineligible for funding as soon as possible.

- 3.6 Support will be provided within the limits of funds in accordance with LLRIB funding arrangements. If demand for funding exceeds availability, applications will be deferred according to the prioritization rules set out in section 4.0. Approved students will be notified following the Post-Secondary/Daycare Board application review.

## 4.0 **PRIORITIES FOR APPROVAL OF APPLICATIONS:**

Every category will follow the accountability section of the PSSSP Handbook;

**Group 1** – These Categories are priority as follows;

- 1.1 Continuing full-time students who have successfully completed 75% of their previous academic semester with at least a minimum grade average requirements for the program completion.
- 1.2 Students that have been selected to attend community-based post-secondary programs which have been prioritized by the band.
- 1.3 Students with a complete grade 12 or its equivalent that have been accepted into regular post-secondary programs in Saskatchewan. Criteria to be assessed by the Board:
  - Program types
  - Date of application
  - Residency/Community
  - School
  - Date of graduation
- 1.4 New students already studying at a post-secondary level who have completed part of their program but were not previously funded by PSSSP office (never been funded before)

**Group 2** – These categories are priority as follows;

- 2.1 Returning to the same program in the same field (after taking a leave of absence)
- 2.2 Returning to a different program.
- 2.3 Returning students after a one year probation waiting period after being discontinued.

**Group 3** – These categories are priority as follows;

In accordance with the policy, these categories will be funded only if there are available funds.

- 3.1 Part time eligible students.

**Group 4** – These categories are priority as follows;

Students in advanced degrees in study areas and professional degrees as defined by LLRIB policy and sponsorship criteria. (I.e. Lawyer, Doctor)

- A. Students will only be eligible for tuition and books if they are employed.
- B. Students will receive full sponsorship based on financial need.

**Group 5** – These categories are priority as follows;

- 5.1 Incomplete/late applications
- 5.2 Deferred/waitlisted students
- 5.3 Required To Discontinue – has to appeal to Institution

*Note: Students must wait one academic year probation period if:*

- *They have been required to discontinue (RTD) by their program or,*
- *Do not pass a minimum of 3 classes (9 c.u.) or 75% of their course load or,*
- *They failed 2 (6 c.u.) or more courses.*

#### 4.1 **Administrative Procedures**

The following will not be considered for funding.

##### **Incomplete Application:**

Every effort will be taken to have students complete their application with supporting documents. **Refer to Appendix H.** If there is no response after 2 attempts by staff to contact applicant, application will be withdrawn.

##### **Late Application:**

All late applications will be referred to other funding agencies.

## 5.0 **LIMITS OF SUPPORT**

5.1 Support for travel and living expenses for full time students will be provided for four levels of post-secondary education. Duration of support is limited according to the level of program the student is enrolled in.

\*All students are only eligible for 1 certification at each of the 4 levels (with or without the help of LLRIB PSSP\*

**Level 1:** Certificate or diploma;

**Level 2:** Undergraduate degree program

**Level 3:** Graduate degree or advanced or professional degree

**Level 4:** Doctoral programs

5.2 Students who have completed a Level 2, 3, 4 program, with or without the assistance from PSSSP, are ineligible for program assistance for lower levels. All applications will be dealt with in accordance to the ISC, Indigenous Services Canada.

5.3 Students may be assisted for up to one additional year per level for authorized medical, Pressing Necessity and/or academic reasons. Those applicants who request one additional year will be referred to the Post-Secondary Board.

- 5.4 LLRIB PSSSP does not pay for Health and Dental fee's provided by the institutions. If a student decides to opt-out of these plans, must be done during registration. Students who decide to opt-in can have fees deducted from their monthly living allowance.
- 5.5 Students who transfer programs require approval of the Post-Secondary/Daycare Board.  
***Limit: One program transfer per student. Students who do not follow this policy procedure will automatically be disqualified for funding for one academic year.***
- 5.6 Where students 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 5.1 and 5.2.
- 5.7 University students must be registered in a minimum of 4 classes (12 credit hours or it's equivalent) per semester in order to receive a full living allowance. If a student withdraws from a class(es) and is registered in less than 4 classes per semester, the funding will be pro-rated to 75%, providing he/she is registered in no less than 3 classes per semester. If a student remains in 2 classes or less per semester, a part-time status will come into effect which is tuition and books only.
- 5.8 Transition/learning disabilities
- 5.9 Students enrolled in all **distance education courses** will be sponsored for tuition and books only.  
**\*LLRIB PSSSP will not pay for any extension fees required by the student.**
- 5.9 Full time continuing students in the final stages of their programs, who need a minimum of 6 credit hours (2 classes) in their final semester to graduate, may receive full living allowance.

