



Important Notes:

- a) Every applicant, whether they are new students or continuing students, must apply each year.
- b) All necessary and updated documentation must be provided before an application is reviewed. This includes special accommodations such as an Individual Education Plan (IEP), trustee letter, doctor's note, etc.
- c) It is the student's responsibility to gather all documentation requested to complete the application. This includes proof of dependents in student's care (i.e. Letter from agency, school or Child Tax Assessment).
- d) Every applicant must complete the Check List to ensure that all pertinent information is provided to complete the application for funding.
- e) Applications are received and reviewed by the Education Director to ensure completeness, then is forwarded to the education committee for review and selection.
- f) Incomplete applications will not be reviewed by the committee until all required information is provided (only if the information is received by June 01).
- g) THE DEADLINE FOR ALL POST-SECONDARY APPLICATIONS FOR FUNDING IS JUNE 01 (of any given year) at 4:30 pm (CST).** If possible, please do not wait until minutes before the deadline to submit your application. The NAN Education Dept. primarily funds Fall & Winter semesters.
- h) A second deadline may be offered pending funding availability: should a surplus be incurred. This decision will be at the Education Committee's discretion. Any surplus funds will be allocated to post-secondary programming for the academic year which the surplus is incurred. A call for applications will be put out.
- i) Students may provide written consent to allow specific individuals (i.e. a parent) to inquire/speak on their behalf. See Appendix V.
- j) Should there be any questions or clarification needed regarding this policy contact the Education Director.
- k) Regarding incentives for successfully completing a post-secondary program, should there be any funds remaining in the budget, the incentives only are only applicable to/for Band Sponsored Students.
  - Telephone/Toll Free 1-888-767-4960 or (807) 548-5876 Ext257
  - Fax (807) 548-2337
  - Email: [education@niisaachewan.ca](mailto:education@niisaachewan.ca)



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SUBJECT: PREAMBLE	POLICY NO. 401
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INTRODUCTION:

It is the policy of Niisaachewan Anishinaabe Nation (hereby referred to as NAN in this document) to be fair and impartial in all its relations with its registered band members and to recognize the dignity of everyone to whom this policy applies too. To achieve this, NAN maintains an environment where the goal is full utilization and adequate reward for its members efforts and achievements.

This policy will assist in the accomplishment of the goals and objectives of the NAN Post-secondary Program and most importantly, that the needs of the NAN members are served in a professional and efficient manner.

MANUAL:

1) MANUAL REVIEW

It is the responsibility of the Education Committee to review this manual on a continuing basis and in response to the changing needs of the Anishinaabe Nation. This manual will be formally reviewed on an annual basis.

2) MANUAL REVISION

In order to accommodate changes in the Post-secondary Policy this manual is subject to revision. Maintenance of this manual and administration of the revision process is the responsibility of the Education Director.

Such revisions will be accompanied by instructions for removing outdated policies and replacing them with the revisions.

The Education Committee may recommend changes to this manual and shall participate in the implementation of all post-secondary policies.

All recommended changes must be approved by the Headspeople.

Education Committee will review manual after June 1<sup>st</sup> of each year.

3) INTENT

It is the intent of these policies and guidelines that they be interpreted based on a reasonable approach to specific problems and situations. They should be considered as a total set of working regulations within the entire Anishinaabe Nation consistent with the overall goals and objectives of NAN Post-secondary Program.



SUBJECT: PREAMBLE CONTINUED

POLICY NO. 401

4) DELEGATION OF AUTHORITY

The Education Director has the responsibility for the management of the post-secondary students. The Education Director will ensure that these policies and procedures are maintained for the smooth and proper business conduct of all post-secondary students.

**It is the responsibility of every student of the NAN Post-Secondary Program to read, understand and to sign to accept these policies as an integral part or acceptance of their enrolment with NAN Post-secondary Program.**

The Education Director has an approval limit of \$1,000.00 outside of the original approval process.

