



Piapot First Nation

Piapot First Nation Post-Secondary Student Support Program Policy Manual

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Table of Contents

INTRODUCTION	2
MISSION, VISION & VALUES	3
PROGRAM INFORMATION:	3
A. Who Can Apply	4
B. Eligibility Criteria	4
C. How to Apply	5
D. Application Deadlines	5
E. Funding Limits	6
F. Funding Priorities	7
G. Waitlist	8
H. Selection Process	8
I. Types of Support & Allowances	8
1) Tuition and Compulsory Fees	8
2) Textbooks and Supplies	9
3) Living Allowance	9
4) Travel Assistance	9
5) Graduation Incentive	10
6) Emergency Assistance	10
7) Other Fees	10
J. Student Responsibility & Accountability	10
K. Grievance Procedure	13
L. Funding Appeal Procedure	13
M. Policy Review	14
N. Legislation	14
GLOSSARY:	15

INTRODUCTION

Inherent Right to Education:

The Piapot First Nation asserts that the right to higher learning and the ability to attain knowledge for self-fulfilment and the betterment of the individual, community and country as a whole is a gift handed down from the Creator, therefore an Inherent Right. The Royal Proclamation of 1763, Treaty Four (4), Section (25) & (26) of the Constitution Act (1982), Federation of Saskatchewan Indian Nations (FSIN) Education Act (1985) and Piapot First Nation legislation confirm and entrench this right and nothing in its acceptance of administrative responsibility for the Piapot Post-Secondary Student Support Program (PSSSP) abridges that right or the trust responsibility of the Government of Canada towards Treaty Indians.

In 1989, the Government of Canada imposed a cap on First Nations post-secondary funding thereby forcing many post-secondary agencies to place limits on all aspects of financial assistance. As such, it is acknowledged that the Government of Canada through Indigenous Services Canada is not fulfilling their obligations to the Treaties and Canada's First Nations People.

Authority:

Funding for this program is provided to Piapot First Nation as part of core funding agreements with the Government of Canada through Indigenous Services Canada.

Piapot First Nation is responsible for determining the selection criteria and funding allocations in accordance with the provisions of the funding agreement and national program guidelines.

This policy manual provides information regarding the administration of the Piapot First Nation Post-Secondary Student Support Program and is a formal branch of the Piapot First Nation on the basis of approval policies and procedures for the program as outlined in this manual and is issued under the authority of the Piapot First Nation Chief and Council.

Purpose:

The Piapot Post-Secondary Student Support Program is designed to provide post-secondary students of the Piapot First Nation with the opportunity to participate in and complete post-secondary programs of study for the following purposes:

- Empower Piapot First Nation members
- Promote personal growth and skill development
- Enhance individual self-reliance
- Foster individual and community self-sufficiency
- Advance higher education of the Piapot First Nation People

In achieving the above goal, it is intended that the program will support the development of each student's self-respect; self-fulfillment and an improved understanding of his/her relevancy in society.

The following vision, mission and values statements further elaborate on the objectives of the program.

MISSION, VISION & VALUES



Mission

To provide funding and support to eligible post-secondary students so that they can gain the required knowledge, skills and abilities needed to successfully pursue rewarding careers and to be productive members of society.

Vision

Together we will build our future on the values, knowledge and potential of all our people by encouraging a balanced approach to life-long learning.

Values

- Our Commitment to Our People
- Our Community Pride
- Our Identity
- Our Quality of Life
- Our Leadership
- Our Treaty Rights

PROGRAM INFORMATION:

The Piapot Post-Secondary Student Support Program (PSSSP) aims to improve the socio-economic outcomes for Piapot band members by providing eligible students with funding to access education opportunities at the post-secondary level. This is consistent with the principle of First Nations control of First Nations education.

To be eligible for funding, students must maintain satisfactory academic standing within an eligible post-secondary institution. These include:

- Educational institutions affiliated with, or those that deliver post-secondary programs by arrangement with a post-secondary institution.
- First Nations-designated and directed institutions.

Eligible costs covered by the program may include (but not limited to):

- Tuition
- Books
- Living allowances

Funding is limited and not all students may be funded. Partial funding may be provided. Applications are valid for 1 school year only.

A. Who Can Apply

- 1) Those Piapot post-secondary students who maintain satisfactory academic standing within an eligible post-secondary institution.
- 2) Those who are not currently employed full-time with Piapot First Nation. Note – this does not include contracted employees.