## 6.0 **TYPES OF SUPPORT AND ALLOWANCES:**

### 6.1 Course Cost Support

#### a) Tuition, Books and Supplies Assistance

- All tuition and applicable fees will be sponsored for each funded student.
- Books & supply assistance (combined) will be \$100 per class – minimum 4 classes for books and supplies.
- The Post-secondary office has the flexibility to reasonably adjust supplies support to meet the needs of students and their programs.
- **All students must submit verification of class registration per semester before any books and/or supply allowances will be allocated.**
- Practicum assistance will need to be applied for before the practicum takes place, it also has to be demonstrated that the institute is not helping with such fees as well.
- Initial professional certification and examination fees will be covered on a case by case basis. Providing that funding is available.

#### b) Students applying to foreign institutions will be eligible for tuition support comparable to the Canadian Institution rate. I.e. U of S, U of R.

- Students that apply from the United States of America must provide a letter from Bureau of Indian Affairs indicating that they are ineligible for funding. \* American band members are encouraged to apply for these funds.

#### c) Students who receive scholarships or bursaries to attend post-secondary institutions will be eligible for funding from the Post Secondary Program.

## 6.2 Relocation Support

Relocation support will only be provided twice in the duration of a student's studies. \$500 will be given when a student is in the first year of their program and first moves to another town/city for studies. The second and the last \$500 will be when the student graduates and completes their FULL program. No support will be given to those who withdraw from their studies and move back home. **Refer to Appendix L.**

## 6.3 Travel Support - Financial assistance for travel must be applied for by the student. **Refer to Appendix B.**

- a) Full-time Saskatchewan Urban students will be eligible for 2 round trip travel allowances throughout the academic year—limited to one round trip per semester. Travel during spring/summer session will be assessed on a case by case basis.
- b) Out of province students will receive travel support at the same rate they would if they were attending the provincial public post-secondary institution nearest to their traditional home reservation offering a comparable program.

## 6.4 Local Transportation

The LLRIB PSSSP will provide a maximum of \$100.00/month for transportation fees to all full-time students, with the exception of institutions where transportation is provided and billed on the invoice. *I.e. U-pass, bus pass*

## 6.5 Part-time Studies Support

- All students must abide by the same application procedures for approval and also for accountability.
- Continuing part-time students must re-apply for the tuition and book support within the deadline dates.
  - a) When a student in attendance at a post-secondary institution studies for what is termed less than full-time by the institution which offers the program, that student will be eligible for assistance to pay for books, supplies, and tuition fees.
  - b) A pro-rated program cost will be provided for LLRIB members employed that are enrolled in eligible, part-time university studies, if they are not fully covered by the employer or any other agency.

## 6.6 Living Allowances

- a) The living allowance rate structure and entitlement will be reviewed annually in the PSSSP Handbook. For the current year rates please refer to **Refer to Appendix A.**
- b) Where there is a married/common law couple receiving PSSSP living allowances, one must claim the living allowance rate equivalent to a married student with employed spouse and the other is to receive a single student rate.

## 6.7 Tutorial Assistance

Funding for tutorial assistance is available when the student submits a request for tutoring. **Refer to Appendix D.**

The maximum amount paid for tutors will be as follows:

- \$25.00/hr for undergraduate tutors
- Tutorials will be paid to a maximum of 2 hours per class per week.

## 6.8 Allowances for Special Needs Students

- a) Students with special needs and/or disabilities requiring additional assistance related to their post-secondary programs shall have their request considered on an individual basis upon recommendation to the Post-Secondary/Daycare Board.