5) FINANCIAL REGULATIONS

The Management of the Post-secondary Program shall comply with the NAN Financial Regulations to ensure financial stability and accountability within the First Nation.

GENERAL POLICY:

1) CONFLICT OF POLICIES

This manual sets out the Post-secondary policies but is subordinate to the resolutions of the NAN. Such revisions will be introduced into the policy once these resolutions have been formally passed. In the event of any conflict between the NAN resolutions and this policy, every effort shall be made by the Education Committee to resolve this conflict.

2) CONFIDENTIALITY

All the business of the Post-secondary program (including correspondence, conversations, information concerning policies, political issues, etc.), is to be treated as confidential and is not to be divulged except where required by law or by the authority of the NAN Chief & Council.

This information is also protected under federal and provincial privacy regulations and legislation.

Request for information originated by elected leadership of the Anishinaabe Nation and Committee members must be respected and responded to. Copies should be filed with all Education Committee members.



SUBJECT: TERMS & DEFINITIONS	POLICY NO. 402
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Semester:	Refers to a part of the academic year as defined by the post-secondary institution. Semester usually covers the period from September- December, January-April and May-August.
Dependant:	A dependant is under 18 years of age, resides with and is in care of the applicant. (Foster child or children depending on documentation)  Proof of each dependant must accompany the application. E.g. Status card, birth certificate, health/medical card, Temporary Care Agreement and Revenue Canada Child Tax Benefit Statement.
Certificate Program:	Is usually an 8 - 9month program that awards a certificate after completion.
Diploma Program:	A program that requires 60 semester hours of course work to complete.
Undergraduate:	A student at a college or university who has not yet earned a bachelor's or equivalent degree
Degree Program:	A program that requires 120 credits in order to be awarded a degree.
Bachelors Program:	A program that requires a 3 - 4year baccalaureate degree from a recognized university for admission.
College Prep:	A program designed for students to acquire skills prerequisite for college programs usually at the grade 12 level.
Part-Time Student:	A student who is registered in 3 courses or less per semester.
Full-Time Student:	A student who is registered in 4 or more courses per semester, with a minimum of 4 (with the approval from the Education Director).
High School Student	A student who is registered in a secondary school to a maximum of age 21.
Mature Student:	An applicant over the age of 18 who has left school before completing grade 12.
Academic Year:	As defined by post-secondary institutions but will not be less than 8 months in duration usually from September to April.
Masters	An academic degree conferred by a university upon those who complete at least one year of prescribed study beyond the bachelor's degree.
Doctorate	a doctorate usually based on at least 3 years graduate study and a dissertation; the highest degree awarded in graduate studies



SUBJECT: CRITERIA FOR ELIGIBILITY	POLICY NO. 403
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To qualify for assistance under the post-secondary program, students must meet the following criteria:

Be a registered Status First Nation member of the NAN.

- 1) Must be enrolled in or be accepted for enrolment in a post-secondary institution.
- 2) Provide a letter of acceptance/proof of registration from the respective university or college.
- 3) Completed applications, with total costs, to be received by June 01 of each year or the following Monday if it falls on a weekend.
- 4) Should there be a second deadline for the current academic year, the date & semesters will be specified.
- 5) Students maintain at least a minimum 2.5 GPA (grade point average) for the academic year.
- 6) Schools must be an accredited university or college as outlined in the Indigenous & Indigenous Services Canada (ISC, formally INAC) post-secondary guidelines.
- 7) Students may attend schools outside of Canada according to the Indigenous Services Canada (ISC) guidelines; however, living allowances will be distributed in Canadian funds.