B. Eligibility Criteria

To be eligible for funding under the program, the applicant:

- 1) Must be a registered band member of Piapot First Nation.
 - a) Newly transferred band members must wait 2 years after transfer is approved to apply for funding. Once new members are eligible to apply, they must provide post-secondary funding history from previous band.
- 2) Must have a Grade 12 diploma or equivalent (i.e., Adult 12 or GED) unless:
 - a) Entering a university entrance program or similar upgrading program at a fully recognized and authorized public post-secondary institution or a PSSSP-approved private institution.
- 3) Must be enrolled at a fully recognized and authorized public post-secondary institution or a PSSSP-approved private institution:
 - a) For university students:
 - i) Must be enrolled in a program of studies that is at least 8 months in duration.
 - ii) Must be enrolled in 4 courses or 12 credit hours/units to be considered for full-time funding. Note – Students are allowed to enroll in 3 courses or 9 credit hours/units per semester if:
 - (1) They are in their first 8 months of studies, or
 - (2) They have received permission from the PSSSP due to extenuating circumstances.
 - b) For technical or trades students and other certified programs:
 - i) Must be enrolled in a program of studies that is at least 3 months or longer which leads to a certificate, diploma, or trade.
- 4) Must be in satisfactory academic standing within an eligible post-secondary institution, including meeting the minimum overall GPA requirement of 65% (if applicable).

C. How to Apply

- 1) Applying for enrolment to the post-secondary institution shall be the student’s responsibility and the rules set by the institution. Students can receive counselling support from their institution’s academic counselling staff or by contacting the PSSSP administration team.
- 2) All students will be required to submit a new funding application to the Piapot Post-Secondary Administrative team for every new semester. Applicants can email completed application forms and supporting documentation (see *Table 1*) to: post-secondary@piapotnation.com

Table 1.

Required Documentation	Continuing Student	New Student	Returning Student
<i>Application Form</i>	X	X	X
<i>Course Registration (University Student) or Proof of Enrolment</i>	X	X	X
<i>Post-Secondary Transcripts (if applicable)</i>	X	X	X
<i>Grade 12, ABE 12, Adult 12, or equivalent GED 12 Transcripts</i>		X	
<i>School Acceptance Letter</i>		X	X
<i>Letter Outlining Career Goals</i>		X	X
<i>Copy of Certificate of Indian Status Card</i>		X	X
<i>Copy of Health Card(s) for self and dependents (if applicable)</i>		X	X
<i>Copy of your or your spouses’ Revenue Canada Child Tax letter that verifies dependents</i>	X	X	X
<i>Direct Deposit Banking Form or Copy of Void Cheque</i>		X	X
<i>Any other documents requested by the PSSSP</i>		X	X

D. Application Deadlines

All applications and supporting documentation must be received on or before the following deadline dates. Late applications will not be accepted or considered.

- 1) Fall Semester – On or before June 15th, with selection decisions made by July 15th.
- 2) Winter Semester - On or before October 31st, with selection decisions made by November 15th.
- 3) Spring/Summer Semester - On or before March 15th, with selection decisions made by April 15th.
 - a) Please Note - Only those students near completion of their programs (3rd and 4th year students) and those who require specific classes outlined in their post-secondary institution program requirements MAY attend the spring/summer semester or intersession, pending available funding.

E. Funding Limits

Funding may be provided to eligible students to complete one program at each of the following levels:

- 1) Level 0 - University entrance program or equivalent:
 - a) Minimum of 4 months to a maximum of 8 months.
 - b) Once the 8 months is up no further assistance will be provided unless the student has transferred from the university entrance program to a faculty or program.
 - c) Should the student wish to pursue Level 1 or 2 studies, the number of student months used in the Level 0 will NOT be included in the total number of available student months.

- 2) Level 1 - Technical Institute or Certified Programs:
 - a) Minimum of 3 months to a maximum of 2 years.
 - b) Should the student wish to pursue Level 2 studies, the number of student months used in Level 1 will be carried over and included in the total number of student months.
 - c) Students may be assisted in a Technical Institute or a Certified Program after withdrawing from a University Undergraduate Program if not previously funded in a Technical Institute or a Certified Program and if student has remaining funding months available.
 - d) Students who have completed a Level 2 program are ineligible for program assistance in Level 1.

- 3) Level 2 - University Undergraduate Programs:
 - a) Minimum of 8 months to a maximum of 48 months.

