

# **COTE FIRST NATION**

## **POST-SECONDARY EDUCATION ASSISTANCE POLICY**



### **POLICY MANUAL**

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**Cote First Nation**  
**Post-Secondary Education Assistance Program**

**THE GOAL STATEMENT**

The Post-Secondary Assistance Program as administered by the *Cote First Nation* on behalf of its band membership to fill Treaty obligations as a collective right by encouraging and assisting Treaty/Status Indians of the Cote First Nation.

The goal of the program is to:

- To maintain their Treaty rights to post-secondary education;
- To graduate with qualifications and skills needed to pursue to individual careers and interest;
- And/or contribute to the achievement of Indian Self Government.

*This commitment includes financial assistance as outlined in policy.*

**SECTION 1: DEFINITION OF TERMS:**

- 1. Post-Secondary Education (PSE)** - An education program, offered by a post-secondary institution, for which the completion of secondary school studies (grade 12) or equivalent is a prerequisite.
- 2. Post-Secondary Institution-** means any institution which grants degrees, diplomas or certificates and is a member of Association of Universities and Colleges of Canada (AUCC) or Association of Canadian Community Colleges (ACCC).
- 3. Program of Studies-** Includes all post-secondary programs and other skills training programs that lead to a certificate, diploma or degree.
- 4. Academic Year-** is constituted as being not less than eight (8) months in duration. The academic year usually made up of two semesters: Fall (September-December) and Winter (January-April).
- 5. Students-**
  - a) **Full Time Student-** is defined as per the institution/program the student is enrolled in. An exemption may be made if the student needs one (1) or two (2) courses to complete Level III (see Limits of Support). For full time funding, students must maintain 12 credit hours per semester. It is recommended that students who are

capable of taking 15 credit hours or five (5) courses do so. This may free up funding for other students.

- b) **Mature Student-** One who is at least 21 years of age, does not have a grade 12 diploma and has been out of school for at least one (1) year. Mature students or recent high school graduates, who are first time applicants may be allowed to take nine (9) credit hours or three (3) courses for one academic semester. However, the student will be placed on academic probation (**see Accountability section below**). Allowing for the transition to university that the full time and mature students would be allowed to take 9 credit classes for the first academic semester or as defined by the institution.
  - c) **Part Time Student-** When a student studies for what is termed less than full time by the institution which offers the program, that student will receive funding for tuition and books only.
6. **Spring/Summer Session-** Though the Cote First Nation Post-Secondary Board believes that all first and second year students have the option to break between years, due to the high stress level during that time. It Will be at the students discretion if a year off is needed. Funding will be granted if the student is enrolled in a practicum (ie, Social Work or Education).
7. **Wait List-** means a list compiled by the Post-Secondary Coordinator (CPC) of unapproved applicants received on or before the deadline dates. The wait list is created at the end of each semester, whereas the present waitlist is dissolved. A new waitlist is started based on the applications received for the semester. All applications will be placed in the appropriate priority group and based on date of receipt of application.
8. **High Cost-** means a program that is unaccredited (Private College), with courses, curriculum, and/or programs that are NOT transferable to other post-secondary institutions.
9. **Special Case** – *is defined as a situation or person that has unusual qualities or needs or if a situation arises. i.e.) Student needs one class from different institution that's transferrable to obtain their degree*

## SECTION 2: ELIGIBILITY CRITERIA FOR ASSISTANCE

- 2.1 The student must be a member of Cote First Nation whom Cote First Nation administers the Post-Secondary program. This includes Bill C-31 students from Cote First Nation.
- 2.2 To verify Bill C-31 student's status, student must submit a letter from INAC, confirming their reinstatement.
- 2.3 The student must a resident of Canada.