SUBJECT: STUDENT FUNDING PRIORITIES

POLICY NO. 404

- 1) New high school graduates or a high school graduate who did not apply for funding within two years of graduating who are applying for a first degree, certificate, or diploma.
- 2) Continuing successful students who are currently enrolled in a post-secondary institution and have maintained a GPA of 2.5 or better, during the previous year for a maximum of 4 years consecutively or the duration of their field of study.
- 3) Students who were previously funded and completed the year with less than a 2.5 GPA.
- 4) Students whose applications were deferred from the previous year due to lack of funding.
- 5) Students taking a graduate and/or professional degree program.
- 6) New mature students or high school graduates who have exceeded the two-year time period (as per number 1.) applying for the first time.
- 7) Students who formally withdraw during the academic year and/or semester due to heavy course work load and may not pass some of the courses (as recommended by the post-secondary institute); and due to personal or family problems that are beyond their control, can be reconsidered for funding only if funding is available.
- 8) Spring and Summer courses may be considered based on GPA and availability of funding. Requests to take Spring and/or Summer courses must be included in the initial application.
- 9) Online and Part-Time courses (tuition and books only) by an accredited education institute may be considered based on the availability of funding. Online and Part-Time courses included, if they are accredited.
- 10) Mature students enrolled in university or college entrance preparation programs.
- 11) Students who require only tuition and book costs towards a certain degree program or college certificate and/or diploma (will check ISC guidelines to see if online courses are applicable).
- 12) Students who have been previously funded and completed a post-secondary program. The Committee will review the application for funding.
- 13) Students who have dropped out or failed courses will be considered last and may be funded with certain conditions. The Committee will review the application for funding. However, these student(s) will automatically be placed on probation (Appendix I)



SUBJECT: APPLICATION PROCEDURE

POLICY NO. 405

The application package must include the following and be submitted to the Education Director by June 01<sup>ST</sup>, of any given year, by 4:30pm CST. Received applications will be timed stamped. Incomplete or late applications will not be accepted.

NEW APPLICANTS:

(New applicant is someone who was not previously funded by the NAN Education Department)

- 1) A completed, signed and dated NAN Post-Secondary application,
- 2) A copy of the Acceptance Letter and/or proof of registration
- 3) A copy of the most recent high school transcript
- 4) Personal letter indicating how Post-Secondary Funding would enhance employability skills and long-term personal goals
- 5) Program Description; course outline and official length of program
- 6) Cost of program including books, course supplies & materials, tuition, criminal reference check fees, practicum fees, printing cards, and student bus pass costs.
- 7) Signed Confirmation of Understanding: Policy (Appendix III)
- 8) Signed Confirmation of Understanding & Agreement: Student Expectations (Appendix II)
- 9) Cash flow Sheet completed, initialed and dated
- 10) Mandatory Documents: Copy of valid status card(s) and proper verification for applicants with dependents i.e. Revenue Canada Child Tax Benefit Statement

CONTINUING STUDENTS (must apply in full each year regardless if you are returning):

- 1) A completed, signed and dated NAN Post-Secondary application
- 2) A copy of the Acceptance Letter and/or proof of registration
- 3) A copy of official transcript from previous year funded
- 4) Updated program description; course outline and official length of program, only if there is a change in programming.
- 5) Cost of program including books, course supplies & materials, tuition, criminal reference check fees, practicum fees, printing cards, and student bus pass costs
- 6) Signed Confirmation of Understanding: Policy (Appendix III)
- 7) Signed Confirmation of Understanding & Agreement: Student Expectations (Appendix II)
- 8) Cash flow Sheet completed, initialed and dated
- 9) Mandatory Documents: Copy of valid status card(s) and proper verification for applicants with dependents i.e. Revenue Canada Child Tax Benefit Statement

Students are strongly encouraged to include letters of references to further assist the Education Committee with the review of their application.





SUBJECT: APPROVAL PROCESS	POLICY NO. 406
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- 1) The screening review will be done by the Education Director based on the application requirements after June 1 as outlined in the Application Procedure. All completed applications will be forwarded to the Education Committee for review.
- 2) Once the Education Committee has made their final decision on the applications, the Education Director will notify the student(s) in writing within 1 week of the decision.
- 3) Students will be required to sign contracts such as; the Confirmation of Understanding and Agreement document, student authorization release form, and direct deposit authorization.
- 4) Colleges and universities will receive official sponsorship forms no later than 1 week after student contracts are signed. Students will be required to submit their textbook listing, for an account to be set up at the school.