Approval of assistance will take into consideration the following factors:

- Actual cost of intervention services
  - Availability of assistance from other sources either public (government) or private association or non-profit group;
  - Practicality as well as convenience.
- b) The assessment of special needs will be carried out by the Post-Secondary Office in collaboration with the institution's student services staff and the concerned special needs student.
- c) In the event that the special needs student wishes to appeal the decision, normal appeal process provisions will apply.

- 6.9 Full time students that are employed are required to consult with their academic counsellor/advisor.

## 7.0 INCENTIVES

The Post-Secondary Department, will establish a process for administration and disbursement of the following incentives:

### 7.1 Graduation

Graduation Incentives will be provided when the student graduates from his/her program of studies at the following rates:

- |   |            |
|---|------------|
| • One year course certificate (level 1)     | \$200.00   |
| • Two year or more course diploma (Level 1) | \$500.00   |
| • Undergraduate degree (level 2)            | \$700.00   |
| • Post-graduate degree (level 3 & 4)        | \$ 1000.00 |

To be eligible for the graduation incentive:

- Must be funded from LLRIB PSSSP in the last academic year.
- Provide confirmation of graduation from the institute that the student has met all the requirements for the program completion.
- Official transcripts must be sent to the Post Secondary office and a copy of the actual degree/diploma.
- **Full time students in level 3 or 4 are only eligible for one incentive.**

The student must apply for the graduation incentive and provide documentation from their institution verifying convocation. **Refer to Appendix E.**

## 7.2 Scholarships

### **CLIFF CHARLES MEMORIAL SCHOLARSHIP (Strategic Scholarships)**

Cliff Charles was an employee in the Lac La Ronge Indian Band Post-Secondary Program since the Band began administering this program from Indigenous and Northern Affairs Canada in 1992. Cliff strongly believed and advocated for higher/continued education for Band members. Mr. Charles had a Diploma in Power Engineering from SIAST, a Certificate and Diploma in Administration and was working on a Degree in Administration. He was one class short of a Degree at the time of his passing in September, 2002.

**This scholarship is to encourage students to engage in studies, which directly contribute to the advancement of Indian self-government and economic-sufficiency.**

- a) All continuing LLRIB full-time Post-Secondary Student Support Program funded students who have successfully completed at least one academic year may apply for one of the three scholarships of \$1,000 based on transcripts from the last two academic semesters. Scholarships will be awarded according to the year that is completed. Year 4 students who have completed their program are ineligible to apply.

**Deadline for submission is June 30<sup>th</sup>.**

### **JONAS ROBERTS SCHOLARSHIPS (Academic Excellence Scholarships)**

Jonas Roberts was a beloved member of the LLRIB Band Council as a Band Councillor and always chose the Education, Post-Secondary and Recreation portfolios. He believed that a strong post secondary education would directly contribute to the betterment of healthier and more productive communities. Mr. Roberts influenced many young people in the community as he was a great leader.

- a) All full-time students may apply for one of the three scholarships of \$1,000.00 based on transcripts from the current academic year.

**Deadline for submission is June 30.**

- \* Criteria for Cliff Charles and Jonas Roberts Memorial Scholarships are: academic grades for the fall and winter semesters, funded by LLRIB PSSSP in the last academic year, special significance of program enrolled in, volunteer work, leadership, financial need, and special circumstances in overcoming adversity. All awards will require a letter of application with 2 attached references.

#### **Note:**

**\*All above scholarships are awarded annually in September for the previous academic year.**

**\*Scholarships are for full-time students only. Refer to Appendix F.**

- 7.3 The Post-Secondary/Daycare Board will review all applications from students for incentives and scholarships annually.

## 8.0 ACCOUNTABILITY

- 8.1 Every effort will be made by the Post-Secondary Student Support Program to recover over payment to students who misuse funding by not fulfilling the terms of the annual contract entered into, or who misrepresent their marital status, dependent information, or program studies on the application. (Includes, tuition, books, supplies and living allowance).
- 8.2 If misuse of post-secondary funds is discovered, the Post-Secondary Student Support Program will implement the following procedures:
- a) Write a letter to the individual stating the findings and inviting an explanation;
  - b) If the student is in fact, found to be a misuser of funding, the Post-Secondary Student Support Program will suspend that student from further funding.
- \*Arrangement satisfactory to LLRIB for repayment of overpayment received will be a condition of any further funding to the student.\*
- 8.3 Any overpayment resulting from an administration error will be recovered in a timely manner. **It is the student's responsibility to notify the Post Secondary Coordinator of any overpayments.**