- 2.4 The student must be accepted or enrolled in a provincially recognized post-secondary institution.
- 2.5 The program must be longer than 8 months in length, leading to a certificate, diploma or degree and have a grade 12 as an entrance requirement.
- 2.6 Support will be provided within the limits of funds allocated. If support for the number of eligible applicants exceeds the budget, applications will be deferred according to the rules set out in the Cote First Nation Post-Secondary Education Assistance Program policy manual.
- 2.7 The Program will not take applications for funding from any person or persons who are incarcerated in a Provincial or Federal Institution.
- 2.8 NOTE: Effective October 22, 2015 Cote Post-Secondary does not fund out of country students.**

### SECTION 3: PRIORITIZATION OF APPROVAL OF APPLICATION

- 3.1 Priorities for approval of applications shall be based on the following categories; Group 1 first set of applications to be approved. Deferred students shall be considered early applicants for the next intake.
- 3.2 **Group 1**  
Continuing students with acceptable minimum grade **(65%)** point average requirements for program completion.
- 3.3 ***Must resubmit new application.***
- 3.3 **Group 2**
  - a) Regular grade 12 students entering regular Post-Secondary programs (not U.E.P. or Pre- Tech).
  - b) Regular grade 12 students who took **ONE YEAR** off after completing high school.
  - c) Students who have completed the ABE/GED 12 Program
- 3.4 **Group 3**  
Students who are entering a Trades program that is 8 months or longer. Example (Welding, Automotive Technician, Carpentry, Automotive Mechanic)

### 3.5 Group 4

Students in second degrees and professional degrees defined as shortage of occupation by CFN policy as defined in *Section 3* of Scholarships.

### 3.6 Group 5

Students who return after a leave of absence (other than being required to discontinue) will come back as a returning student but he/she must go through the selection process again.

### 3.7 Group 6

- a) University entrance program students (also U.A.P., U.C.E.P.).
- b) Mature students who can go directly into Post-Secondary programs.

### 3.8 Group 7

- a) Students who have not completed course requirements as specified by the institute (No Paper, Absenteeism, Failure etc.) or who have withdrawn from classes during a semester will be eligible to reapply for funding only if he or she has a valid reason. (Administration error, medical or compassionate reasons, mental health issues, anxiety, depression **which is supported by a medical doctor's note, etc.**). If this reoccurs a second time, the student will not be eligible for Post-Secondary funding.

#### Group 7.1

- b) Re-admitted after "Requested to discontinue" students. ( the student can reapply once they have completed their time period)
- c) Students with overpayments who have received student allowance after being RTD will not be funded for 2 years. If the student is funded again after the 2 years, the living allowance owing will be deducted until is it paid in full to compensate for the over payment.

### 3.9 Group 8

Students attending **High Cost programs**. High cost programs will be reviewed by the CPS Board on an individual basis and will be dependent upon budget. Only selected amount of applicants will be approved per academic year.

- a) Where the volume of eligible students exceeds the budgetary limits of the program a *waitlist* shall be developed according to the date they applied.

- b) There will be no switching or trading of positions between students on the waitlist.
- d) **All waitlisted students must renew their funding application as per application deadline dates in order to remain on the waitlist.**
- e) Students who are accepted in the Master's, Doctor of Philosophy (PhD), Law or Medicine will go before the committee for funding approval. **Limited to two funding seats per year.**

## LIMITS OF SUPPORT

### A. **Level of Education**

- ❖ *Level I* - Community College/Technical Programs (1-2 years)
- ❖ *Level II* - University/College Prep. Programs (1-2 semesters)
- ❖ *Level III* - Undergraduate Program e.g. B.A., B.Ed., B.Sc. (3-4 years)
- ❖ *Level IV* - Professional Programs (Graduate Studies or Post Graduate)

- B. Funding will be considered when a student drops out of a Level II program and enters Level I because some special case exists. **Special case will be defined as situation arises. Ex. Student needs one class from different institution that's transferrable to obtain their degree.**
- C. Duration of assistance will be in accordance with the minimum full-time requirement of the program as a defined by post-secondary institution.
- D. Level IV funding arrangements will be dealt with on an individual basis and dependent upon the program and institution.
- E. Students will be permitted to take a leave of absence from school for one semester OR if the institution is not semester based, one academic year and still retain their funding position. Funded students who decide not to attend 2 semesters consecutively **could lose** their position on the funding list. Each situation is to be dealt with individually, student must provide a letter prior to leave of absence.
- F. Students will be allowed 40 months **and in special cases 7 years in total i.e. Doctor or lawyer**, to obtain 1 degree only; once his/her funding months are used, the students will have to re-apply for funding after one year. The Post-Secondary Board will review his/her application and determine their funding application.