SUBJECT: APPEAL PROCESS	POLICY NO. 407
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To ensure fairness and equitable treatment, the Post-Secondary program has an appeal process in place.

The appeal process comprises of the following procedures:

- 1) It is the responsibility of the student to initiate an appeal within two weeks after a decision has been made;
- 2) The student will have access to the post-secondary policies and procedures of the NAN;
- 3) The student will file the appeal through written documentation by submission, mail, email and/or fax;
- 4) The student will have the right to have the support of an advisor or advocate on their behalf;
- 5) The appeal board will consist of:
  - a) three appointed Education Committee members
  - b) The First Nation's education portfolio holder as, ex-officio
  - c) An elder is selected by the Student (who does not have a vote)
  - d) An advisor/advocate as selected by the student (who does not have a vote)
- 6) The Education Director will be responsible for setting up the appeal process by written notice to the student at least 2 weeks before hearing the appeal;
- 7) The Appeal Board's decision is final.
- 8) There is no appeal process for unavailable funding.



SUBJECT: PROGRAM LEVELS OF ASSISTANCE	POLICY NO. 408
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Assistance will be provided through the post-secondary education program for:

- a) Community College diploma and certificate programs
- b) Undergraduate and Professional degree programs
- c) Post-Graduate programs (Masters and Doctorate)
- d) University access and college preparation programs (1 year max.)
- e) Short Term programs offered by recognized Post-Secondary Institutes

#### DURATION OF ASSISTANCE

The duration of assistance will be in accordance with the official length of the program as defined by the post-secondary institution.

The post-secondary program will only commit to funding for one certificate, diploma, or degree program.

If you wish to move towards a higher degree you must submit another application for funding.

Students may continue to receive funding for an additional academic year if;

- f) The program may be completed within the one additional year
- g) The student demonstrates adequate academic progress
- h) The Dean or department head approves the extension



SUBJECT: FINANCIAL SUPPORT GUIDELINES
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POLICY NO. 409
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1. Financial support will be provided for the following:

- a) Mandatory registration fees as requested by the post-secondary institute. (Does not guarantee funding)
- b) Any transcript fees for an application and enrolment purposes will be reimbursed
- c) Registration for other program activities, admission, tutorials and practicum, as required. Other fees may include books, course supplies & materials, tuition, criminal reference check fees, printing cards, and student bus pass costs. **THESE MUST BE MANDATORY COSTS FOR THE PROGRAM**
- d) Initial professional certification and examination fees as required
- e) Post-secondary living allowance to be allocated as per education living allowance rates (applicable **ONLY** when the dependent(s) reside with the parent(s) "full-time" in the same residence)
- f) Assessments as determined by post-secondary institutes for full-time students
- g) First Nation can lobby for physical/learning disability funding

Students will be required to fill out and sign all necessary forms before any monies are distributed.

2. Travel

Travel assistance will be based on the availability of funds at the discretion of the Education Committee.

- h) Travel assistance will be provided to full-time students who must relocate for post-secondary studies.
- i) The student will be allowed 2 return trips per year to their permanent residence, as per cash flow sheet.
- j) Family members are not eligible for travel assistance except for a dependant({s} child(ren) of the funded student), as defined in the terms and definitions in this manual.
- k) Travel assistance will be to a maximum of \$1000 per academic year (per family unit), based on the most economically means of transportation.
- l) Student travel assistance will be considered for any necessary course travel only.

3. Advance Policy

Under no circumstances will an advance be issued for student living allowance payments or travel assistance.