## 9.0 STUDENT APPEALS PROCESS

- 9.1 Students that feel they have not been dealt with fairly under the policy guidelines for post secondary education assistance may request an appeal hearing. There is no appeal against refusal of assistance because funds are not available.
- 9.2 Appeals must be made 14 days after receiving notification of denied funding. Appeals must be in writing and sent to the Post-Secondary office to be reviewed by the Director of Education and the Appeal Board.
- 9.3 The Appeal Board will be Internal Council.  
**\*The appeal board's decision is final.**

## 10.0 OBLIGATIONS OF STUDENTS

- 10.1 It is understood that the Post Secondary Student Support Program is intended to provide support for students with serious intent to succeed in post secondary education. Expectations are that the students 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, to themselves and to the LLRIB PSSSP.
- 10.2 The student contract and the student release of information must be signed and returned to the Post-Secondary office prior to their program start date. **Refer to Appendix I.**
- 10.3 LLRIB PSSSP *Orientation attendance is mandatory.*

- 10.4 Students will be dealt with fairly and equitably under the Post-Secondary Student Support Program and are expected to diligently apply themselves to their duties as students.
- 10.5 It is the responsibility of the student to notify the Post-Secondary Department staff in writing of any changes in classes, withdrawal, contact information, marital status, and dependents immediately. **Refer to Appendix G.**
- 10.6 Students will be required to submit their final marks on a semester basis. For technical programs a progress report will suffice. **Refer to Appendix J.**
- 10.7 Staff and Board work with professionalism and diligence to serve its Band Members. There is a **ZERO TOLERANCE** policy towards any abusive behavior directed at our staff and board, this includes:
- 1) Physical abuse or threaten staff or board members
  - 2) Verbal abuse; swearing or causing a disturbance and/or using obscene language
  - 3) Being intoxicated within the LLRIB Office and Post-Secondary Campus locations.

Abusive behavior toward our staff and board will not be tolerated and consequences may include discontinued funding.

10.8. Social media

Where social media is used as a teaching and learning tool through official institution/university websites and accounts, all students must read, understand and agree to the terms of use of the social media website and the institutions/universities policies.

- Students are expected to conduct themselves professionally both in and out of school. Please be advised that inappropriate comments, photographs, links, etc. should be avoided.
- Posts involving the following are not permitted and may subject the individual to discipline up to and including termination of post-secondary funding:
- Releasing proprietary and confidential Band information;
- Discriminatory statements or sexual innuendos regarding Chief & Council, PS/DC Board, Education staff, other students and Band employees;
- Defamatory statements regarding the Band, Chief & Council, Management, its employees, and/or vendors.

**11.0 OBLIGATIONS OF POST SECONDARY PROGRAM:**

- 11.1 The administering organization will clearly set out obligations to and of students in the Student Handbook and related documents or by such other means as may be mutually beneficial to the students and the administering organization.
- 11.2 The administering organization will provide Post Secondary Program orientation seminars for all students.
- 11.3 Student follow-ups and/or interviews will be conducted regularly by Post Secondary staff.

**12.0 OPERATING GUIDELINE:**

Post-Secondary Office will develop and maintain an Operating Guideline for the administration of the LLRIB PSSSP.



**13.0 STUDENT REGISTRY:**

- 13.1 The Post-Secondary Student Support Program will maintain a file of each student with respect to student support provided.
- 13.2 The Post-Secondary Student Support Program will maintain a student registry for statistical submission purposes to LLRIB Chief & Council and ISC.