- G. Students will be advised of student funding months available at the beginning of September semester or at the beginning of their application for funding.
- H. Students who are in enrolled as a (3 classes) full – time & (2 and under classes) part-time student in a Master's Program will be given 16 months to complete his/her program. If he/she is has not completed the program in that time frame, they will be responsible for their own Living Allowance and tuition costs.
- I. Part - time students enrolled in the Master's Program will be given 24 months funding (tuition/books only). If he/she has not completed their program in that time period, they assume financial for that program.
- J. Any student who applies for funding for the PhD program will be given consideration after Cote Post-Secondary has went through new applicants for funding first. Only if funds available, then consideration will given to that student for funding.
- K. 1<sup>st</sup> year students will be given the option to enroll in a 75% course load, with the second year a full course load.

## TUITION SUPPORT

- A. Individuals who apply for and receive student loans from any public or private sectors i.e. (Government, Banks or Personal) to pay for their education, which includes these following costs (Tuition, Books, Registration costs, Tutorials, and Living expenses) are required to pay these loans back themselves, the Cote First Nation Post-Secondary Support Program will not pay these loans for any individual that received in the past or is receiving or will be receiving student loans to pay for their education which includes the following costs (Tuition, Books, Registration costs, Tutorials, and Living Expenses).
- B. Tuition Includes student's fees for registration, tuition, tutorials, initial professional certification and examination fees which are listed as required by the Post-Secondary institution. CFN has the flexibility to adjust tuition to meet the needs of the student.
- C. Students will be advised of student funding months available at the beginning of the semester or at the beginning of their application for funding.
- D. Subject to funds being available, CFN Post-Secondary will pay tuition and books for waitlisted students. See definition in 1.8 of waitlist.
- E. CFN Post-Secondary will now adopt the new procedure regarding Tutors:
- student receives letter from Professor stating need for tutoring assistance
  - submit name, address, phone number of tutor
  - administrator/counselor will verify tutorial and issue tutorial assistance to tutor
  - To a limit of \$200.00 and must be paid directly to the tutor per semester.



- F. Any non-funded student who has their tuition support paid by a 3<sup>rd</sup> party, Cote Post-Secondary is not obligated to reimburse that person.

## SPECIAL NEEDS STUDENTS

- A. Students with special needs (disabled persons) requiring additional assistance related to the individual's post-secondary program shall have their requests considered on an individual basis.
- B. The final assessment shall be conducted by *Post-Secondary Board*. **A medical Doctors note shall be required for assessment.**
- C. In the family unit, CFN, makes assistance available where not elsewhere provided for recognized handicaps. This assistance to be provided to enable the eligible student to proceed with his/her studies. Assessment and approval will be as in section "B." **The PSE Board will also have input as to what may be required.**
- D. Special allowance must be given to diabetics who need special foods for their diet. A doctor's certificate must be received before any special allowance is given. It is a "student" only special allowance.
- E. The maximum amount payable is \$2000.00 per academic year  
  
(August 1 to July 31) for students with permanent disabilities, as assessed by their province or territory of permanent residence. This amount is in conjunction with Canada Student Loans.