SUBJECT: BUDGETARY ITEMS	POLICY NO. 410
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It is the policy of the Post-secondary program to cover extra budgetary items as they arise based on the following:

- 1) Students who wish to apply in post-secondary institutions outside of Canada; Approval must first be attained from the Education Committee due to the limited post-secondary budget.
- 2) Only textbook and tuition costs may be covered in the education budget. If the requests for additional supplies/material costs are made, they will be forwarded to the Education Committee. A minimum cost could be covered if the budget allows it.
- 3) All students are encouraged to purchase used textbooks to keep book costs at a minimum for budgetary purposes.
- 4) Incentives for graduates may be provided pending available funding. Deadline to request an incentive is 6 months following graduation. Should there be any funds remaining in the budget, the incentives only are only applicable to/for Band Sponsored Students.

**Level of incentives:**

- a) College or University graduation with a 2.5 GPA - \$700
- b) High School Diploma (high school registered student) - \$500
- c) Certificate from an accredited post-secondary program - \$250
- d) Mature student obtaining a high school diploma (after the age of 21) - \$250



SUBJECT: EXPECTATIONS OF OON POST-SECONDARY STUDENTS	POLICY NO. 411
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The NAN Post-secondary program is to assist band members in accessing post-secondary education and to graduate with the qualifications, knowledge and skills to self-governance, self-sufficiency, and economic self-reliance.

Student expectations are as follows:

- 1) All students must adhere to the university or college rules and regulations;
- 2) All regular university and college students must take a full course load in order to be eligible for a living allowance;
- 3) All students must maintain a “C” average or a 2.5 GPA;
- 4) All students on the 20<sup>th</sup> of every month will submit a monthly Progress Report Form (Appendix VI) to ensure continued assistance;
- 5) All students must complete and submit the Consent to Release Information form, to the Education Director;
- 6) All students are encouraged to utilize support services provided by the post-secondary institute; such as study sessions, tutoring, counseling, etc.;
- 7) Attendance must be kept to a maximum;
- 8) The Education Director must be consulted immediately when problems arise with regards to schooling;
- 9) All students will meet with a counselor prior to withdrawing from classes or the program to try and arrange for additional help such as tutoring;
- 10) A student that withdraws from a program due to reasons beyond their control must contact the Education Director immediately in writing. Withdrawals must be in conjunction with the post-secondary institute withdrawal deadline;
- 11) A student who unofficially withdraws from their program without notification to the Post-Secondary Programs and Education Director will jeopardize future funding; and will not be eligible to apply for 1 academic year.
- 12) All students will stay in contact with the Education Director throughout the academic year.
- 13) Students are expected to submit legitimate documents. A Student who submits a fraudulent application will not be eligible for funding for two academic years.



SUBJECT: PROBATION & SUSPENSION OF FUNDING
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POLICY NO. 412
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The following procedure will be used in such cases when:

- a) A student's GPA is below 2.5:
    - Probation agreement and probation for 1 semester (the following semester)
  - b) 1 course failed in a semester:
    - Probation agreement and probation for 1 semester (the following semester)
  - c) 2 courses failed in a semester:
    - Probation agreement and probation for 2 semesters and/or the following academic year
  - d) 3 courses failed in a semester will result in total suspension of financial assistance and tuition sponsorship.
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- 1) A probation agreement will be required and used to assist the student with developing an academic plan to improve study habits, time management, personal life management and other factors/issues that may be of concern.
  - 2) A copy will be forwarded to the First Nation Advisor and Academic Manager at the respective post-secondary institute.
  - 3) An outline of strategies for improvement must be sent to the Education Director after meeting with the First Nation Advisor and/or Academic Manager.
  - 4) If an additional course or courses are failed when a probationary period is in effect, this will result in automatic suspension of financial assistance for current semester.
  - 5) NON-COMPLIANCE WILL SIGNIFY WAIVING OF SPONSORSHIP



SUBJECT: PROBATION AGREEMENT	APPENDIX I
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I, \_\_\_\_\_ agree to the terms of the probation agreement as outlined and by signing my name below I acknowledge that I understand and will abide by the terms.