- 4) Level 3 – Graduate Studies Programs:
 - a) Minimum of 8 months to a maximum of 16 months.
 - b) Students enrolled in a Graduate Studies program (Graduate or Professional Studies) shall be eligible for assistance for tuition, book, and materials/supplies. See “Types of Support & Allowances” for maximum assistance limits.
 - c) Students who have completed or started a Graduate Studies program with or without assistance from PSSSP, are ineligible for program assistance for lower levels.
 - d) All applications will be dealt with on an individual basis.

- 5) Other Considerations
 - a) Student support will not exceed the limits set out in the above section.

F. Funding Priorities

Applications will be assessed according to the following priority structure:

- 1) Priority 1 - Continuing students (those that have received PSSSP funding in the last term):
 - a) Those who have funding months remaining and meet the minimum 65% grade point average.
 - b) Those who are resuming their original program of study after a leave of absence for authorized medical reasons or other extenuating circumstances.
- 2) Priority 2 – New students (those that have never received PSSSP funding) will be considered in the following order:
 - a) Those who are enrolled in Levels 1 & 2 and have completed high-school or equivalent (i.e., Adult 12 or GED) within the current calendar year.
 - b) Those who are enrolled in Levels 1 & 2 and were denied funding in the past:
 - i) The number of times the student was denied funding will determine the priority order.
 - c) Those who are enrolled in Levels 1 & 2 and attended post-secondary at their own expense. Note - Students who have previously completed a portion of post-secondary studies without assistance will not be reimbursed for previous expenses if they become approved for funding.
 - d) Those who are enrolled in Level 0 and do not qualify for provincial training allowance.
 - e) Those who are enrolled in Levels 1 & 2 and have completed high-school or equivalent (i.e., Adult 12, ABE 12, and GED) within the last 2 years.
- 3) Priority 3 - Returning Students (those that have received PSSSP funding in the past) will be considered in the following order:
 - a) Those who are returning to same program they were registered in prior to the discontinuation of PSSSP funding.
 - b) Those who are starting a different program than the one they were registered in prior to the discontinuation of PSSSP funding.
 - c) Those who were “Required to Discontinue” from their program studies.
- 4) Priority 4 – Graduate Students (Masters, Professional Studies and Ph. D).
 - a) Those who are enrolled in Level 3 and were denied funding in the last term.
 - b) Those who are enrolled in Level 3 and attended post-secondary at their own expense. Note - Students who have previously completed a portion of post-secondary studies without assistance will not be reimbursed for previous expenses if they become approved for funding.

G. Waitlist

- 1) Where the volume of eligible students exceeds the budgetary limits, a waitlist shall be kept active until such time should financial resources become available to fund additional students during the academic year.
- 2) The waitlist will be developed in reference to the Funding Priorities.
- 3) Students whose names appear next on the waitlist shall be contacted immediately. If a student is no longer interested in funding, then the next student on the list will be contacted and so on.

H. Selection Process

- 1) Within ten business days of the application deadline, the committee of council will meet to review applications. Using the aforementioned priority for approval, applications will also be assessed based on the following:
 - a) Grade point average on high school/academic transcripts;
 - b) The strength of the career goals letter, and;
 - c) Receipt of all required/requested documentation.
- 2) Within three weeks of the application deadline, all applicants will be notified in writing of the decision on whether or not they will be sponsored.

I. Types of Support & Allowances

- 1) Tuition and Compulsory Fees
 - a) Students attending a Canadian public post-secondary institution will receive tuition coverage at the actual tuition rate, including compulsory students' fees charged by the institution for a Canadian student.
 - b) Students attending a private or foreign post-secondary institutions will receive tuition coverage at the same tuition rate, or the tuition rate that is the least amount, including compulsory student fees, charged by the public or private Canadian institution nearest to the student's place of residence (i.e., that is – residence at the time of application) which offer the least expensive comparable program).
 - c) Students attending a foreign institution will receive tuition coverage at the actual tuition rate, including other compulsory student fees charged by the foreign institution, when it is demonstrated that there is no comparable program available at an institution in Canada.
 - d) Full-time students registered have the opportunity to opt-in or opt-out of the Health and Dental plan offered at the institution.
 - i) The PSSSP will NOT cover the Health and Dental plan.
 - ii) If a student fails to opt out of the plan before the deadline, student can contact Post-Secondary Administrative team and the PSSSP will cover the cost the first time this happens. After this, the student will be responsible for any health and dental costs if they fail to opt-out.

- iii) The Health and Dental plan opt-out deadlines vary by institution but usually fall around the end of September (for the Fall semester) and the end of January (for the Winter semester). Check the institution's website for opt-out deadline dates.
- 2) Students who are eligible for assistance under the PSSSP and who permanently reside outside of Canada, may apply for support to attend a post-secondary institution located within their country of residence, subject to the following conditions:
- a) Payment of tuition fees will be paid equivalent to the currency of that country.
 - b) Amounts paid for living allowances and book support will be paid in Canadian funds.