**Please Note: This is a maximum allowable payment per student. Every student is NOT entitled to this amount. The maximum amount was established to ensure that the funding available to a student will depend on the overall amount of funding available in the program.**

## APPEAL PROCESS

- A. Every student has a right to appeal a PSE Coordinator decision regarding funding.
- B. The matter can be appealed to the Cote Post-Secondary Education Board. The Chairman whom must reply with seven (7) days.
- C. If the issue is still not resolved, a third member review committee can hear the student's appeal. If abuse of funding is suspected, the student will be notified in writing. If there is no response from the student, funding will be terminated.
- D. The student has the right to attend the appeal process **by designate if in province.**

- E. The Appeal Committee shall consist of member of a Counselor/Administrator from the Cote membership, a representative from the Cote First Nation Education Board and a student representative. Their decision is final.
- F. Guidelines should be strictly followed.
- G. When a student application for funding has been refused because there are no funds, the appeal process will not be an option.
- H. Travel support will be paid to the student representative when he or she attends third member review committee meeting.

## ACCOUNTABILITY

- A. Every effort should be made by Cote First Nation Post-Secondary to recover overpayment from students who misuse funding.
- B. Annual budget of post-secondary funds should be made available to current Cote First Nation Post-Secondary students upon request. For the individual requesting only.
- C. When a **student who knowingly accepted overpayment** of their of post-secondary funds is discovered, Cote First Nation Post-Secondary will adopt the following procedures:
  - write a letter to the individual stating the findings
  - if the student is, in fact, **found to have misused funding**, Cote First Nation Education suspends that student from funding depending on the situation.
- D. When a student receives a medical or compassionate withdrawal, he/she must sit one funding year and re-apply for funding.
- E. **If a student receives 2 NP (No Papers) or 2 WD (Withdrawal's) in one semester, or 1 NP (No Paper) in the Fall, 1 NP (No Paper) in the Winter, they will be automatically removed from the Funding list. Any Student receiving a WD (withdrawal) and NP (No Paper) in the same semester will be removed**

Accordingly.

- when receiving an NP, the following student will pay back 25% of L/A, Books
- and Tuition, within 8 months.

If a student repays an overpayment, they will regain those funding months.

- G.. If a student does not repay, they will be removed from funding and will be eligible to apply for the waitlist after two years. They will be the last category to be considered for funding. They will not be eligible for an extension of funding beyond the normal course

completion dates. In addition, they will have to go on probation with CFN Post-Secondary regarding progress and attendance for one academic year.

- H. If a student receives an NP, Cote Post-Secondary Education Program will deduct accordingly. The student will have one semester to appeal and reverse and appeal the decision. If a student does appeal and reverse the NP after the one Semester, Cote Secondary Education Program will not reimburse the student for the NP.
- I. Cote Post-Secondary Coordinator cannot disqualify or grant funding to a student without Board approval and passed Board motion. If a student is granted funding or disqualified from the program, without the Board's approval, his/her decision is considered void by the Cote Post-Secondary Board.
- J. To retain sponsorship all students must submit to the Post-Secondary Coordinator (PSC) a record of their transcripts from their field of study prior to the beginning of each semester.

**In the event the student does not comply with submission of transcripts, the living allowance will be held, until the required documents are submitted.**

- K. Students considering withdrawing from any classes for whatever reason shall, prior to any class change, discuss with the PSC the effect of the proposed class change. Students should be aware of penalty fees, drop charges, class changes, late registration fees, etc. All of these will be the responsibility of the student.
- L. The PSC will make the student aware that no sponsorship will be available if the student fails half or more than half of his/her courses, in more than two consecutive semesters. If the student fails half or more of his/her courses in one semester the student will be placed on academic probation by the PSC for two semesters or one (1) academic year.
- M. Before getting assistance or sponsorship from Cote First Nation Post-Secondary Education Assistance Program, students should be aware of their career choices and have an PSE Career/Education Plan in place as to what the end result of their education will be. They should be aware of the student months required to complete their program.
- N. Before any changes are made, the students are to notify the PSC. This includes: class changes, changes in funding and classification, mailing address, bank accounts, etc. This would include any change that would affect the way the PSC administers the students file. It is the student's responsibility to ensure that these changes are given to the PSC.
- O. The Post-Secondary Coordinator will only speak with the funded student. This includes voice calls, emails and text messages. **Contact must only be implemented by the funded student. No other family members should be contacting the Post-Secondary Coordinator**