- a) A student's GPA is below 2.5:
  - Probation agreement and probation for 1 semester (the following semester)
- b) 1 course failed in a semester:
  - Probation agreement and probation for 1 semester (the following semester)
- c) 2 courses failed in a semester:
  - Probation agreement and probation for 2 semesters and/or the following academic year
- d) 3 courses failed in a semester will result in total suspension of financial assistance and tuition sponsorship.
- 1) A probation agreement will be required and used to assist the student with developing an academic plan to improve study habits, time management, personal life management and other factors/issues that may be of concern.
- 2) A copy will be forwarded to the First Nation Advisor or Academic Manager at the respective post-secondary institute.
- 3) Regardless if a student is on probation at their respective post-secondary institution, they are still required to sign and abide by the NAN Education probation agreement.
- 4) An outline of strategies for improvement must be sent to the Education Director after meeting with the First Nation Advisor or Academic Manager.
- 5) If an additional course or courses are failed when a probationary period is in effect, this will result in automatic suspension of financial assistance for current semester.
- 6) NON-COMPLIANCE WILL SIGNIFY WAIVING OF SPONSORSHIP.

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Student Signature

Date

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Education Director Signature

Date





SUBJECT: CONFIRMATION OF UNDERSTANDING & AGREEMENT	APPENDIX 2
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I, \_\_\_\_\_ have read the policies and guidelines of the NAN Post-Secondary Policy, and by signing my name below I acknowledge that I understand and will abide by the student expectations as outlined in this policy.

- 1) All students must adhere to the university or college rules and regulations;
- 2) All regular university and college students must take a full course load in order to be eligible for a living allowance;
- 3) All students must maintain a “C” average or a 2.5 GPA;
- 4) All students on the 20<sup>th</sup> of every month will submit a monthly Progress Report Form (Appendix VI) to ensure continued assistance.
- 5) All students must complete and submit the Consent to Release Information form, to the Education Director;
- 6) All students are encouraged to utilize support services provided by the post-secondary institute; such as study sessions, tutoring, counselling etc.;
- 7) Attendance must be kept to a maximum;
- 8) The Education Director must be consulted immediately should problems arise with regards to schooling;
- 9) All students must meet with a counselor prior to withdrawing from classes or the program to try and arrange for additional help such as tutoring;
- 10) A student that withdraws from a program due to reasons beyond their control must contact the Education Director immediately in writing. Withdrawals must be in conjunction with the post-secondary institute withdrawal deadline;
- 11) A student who unofficially withdraws from their program without notification to the Post-Secondary Programs and Education Director will jeopardize future funding; and will not be eligible to apply for 1 academic year.
- 12) All students must stay in contact with the Education Director throughout the academic year.

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Student Signature

Date

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Education Director Signature

Date



SUBJECT: CONFIRMATION OF UNDERSTANDING THESE POLICIES

APPENDIX 3

I have received a copy of the NAN Policy Manual and have read it carefully.

I understand its rules, policies, terms & conditions and agree to abide by them.

I also understand that failure to do so may result in disciplinary action and suspension of financial assistance as stipulated in this policy manual.

I declare that all the information provided is true and accurate to the best of my knowledge.

Student Signature

Date

**Note:** This form must be returned to the Education Director along with the application for funding and will be placed in your student file.



SUBJECT: LIVING ALLOWANCE RATES		APPENDIX 4
➤ Single Student		\$1050.00
➤ Student w/One Dependant		\$1300.00
➤ Student w/Two Dependants		\$1400.00
➤ Student w/Three Dependants		\$1500.00
➤ For Each Additional Dependant add		\$ 75.00
<p>DUE TO BUDGET RESTRAINTS, PLEASE BE ADVISED THAT IN ORDER TO BE ELIGIBLE TO CLAIM AN ALLOWANCE WITH/FOR DEPENDENT(S), THE CHILD(REN) MUST RESIDE WITH YOU, IN THE SAME RESIDENCE, FULL-TIME. VERIFICATION OF SUCH MUST BE PROVIDED. YOU CAN NOT CLAIM AN ALLOWANCE FOR CHILDREN WHO RESIDE ELSE WHERE, REGARDLESS IF YOU STILL HAVE A RELATIONSHIP WITH THE OTHER PARENT/GUARDIAN. THE EDUCATION COMMITTEE WILL ALSO TAKE INTO CONSIDERATION THAT THE PARENTS HAVE FILED INCOME TAX TOGETHER AS A MARRIED OR COMMON-LAW COUPLE, WHEN REVIEWING AN APPLICATION.</p>		