**14.0 POLICY REVIEW**

- 14.1 LLRIB PSSSP Handbook will be reviewed by the Post-Secondary/Daycare Board annually before the start of the fall semester. The Director of Education and the Post Secondary Board Chairperson will be responsible for interim policy adjustments, where the policy changes cannot be deferred to the next formal policy review, in the period between formal policy reviews.
- 14.2 **Students from each program centre may submit a letter in writing for recommending any changes to the LLRIB PSSSP Handbook.**

**APPENDIX A**  
**Living allowance Rates for 2020-2021**

<b><u>Category I</u></b>	<b><u>Monthly Allowance</u></b>
Married student living with employed spouse	\$1,300.00

<b><u>Category II</u></b>	
Married student living with dependent spouse	\$1,400.00
Married student living with dependent spouse and 1 dependent	\$1,600.00
Married student living with dependent spouse and 2 dependents	\$1,800.00
Married student living with dependent spouse and 3 dependents	\$ 2,000.00
Married student living with dependent spouse and 4 dependents or more	\$ 2,100.00

<b><u>Category III</u></b>	
Single Student – no dependents	\$1,300.00

<b><u>Category III</u></b>	
Single Student with 1 dependent	\$1,500.00
Single Student with 2 dependents	\$1,700.00
Single Student with 3 dependents	\$1,900.00
Single Student with 4 dependents or more	\$2,100.00

***Required Documentation: A copy of the “Canada Revenue Agency Assessment” is required for confirmation for the number of dependents that you are claiming.***

## APPENDIX B

### Seasonal Travel Rates for 2020-2021

#### FROM LITTLE RED RIVER TO:

Prince Albert	48	Km	@0.46	22.08
Saskatoon	189	Km	@0.46	86.94
Regina	412	Km	@0.46	189.52
La Ronge	130	Km	@0.46	59.80

#### FROM LA RONGE TO:

Prince Albert	242	Km	@0.46	111.32
Saskatoon	379	Km	@0.46	174.34
Regina	657	Km	@0.46	302.22
Moose Jaw	591	Km	@0.46	271.86

#### FROM GRANDMOTHER'S BAY TO:

La Ronge	104	Km	@0.46	47.84
Prince Albert	346	Km	@0.46	159.16
Saskatoon	491	Km	@0.46	225.86
Regina	761	Km	@0.46	350.06

#### FROM HALL LAKE TO:

La Ronge	103	Km	@0.46	47.38
Prince Albert	239	Km	@0.46	109.84
Saskatoon	384	Km	@0.46	176.64
Regina	654	Km	@0.46	300.84

#### FROM SUCKER RIVER TO:

La Ronge	32	Km	@0.46	14.72
Prince Albert	274	Km	@0.46	126.04
Saskatoon	419	Km	@0.46	192.74
Regina	689	Km	@0.46	316.94

#### FROM STANLEY MISSION TO:

La Ronge	81	Km	@0.46	37.26
Prince Albert	323	Km	@0.46	148.58
Saskatoon	468	Km	@0.46	215.28
Regina	738	Km	@0.46	339.48

#### FROM PRINCE ALBERT TO:

Saskatoon	141	Km	@0.46	64.86
Regina	364	Km	@0.46	167.44

#### FROM MOOSE JAW TO:

Regina	71	Km	@0.46	32.66
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## APPENDIX C

# LA RONGE INDIAN BAND POST-SECONDARY EDUCATION



## *Financial Assistance for Travel*

STUDENTS FULL NAME:

STUDENT DATE OF BIRTH:

STUDENTS CURRENT MAILING ADDRESS WITH  
POSTAL CODE:

STUDENTS 10 DIGIT TREATY NUMBER:

Mileage request break down:

Expected date of travel: \_\_\_\_\_

Place of study traveling from: \_\_\_\_\_

Reserve Community traveling to: \_\_\_\_\_

Number of Kilometers one way: \_\_\_\_\_  One way trip  Round trip

Please Direct Deposit my travel assistance in the same account I receive my living allowance:

Yes Student initials: \_\_\_\_\_

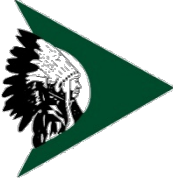
No ~ alternative arrangements are outlined:  
\_\_\_\_\_  
\_\_\_\_\_

I declare that all the information provided is true and complete and I make this solemn declaration believing it to be true knowing that it is of the same force and effect as if under oath.