- P. Post-Secondary will not be responsible to pay to hold a seat.
- Q. Must be a band funded student in order to receive assistance. Ex books and materials.
- R. **Cote Post-Secondary Program** will not pay for the health and dental fees as it is currently funded through our Treaty Status. **If you choose to not opt out it is the student's responsibility to pay for it.**
- S. The Post-Secondary Coordinator will not tolerate lateral violence, such as being sworn at, threatened with physical violence or slandered on various Social Media platforms. The **director of operations** will be advised, and disciplinary shall be implemented.
  - a. **Disciplinary Actions**
    - i. These steps will be followed
      1. Notification of student's actions
      2. Written Warning
      3. Suspension of post-secondary funding for the remainder of the semester if behavior continues

## APPENDIX A

### LIVING ALLOWANCE

- A. All students are required to conduct banking at TD or L/A will be mailed seven (7) working days before the first.

**(1) Living Allowance will be issued on the first (1) of every month, unless the first falls on a weekend or holiday then it will be issued on the next business day.**

### Book Allowance

Book allowance is \$400 per student per semester base on the student's previous academic marks.

Reimbursement of book allowance with the provision of receipts for any costs over \$400.

### MONTHLY ALLOWANCE

**Flat rate with or without dependents: \$1,300.00**

- A. Students on full-time probation by the institution shall have their funding pro-rated accordingly.
- B. Effective December 2006, Cote Post-Secondary will issue a \$200 for Christmas bonus on Dec 15 of every year.

Assistance for the Christmas break on the fifteenth (15) of December to help students come home for break.

### SPECIAL GRANTS

- A. Graduation Assistance- funded by the CFN Post-Secondary Program. Financial assistance is allocated in the following amounts:
- \$500.00(Degree, Masters, PH.D.)
  - \$250.00(Certificate, Diploma)

50% upon graduation 50% at graduation ceremony

- B. \$500.00 (Degree) Recognition plaques will be given to students graduating with (certificates and diplomas)

### C. Bereavement Expense Assistance

Assistance is available to cover some expenses when there is a death in a student's family. The "family" is to be defined as grandparents, parents, brothers, sisters, and immediate children.

Verification is to be provided by the student and can be from a doctor, funeral home, newspaper, or in special cases a Chief and Council.

Post-Secondary Coordinator and Band Administration will coordinate the funding available for Bereavement Assistance for the Post-Secondary student.

#### **D. Practicum**

A one-time grant of \$400.00 to defray cost of practicum is available. The practicum must be a least 4 weeks long and must be a required part of the student's program. In the event that there are a number of practicum that the student must serve, the student must choose for which practicum he/she wishes to receive this grant for. The student also must not be eligible for practicum funding from any other course.

#### **Emergency Medical Assistance for Students Off Reserve**

Advances were defined as monies that have to be deducted from future student allowance payments. Advances should be payable in the following situation:

- B. To cover a damage deposit one time only for newly funded students.
- C. To cover emergency medical expenses. There is to be a \$100.00 limit, and it is to be given at the discretion of the C.F.N. Education and only with verification. The verification is to be provided by the student.

#### **GRIEVANCE PROCEDURES**

If a student has a grievance regarding post-secondary education that is not about funding, the grievance procedure shall be as follows:

- A. The student(s) submit by registered mail a written report with supporting documentation to the Cote First Nation Post-Secondary Education Committee.
- B. **Confidentiality to be maintained.**  
**The grievance shall be submitted to:**
  - 1. Director of Operations
  - 2. Education Coordinator

- C. The Education Committee has 7 days from the receipt of the report to make their decision. It is understood that a decision can be rendered/recommended in less than 7 days.
- D. If at any of these steps a student's presence is requested, that student's expenses shall be reimbursed or covered according to a policy review committee rates.