A student that chooses to stay at college or university residence, the monthly student living allowance will be sent to the residence (at their maximum allocation) for the school year.





SUBJECT: PROGRESS REPORT FORM	APPENDIX 6
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**NAN PROGRESS REPORT FORM**

**Student Name:** \_\_\_\_\_  
**Month of Report:** \_\_\_\_\_  
**Term:** \_\_\_\_\_

<b><u>Course:</u></b>		<b><u>Instructor:</u></b>
<b>Assignments and Tests</b>	<b>Marks to Date:</b>	<b>Comments:</b>

<b><u>Course:</u></b>		<b><u>Instructor:</u></b>
<b>Assignments and Tests</b>	<b>Marks to Date:</b>	<b>Comments:</b>

<b><u>Course:</u></b>		<b><u>Instructor:</u></b>
<b>Assignments and Tests</b>	<b>Marks to Date:</b>	<b>Comments:</b>

<b><u>Course:</u></b>		<b><u>Instructor:</u></b>
<b>Assignments and Tests</b>	<b>Marks to Date:</b>	<b>Comments:</b>



SUBJECT: CONSDENT TO RELEASE INFORMATION FORM	APPENDIX 7
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**CONSENT TO RELEASE INFORMATION**

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

**This authorization is for valid for one academic year.  
A new form must be completed for each academic year.**

This form is to authorize the release of the following academic and/or financial information on file at the

Student Services' office(s) of your respective education institute, which includes:

- Application for Admission status
- Current student status (Full/Part-time status, Regular/Probation/Suspension status, course dropped, course load etc.)
- Current course registration/schedule
- Complete student academic history and graduation
- Grades in all courses/classes
- Amounts owing on my account
- Payments made on my account "out of pocket" to legitimize reimbursements
- Registration/Financial Statement(s)
- Status of account (past due, registration cancelled, account sent to collection agency, etc.)
- Order transcripts for future application(s) (to assist in the application process for continuing students only)
- To obtain a progress and attendance report for issuance of living allowance purposes, when needed


Student must sign this form in front of a Student Advisor at their respective education institute as witness to this consent. This information can be released to the following person upon presentation of this form via scan & email method:

***Elaine Henry, NAN Education/ Director, [education@niisaachewan.ca](mailto:education@niisaachewan.ca).***

By signing this form, I am explicitly granting access of my academic information to the person named on this form. I understand that this form will expire at the end of my academic year for which I am a sponsored student. It is my responsibility to read & understand the Freedom of Information and Protection of Privacy Act.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_

 <b>NIISAACHEWAN ANISHINAABE NATION (NAN) EDUCATION DEPARTMENT</b> <b>POST-SECONDARY APPLICATION FORM</b> <b>NEW APPLICANT CHECKLIST</b> (Check off each Item)	
1	Completed, signed & dated NAN Post-Secondary Application Form
2	Copy of acceptance letter from the college or university or proof of application
3	Copy of most recent official high school and/or college or university transcript
4	Personal Letter - outline goals, reason for pursuing your course, values ect.
5	Program Description: outline and official length of program
6	Program Costs - include ALL costs such as tuition, books, supplies related to program, fees etc.
7	Signed Confirmation of Understanding & Agreement: Appendix 2 (from P-Sec. Policy, Pg. 17)
8	Signed Confirmation of Understanding: Appendix 3 (from P-Sec. Policy, Pg. 18)
9	Completed Cashflow Sheet (failure to complete will result in the app being deemed incomplete)
10	Mandatory Documents: Copy of valid status cards, proper ID's for self & dependants (Ex: CCB Benefit Statement, Birth Certificates, Health Cards)