X

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



## APPENDIX D

# LA RONGE INDIAN BAND POST-SECONDARY EDUCATION



## *Request for Tutorial Assistance*

STUDENT NAME:

STUDENT DATE OF BIRTH:

STUDENT PHONE NUMBER:

STUDENT E-MAIL:

CLASS REQUIRING TUTORIAL ASSISTANCE:

TUTOR'S FULL NAME:

MAILING ADDRESS

	Monday	Tuesday	Wednesday	Thursday	Friday
Start time					
End time					

**Tutorials will be paid to a maximum of 2 hours per class per week @ \$25.00 per hour.**

I declare that all the information provided is true and complete and I make this solemn declaration believing it to be true knowing that it is the same force and effect as if under oath.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tutor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Post-Secondary Office Signature

\_\_\_\_\_  
Date



# APPENDIX E

## LA RONGE INDIAN BAND POST-SECONDARY EDUCATION



### *Graduation Notification*

STUDENTS FULL NAME:

DATE OF BIRTH:

\_\_\_\_\_

\_\_\_\_\_

INSTITUTE:

INSTITUTE LOCATION

\_\_\_\_\_

NAME OF CERTIFICATION / PROGRAM:

MAILING ADDRESS:

\_\_\_\_\_

CERTIFICATE  DIPLOMA  UNDERGRADUATE DEGREE  POST-GRADUATE DEGREE

Documents attached:

OFFICIAL TRANSCRIPTS  LETTER FROM INSTITUTION  COPY OF DEGREE/DIPLOMA

Are you attending the Convocation/Graduation Program? \_\_\_\_\_

Have you listed the band name in the Convocation/Graduation Program? \_\_\_\_\_

Expected date, time and location of ceremony: \_\_\_\_\_

Students must apply for the graduation incentive and provide documentation from their institution verifying convocation.

I declare that all the information provided is true and complete and I make this solemn declaration believing it to be true knowing that it is of the same force and effect as if under oath.

X

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



# APPENDIX F

## LA RONGE INDIAN BAND POST-SECONDARY EDUCATION



### *Scholarship Application*

*\*FOR LAC LA RONGE INDIAN BAND MEMBERS ONLY\**

STUDENT NAME:

DATE OF BIRTH:

STUDENT PHONE NUMBER:

STUDENT E-MAIL

INSTITUTE:

INSTITUTE LOCATION:

NAME OF CERTIFICATION / PROGRAM:

TREATY NUMBER:

HOW MANY YEARS IS YOUR PROGRAM:

WHAT YEAR ARE YOU CURRENTLY IN?

Cliff Charles Memorial Scholarship (Strategic)    Jonas Roberts Scholarship (Academic Excellence)

**Please attach extra pages if needed**

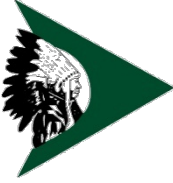
What are your educational and career goals? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the community service (volunteer) and extracurricular activities you have been involved with?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I declare that all the information provided is true and complete and I make this solemn declaration believing it to be true knowing that it is of the same force and effect as if under oath.

X  
\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



## APPENDIX G

# LA RONGE INDIAN BAND POST-SECONDARY EDUCATION



## *Change of Information*

STUDENT NAME:

DATE OF BIRTH:

INSTITUTE:

EFFECTIVE CHANGE DATE:

INSTITUTE LOCATION:

NAME OF CERTIFICATION / PROGRAM:

CURRENT CONTACT INFORMATION CHANGE     PROGRAM CHANGE     NAME CHANGE

Name Change: \_\_\_\_\_

NEW Address: \_\_\_\_\_

NEW Phone / Cell / Email: \_\_\_\_\_

NEW Program: \_\_\_\_\_

**Please attach supporting documentation to support these changes such as a copy of a change of name certificate and/or a copy of identification with new address and/or new program information.**

I declare that all the information provided is true and complete and I make this solemn declaration believing it to be true knowing that it is of the same force and effect as if under oath.

X

Student Signature

Date





## APPENDIX H

# LA RONGE INDIAN BAND POST-SECONDARY EDUCATION



## *Release of Information*

Date: \_\_\_\_\_

Student Full Name: \_\_\_\_\_

Student Date of Birth: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

### **TO WHOM IT MAY CONCERN;**

By providing you with this RELEASE OF INFORMATION LETTER

I, \_\_\_\_\_ hereby authorize you to release any information in connection with my academic programming with your organization to the Lac La Ronge Indian Band Post-Secondary Education Office.