## POLICY REVIEW

- A. There shall be an annual Policy Review yearly in August.
- B. The Post-Secondary Board will be responsible for interim policy adjustments in cases of policy inadequacies until formal ratification at the next annual Policy Review.
- B The Policy Review Board shall consist of:
  - Three (3) student representatives from Regina, Saskatoon, and Yorkton.
  - Chairman and additional board members, and Post-Secondary Coordinator.
- C. Student's representatives will be elected in September for one year terms. There are no limits in terms served. Representatives must be full-time students. Attendance at policy meetings is mandatory.

## Student Representation Role and Responsibilities

- Ensure a fair and open line of communication between the funded students and the Cote First Nation Post-Secondary Program.
- To provide update reports and bring forth concerns from funded students
- D. Allowable expenses for the committee shall include mileage rate at the C.F.N. employee rate, meals, accommodation and Incidentals.
- E. Expenses are to be paid from post-secondary funds.

## SCHOLARSHIPS

The following Academic and Strategic Studies scholarships shall be made available to only funded C.F.N students.

### 1. Academic Scholarships

Eligible students must be enrolled in Levels I or III under Limits of Support;

- Scholarships will be based on previous GPA;
- Must have an 80% average to qualify.
- Scholarships will be awarded to the highest GPA applicants.
- To qualify students must submit their GPA and provide an essay stating why they should be getting the scholarship.

**The CPS Board will review applicants, whereas there will only be one given in each category per year.**

- \$500.00 Community College (Parkland College)
- \$500.00 Arts & Sciences
- \$500.00 Social Work/Education
- \$500.00 Technical Schools

Deadline date will be May 30<sup>th</sup> of each year.

## 2. **Strategic Studies Scholarship**

To be given to students enrolled in the following programs (listed below) **in the amount of \$1000.00 per student after one year of study (i.e. 8 months).**

## 3. **The CPS Board will review applicants, whereas there will only be three (3) Strategic Studies Scholarships per year.**

- a. Commerce
- b. Business Administration
- c. Public Administration
- d. Economics
- e. Mathematics
- f. Computer Science
- g. Law
- h. Engineering
- i. Medicine
- j. Applied/Physical Science
  - i. Nursing
  - ii. Physiotherapy
  - iii. Dentistry
  - iv. Speech Pathology
  - v. Biology
  - vi. Genetics
  - vii. Agriculture
  - viii. Veterinarian
  - ix. Physics
  - x. Chemistry
- k. Journalism

b) The Strategic Studies Scholarship is classified as shortage of occupation.

- Applies to Levels III and IV students only.

c) In the event that a student qualifies for both Academic and Strategic Studies scholarships, that student will receive one. It is to be the student's choice which one that is.



- d) All scholarships shall be determined by the Post-Secondary board subject to funds being available and the number of eligible students.
- e) Strategic Studies Scholarship will be issued at the end of each school year, providing his/her GPA is **80%** or higher. The incentive will be \$1000.00 per year.
  - There will be no additional strategic studies scholarships for medical students other than what is already in the policy
  - In the event that there is a tie all applicants will receive a scholarship.
- f) Students who are paying their own tuition fees should be considered for both Academic Scholarships and Strategic Studies Scholarships. The eligibility, students must be considered full-time by the institution.
- g) Students who complete their program in less than required time, as defined by the institution, should be given an amount not to exceed the cost of the regular course completion time. A recommendation is for a flat rate of \$500.00 a semester. The maximum amount paid would be \$1,000.00 for two (2) semesters.

## CONFIDENTIALTY

No confidential information regarding students shall be released unless conflict arises.

Information is released to Education Coordinator and Post-Secondary Board if and when students involve them in the conflict.

The student will be advised of information released and will be given copies of the information that is released.

The student, Post-Secondary Coordinator and the Post-Secondary Board should decide what information can be released.

Non-confidential information that can be released in reports such as, students names.

## FUNDING APPLICATION DEADLINES

Deadlines dates are as follows:

March 15 - Spring/Summer for continuing students only.