2) Textbooks and Supplies

a) Fully funded, full-time students:

- i) Who are taking courses in the fall and winter semesters will be provided \$600.00 (or actual cost) per semester to be applied to the cost of acquiring textbooks for their program of study.

(1) Students who exceed the \$600.00 book limit per semester will be reimbursed provided they submit original receipts based on book list requirement.

- ii) Who are taking courses in the spring and summer will be reimbursed 100% of the cost of textbooks provided they submit original receipts based on book list requirement.

- iii) Who have books included in the tuition fees will not receive a book allowance.

b) Partially funded or part-time students:

- i) Will be reimbursed 100% of the cost of textbooks provided they submit original receipts based on book list requirement.

- c) All requests for reimbursement for materials, textbooks, and other direct costs must be submitted with original receipts in the academic term for which the cost has been incurred.

- d) Supplies such as binders, pens, papers, computer, printer, software and other similar items are the responsibility of the student.

3) Living Allowance

a) Fully funded, full-time students will receive a flat rate living allowance in the amount of:

- i) \$1,350 for students with no dependents.
- ii) \$1,700 for students with dependents.

4) Travel Assistance

- 1) Subject to availability of funds, travel assistance may be provided to students on an individual basis as deemed necessary. An example includes, travel assistance to attend a convocation ceremony that is outside the students home community.

- 2) Travel support does not include moving expenses such as the removal of household effects.

5) Graduation Incentive

- 1) A graduate allowance will be granted when a PSSSP sponsored student successfully completes his/her program. The allowance is as follows:
 - a) Certificate Program (one year program) - \$200.00
 - b) Diploma Program (two year program) - \$300.00
 - c) Degree Program (four-year programs and up) all levels - \$1,000.00

6) Emergency Assistance

- 1) Subject to availability of funds, expenses will be dealt with on an individual basis for costs associated with emergency or special situations and must be paid in full before the current academic term. Up to 50% of incurred costs to a maximum of \$125.00 may be reimbursed to the student. This may include but are not limited to the following: emergency travel due to the death or critical illness in the immediate family, and other costs of extraordinary nature that are a requirement of an academic program.

7) Other Fees

- 1) Student fees include, transcript fees, application fees, initial professional certification, examination fees and supplemental tutorial fees.

J. Partial Funding & Part-Time Student Support

- 1) Where a student is enrolled as a part-time student in their program of study the student shall be eligible to receive tuition and books/materials and supplies assistance only. A student will be considered as a part-time student as defined by the institution.
- 2) Students registered as part time (tuition and books/materials and supplies only) who withdraws from a class or classes within a semester will be disqualified from receiving any further support. After tuition fees have been repaid to PSSSP the student may apply for further support.

K. Student Responsibility & Accountability

1. Students are expected to read and understand the intent of the PSSSP Policy, which is reviewed and updated on or before March 31st of each fiscal year.
2. It is the responsibility of the student to be aware of the limits of assistance under this policy.
3. It shall be the students' responsibility to keep informed of application deadlines and of all eligibility criteria and requirements for funding.
4. Applying for enrolment to the post-secondary institution shall be the student's responsibility and the rules set by the institution. Students can receive counselling support from their institution's academic counselling staff or by contacting the Piapot Post-Secondary Administrative team.