All requested information can be sent to:

**LLRIB Post-Secondary Education Office**

Box 399

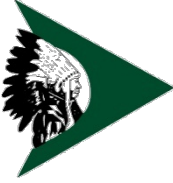
Air Ronge Sk S0J 3G0

**Fax: 306-425-3030**

E-Mail: [postsecondary@llribedu.ca](mailto:postsecondary@llribedu.ca)

I declare that all the information provided is true and complete and I make this solemn declaration believing it to be true knowing that it is of the same force and effect as if under oath.

X \_\_\_\_\_  
Student Signature



# APPENDIX I

## LA RONGE INDIAN BAND POST-SECONDARY EDUCATION



### *Student Contract*

STUDENT NAME:

DATE OF BIRTH:

INSTITUTE:

DATE:

INSTITUTE LOCATION:

COURSE OF STUDY:

I understand the following conditions apply to my sponsorship by the Lac La Ronge Indian Band for post-secondary studies;

1. I will accept the responsibility to adhere to the Post-Secondary Institution regulations and meet the standards required by the school for continuation in my course of studies.
2. I agree to attend classes regularly.
3. I agree to consult with the counsellor/academic advisor of my program, on a regular basis and notify them of any problems that may arise academically, emotionally, physically and financially.
4. I agree to provide my marks and reports on a semester by semester basis to the Post-Secondary Student Support Program office.
5. I understand that it is a serious matter to provide false information. I agree to report any changes to my student and/or program status promptly.
6. I understand that if I do not successfully complete 50% of my previous academic semester or have been required to discontinue (RTD) by my program, I must wait for one academic year (probation period) to reapply for PSSSP Assistance.
7. I understand that I have a right to appeal any decision made with respect to my application for sponsorship in accordance with Post-Secondary Support Program policies.
8. **I have received and understand the LLRIB Post-Secondary Student Support Program Handbook.**

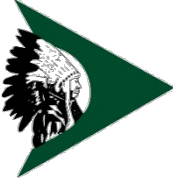
I hereby agree and understand the terms/conditions for financial assistance that I have read above.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



## APPENDIX J

### LA RONGE INDIAN BAND POST-SECONDARY EDUCATION



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## *Student Academic Follow-up*

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STUDENT NAME:

DATE OF BIRTH:

INSTITUTE:

INSTITUTE LOCATION:

COURSE OF STUDY:

STUDENT SIGNATURE

DATE

X

---

---

IN GOOD ACADEMIC STANDING    PROBATION/ MONITOR    IMMEDIATE WITHDRAWAL

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---

Student comments:

---

Institute comments:

---

Post-Secondary Education Office comments:



## APPENDIX K

### LA RONGE INDIAN BAND POST-SECONDARY EDUCATION



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## *Statement of Spousal Financial Responsibility*

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I, \_\_\_\_\_ (Please print name of spouse) certify that I am a fully-dependent spouse of \_\_\_\_\_ (Please print name of student).

- I am not receiving income from any other source.
- I am not working full-time.

\_\_\_\_\_  
Spouse Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

***\* Please include a copy of the Revenue Canada Assessment for spousal eligibility. \****  
***\* Spouse must be identified as a dependent \****



# APPENDIX L

## LA RONGE INDIAN BAND POST SECONDARY EDUCATION



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### RELOCATION SUPPORT

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

DATE OF BIRTH: \_\_\_\_\_

STUDENT TREATY NO: \_\_\_\_\_

STUDENT ADDRESS \_\_\_\_\_

**PLEASE NOTE:** This will only occur twice in the duration of the study period:

DATE OF RELOCATION MOVE (Start of the study period):

\_\_\_\_\_

DATE OF MOVE BACK TO SAME RESIDENCE (After completion of studies) :

\_\_\_\_\_

Please Direct Deposit my relocation support in the same account I receive my living allowance:

Yes Student initials: \_\_\_\_\_

No ~ alternative arrangements are outlined:

\_\_\_\_\_

I declare that all the information provided is true and complete and I make this solemn declaration believing it to be true knowing that it is of the same force and effect as if under oath.

X

Student Signature

Date

Post Secondary Education  
P.O. Box 399  
Air Ronge, Saskatchewan  
S0J 3G0



Post-Secondary Education  
P.O. Box 399  
Air Ronge, Saskatchewan  
S0J 3G0