June 30 - Fall

October 30 – Winter



**COTE FIRST NATION  
POST-SECONDARY EDUCATION PROGRAM**

**P.O BOX 1659  
KAMSACK, SASK. S0A-1S0  
PH (306) 542-2694  
FAX (306) 542-3735**



**EMAIL: [COTEPOSTSECONDARY@HOTMAIL.CA](mailto:COTEPOSTSECONDARY@HOTMAIL.CA)**

Protected When Completed  
Funding Deadlines

Fall: June.30<sup>th</sup>  
Winter: October.30<sup>th</sup> Depending on availability of funds  
Spring/ Summer: March.15<sup>th</sup> \* **Only for continuing students**  
Please Print Clearly

Date of Application: \_\_\_\_\_ Student Months Used: \_\_\_\_\_

Full-Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ Academic Year: 20\_\_\_\_

Spring: \_\_\_\_\_ Summer: \_\_\_\_\_ Fall: \_\_\_\_\_ Winter: \_\_\_\_\_

**Personal Information**

Name: \_\_\_\_\_  
First
Last

Former Name \_\_\_\_\_

Date of Birth : \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_  
Year / month / date

Study Address: \_\_\_\_\_ Permanent Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Status Number: \_\_\_\_\_

Number of Dependent Children: \_\_\_\_\_

Name:

Date of Birth:

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Next of Kin:

Name :

Telephone: \_\_\_\_\_ ( place where we may leave a msg for contact of student)

Previous Education

	School Name	Location	Year Completed	Program Completed	Certificate/Degree
Secondary					
Post-Secondary					

Documents Required for the Application to be considered for Funding Approval

1. Completed Cote First Nation Application Form
2. Student signed Institution Release of Authorization form
3. Signed Cote First Nation Student Contract
4. Student must write a detailed Education Plan
5. Status Card
6. Dependent Child verification ( Revenue Canada / School Registration / Confirmation
7. Institute Acceptance Letter as well as when student transfers to another Institute
8. Program Information where the student has enrolled
9. Tracking Sheet of classes ,to include a list of course / classes that the student will need to complete a Certificate / Diploma / Degree / Maters / PHD Students may retrieve online or with the assistance of an Academic Advisor/ counsellor
10. Recent Mark transcripts secondary School and or College / University
- 11. Upon approval of funding a registration outlining all the classes will be required**

*\*INCOMPLETE APPLICATIONS WILL CAUSE DELAYS IN THE FUNDING PROCESS.*

**Institute and Program Information Required in order to be considered for funding**

1. Name of Institution \_\_\_\_\_
2. Polytech \_\_\_\_\_ Community College \_\_\_\_\_ University \_\_\_\_\_
3. Location of Institute \_\_\_\_\_

**Please select one:**

4. University Entrance Preparation \_\_\_ / College Entrance Preparation \_\_\_ / Access  
Transition Program \_\_\_\_\_ / Pre Requisite Program \_\_\_\_\_
5. Certificate \_\_\_ Diploma \_\_\_ Degree \_\_\_ Masters \_\_\_ PH.D \_\_\_ Post PH.D  
\_\_\_\_\_
6. Program of Study \_\_\_\_\_ Full time \_\_\_ / Part \_\_\_
7. Select #of Practicums or Internships this year 1 / 2 / 3 / 4 / length: months \_\_\_ / weeks \_\_\_

Select Method of Delivery:

8. Classroom \_\_\_ / Distance Ed \_\_\_ / Blended Ed and Clsrm \_\_\_ / Virtual Internet \_\_\_
9. Length of program : Weeks \_\_\_\_\_ Months \_\_\_\_\_ / Years \_\_\_\_\_
10. Start date of program \_\_\_\_\_  
Year Month Date
11. Graduation date of program \_\_\_\_\_  
Year Month Date