<b>RETURNING STUDENT APPLICANT CHECKLIST</b> (Band funded student from previous academic year)	
1	Completed, signed & dated NAN Post-Secondary Application Form
2	Copy of acceptance letter from the college or university or proof of application
3	Copy of most recent official high school and/or college or university transcript
4	Personal Letter - outline goals, reason for pursuing your course, values ect.
5	Program Description: outline and official length of program
6	Program Costs - include ALL costs such as tuition, books, supplies related to program, fees etc.
7	Signed Confirmation of Understanding & Agreement: Appendix 2 (from P-Sec. Policy, Pg. 17)
8	Signed Confirmation of Understanding: Appendix 3 (from P-Sec. Policy, Pg. 18)
9	Mandatory Documents: Copy of valid status cards, proper ID's for self & dependants (Ex: CCB Benefit Statement, Birth Certificates, Health Cards)

*Please be advised that for applicants with a dependant (s), it is mandatory to provide proper verification & ID. The child(ren) must reside with you, in the same residence, full-time to eligible to claim an allowance which includes them.*

<b>Applicant Signature</b>	
<b>Date:</b>	




**NIISAACHEWAN ANISHINAABE NATION (NAN) EDUCATION DEPARTMENT**

**POST-SECONDARY APPLICATION FORM**

**Must be completed in full**

<b>Legal Name (first, then last) :</b>		
<b>Band #:</b>		
<b>Residential Address:</b>		
<b>Mailing Address (if different than above):</b>		
<b>City/Town:</b>		
<b>Province:</b>		
<b>Postal Code:</b>		
<b>Contact #:</b>		
<b>Email Address (will be primary source of contact):</b>		
<b>No. of Dependants (if applicable):</b>		
<b>Will you require a living allowance? (yes or no)</b>		
<b>Have you ever been funded for post-secondary studies, from NAN, in the past? (yes or no)</b>		
<b>If yes, please explain:</b>		
<b>Please explain how or why you were successful or unsuccessful:</b>		
<b>List any education achievements:</b> (High School Diploma, GED, Mature Student Diploma, Post-Secondary Certificates or Diplomas)		
<b>Signature of Applicant:</b>		
<b>Date:</b>		



	<b>NIISAACHEWAN ANISHINAABE NATION (NAN) EDUCATION DEPARTMENT</b> <b>POST-SECONDARY CASH FLOW SHEET</b> <b>Please complete in full</b> (list expenses per month left - right, Sept. - Apr., tally the last column top to bottom for a final total)				
<b>Post - Secondary Budget for 1 Academic Year:</b>					
<b>Name:</b> (first & last)					
<b>Post-Secondary Institute Name:</b>					
<b>Title of Program:</b>					
<b>Academic Year:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Start &amp; End Date:</b></td> <td></td> </tr> <tr> <td>(ex: Sept 3 - Apr. 30)</td> <td></td> </tr> </table>	<b>Start &amp; End Date:</b>		(ex: Sept 3 - Apr. 30)	
<b>Start &amp; End Date:</b>					
(ex: Sept 3 - Apr. 30)					

**\*\*Please list tuition for each semester** (Ex: Sept. - Tuition \$, Jan. - Tuition \$)\*\*

Month	Year	Tuition	Books	Allowance	Travel	Other Costs: Explain	TOTAL
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							
July							
August							
<b>Grand Total</b>							<b>\$</b>

<b>Signature of Applicant:</b>	
<b>Date:</b>	

Completion of this cash flow sheet is only a guideline of the expenses which you may be eligible for. Completion of this form does not guarantee that you will be approved for funding.