**New and Returning Students** please state your academic standing at this time of the application

- University/ College Entrance Prep / Access \_\_\_ 1 yr  
College / Polytech : Cert \_\_\_ 1 yr ( \_\_\_ 2<sup>nd</sup>) / Diploma \_\_\_ 1<sup>st</sup> yr \_\_\_ 2<sup>nd</sup> ( \_\_\_ 3<sup>rd</sup>)  
University : 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_ 6 \_\_\_  
Masters \_\_\_ PH.D \_\_\_\_\_ Post PH.D \_\_\_\_\_ yr 1 2 3 4 5
12. Tuition cost per year \$ \_\_\_\_\_
  13. Book cost per year \$ \_\_\_\_\_  
(Please submit the **required Book List** for the program **prior** so that we may better assist you with the required books **upon approval of funding** )
  - 14 . Materials and Supplies \$ \_\_\_\_\_  
( Please submit the **required Materials and Supplies List** for the program **prior** so that we may better assist you with the required Materials and Supplies upon **approval of funding** )

**Briefly Describe Both Your Short- Term and Long-Term Educational Goals.  
Indicate Clearly The Importance of The Course/ Program You Wish to Attend.**

Please Write Neatly and Clearly.


# CONTRACT BETWEEN COTE FIRST NATION POST SECONDARY PROGRAM AND THE STUDENT

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I UNDERSTAND THE FOLLOWING CONDITIONS FOR SPONSORSHIP BY THE COTE FIRST NATION POST SECONDARY PROGRAM FOR THE POST SECONDARY STUDIES:

1. I will accept the responsibilities to adhere to the school 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 the counselor if any problems arise academically, emotionally, physically, and financially.
4. I agree to provide my marks and reports on a semester by semester basis to the Cote First Nation Post-Secondary program and/ or upon the Cote First Nation Post-Secondary Program's request.
5. I agree to report any changes to my student and/ or program status promptly. I understand that this is a serious matter to provide false information and/ or fail to report any changes in information provided.
6. I authorize the Cote First Nation Post-Secondary Program to obtain information from persons, agencies, or organizations to determine and/ or verify my eligibility for benefits or services under the Post-Secondary Student Assistance Program.
7. I declare that all of the information provided is true and complete and I make the solemn declaration believing it to be true and known that it is of the same force effect as if made under oath.
8. I understand that I have the right to appeal any decision made with respect to my application for sponsorship.

**I HEREBY AGREE TO THE TERMS/CONDITIONS FOR FINANCIAL ASSISTANCE THAT I HAVE READ ABOVE.**

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

**I HEREBY AGREE AS A SPONSOR TO PROVIDE MORAL SUPPORT AND ENCOURAGEMENT THAT MAY BE NEEDED BY THIS STUDENT TO COMPLETE HIS/HER STUDIES.**

# HOW TO JOIN THE BANK DEPOSIT SYSTEM

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1. Complete and sign the enrolment/ authorization below.
2. Attach your personal blank cheque(marked void), or a fully encoded deposit slip. Please make sure that you have your banking identification number on your deposit slip
3. Mail the enrolment/ authorization and your VOID cheque or your encoded deposit slip to Cote First Nation Post-Secondary.

Name:

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Bank Institution:

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Bank Address:

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Bank Identification Number: \_\_\_\_\_ Transit Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

**I hereby authorize Cote First Nation Post-Secondary Education to deposit directly to my account as noted on this form beginning immediately. This authorization will be in force until notice is given to stop the direct deposit**

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STUDENT SIGNATURE

DATE

# Cote First Nation Student Release Authorization

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Students are required to sign a Release of Authorization form in order for the Application for Funding to be processed and approved. Failure to sign may delay or disqualify the application

I hereby authorize the Cote First Nation Post-Secondary Coordinator to have release / access to my Academics as I am Sponsored student: eg  
Registration of classes / courses, Student Program profile, Progress Report, Mark transcripts

Name of Student: (please print) \_\_\_\_\_

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

Institution attended: \_\_\_\_\_

\_\_\_\_\_  
Term / Semester: Spring Summer Fall Winter

Name of Program or Course \_\_\_\_\_

Date : \_\_\_\_\_ Student # \_\_\_\_\_