5. When a student is approved for financial support, he/she will be expected to sign an authorization form entitling the PSSSP access to transcripts of marks and other relevant information.
6. The PSSSP is intended to provide support for students with a serious intent to succeed in post-secondary education. Students are expected to:
 - a) Pass more than 65% of their course load per semester;
 - b) Achieve a minimum grade point average of 65% per semester;
 - c) Submit assignments in a timely manner and diligently apply themselves to their studies, and;
 - d) Maintain acceptable attendance in any and all classes, labs, seminars, field placements and practicums as outlined by the post-secondary institutions.
7. Students are expected to read and understand their program requirements, academic advising and registration at their post-secondary institution. Students will be required to submit a program sheet from their post-secondary institution outlining their program, classes required for the program and academic average. This will allow the PSSSP Administrative team to better assist the students to meet their program requirements.
8. Prior to making any class or program changes, the student is to notify the PSSSP of such changes. The PSSSP Administrative team would be able to provide assistance in order to accommodate a student's individual needs as well as avoiding a situation that could potentially risk a student's eligibility and sponsorship.
9. Where students change programs within one of the levels or temporary pauses their studies the academic years or semesters used for each program within each level will be counted for assistance purposes.
10. Students are responsible for all financial fees pertaining to drop charges, changes in classes and/or programs, library fees, printing charges and other costs for which approval was not received from the PSSSP. No PSSSP funding will be released until such debts are paid.
11. Students will not be eligible to change institutes or programs without the authorization from the program head. If a student does change institutes or programs without authorization, he/she will be responsible for the tuition.
12. If a student chooses to study outside their home province/country, no additional health insurance will be paid on a student's behalf at any time.
13. Special Needs Students - The applicant must submit a letter/assessment from a physician indicating their disability along with their application if additional support is required.
14. Students are expected to conduct themselves in an appropriate and professional manner. Any form of harassment, verbal and/or physical abuse directed toward staff, Chief and Council and/or others will not be tolerated. Failure to comply may result in discontinuation of funding.
15. Students are allowed one PSSSP authorized leave/withdrawal during their time of sponsorship with the PSSSP. The student must notify the PSSSP Administrative team immediately and submit any requested documentation for his/her PSSSP file.
16. If the withdrawal was due to medical reasons, the student must submit medical documentation certifying that the student is sufficiently recovered and able to return to his/her studies.

17. A medical/compassionate withdrawal request made at the post-secondary institution at the end of a semester and/or failure to report the withdrawal to the PSSSP Administrative team will result in the number of student months used during the medical/compassionate withdrawal period to be applied against the student months and the student will not be eligible for funding in the following academic year for which application is made.
18. Students must ensure they have adequate/suitable child care and alternate arrangements for emergencies, to reduce absenteeism and increase their chance at academic success.
19. Any extenuating circumstances will be dealt with on an individual basis and must be presented to the PSSSP in writing.
20. Students are expected to manage and budget their living allowances accordingly and to live within their means, as no living allowance advances will be issued.
21. Students are expected to keep the PSSSP Administrative team provided with current mailing address, telephone number and marital status at all times.
22. Students that have recently graduated from their programs are required to work for a minimum of one academic year before re-applying for further PSSSP financial assistance. Note - Exceptions can be made if the program is related or is an advance level of the original program, e.g., graduated from a business diploma program and now entering a business degree.
23. No inquiries will be addressed by PSSSP from a third-party unless written permission has been granted by the student.
24. Students will be allowed to repeat a required class twice and an elective class, once. Further assistance in terms of tuition and book allowance will not be provided and is the student's responsibility.
25. If a student fails to maintain minimum academic or attendance requirements established by the institution and/or by the PSSSP, funding will be discontinued and funds reallocated to students that are waitlisted. The discontinued student will then be responsible for reimbursing the PSSSP for any monies paid to on his/her behalf in the form of tuition, mandatory fees, textbooks, and living allowance.
26. If a student's academic average is lower than 65% in a given semester, the student will be placed on Academic Probation with the PSSSP and will be required to submit attendance reports and meet with the PSSSP Administrative team on a monthly basis for one semester. If the student's average does not improve, his/her sponsorship will be discontinued and he/she will not be eligible for funding in the following academic year for which application is made.
27. If a student receives grades of No Paper (NP) or Withdrawal/Failure (WF) in all classes, labs and seminars, sponsorship for the following semester will be discontinued and will not be eligible for one academic year and those months where funding was accepted will be deducted from the remaining funding months. The discontinued student will then be responsible for reimbursing the PSSSP for any monies paid to or on his/her behalf in the form of tuition, mandatory fees, textbooks, and living allowance.
28. Any students that have been Required to Discontinued (RTD) from their post-secondary institution will have their PSSSP funding discontinued immediately. RTD students will only be considered once the RTD period has ended and will not be eligible for funding in the following academic year for which application is made.

29. Every effort will be made by the PSSSP to recover overpayment to students who have not fulfilled the terms of the PSSSP or who misrepresent their marital, dependant or program status on their application or who continue to accept living allowances while no longer attending classes. The following procedures will be executed to ensure the integrity of the PSSSP is maintained:
- a) A letter will be written to the individual outlining the facts of the alleged non-fulfillment or misrepresentation. The individual will be requested to reply to the PSSSP within fourteen (14) days of the mailing and/or email date.
 - b) Failure to fulfill the terms of this program may include but not limited to:
 - i) Repeated absenteeism from classes without acceptable and documented/reported reasons;
 - ii) Dropping of classes without timely provision of acceptable and documented reasons;
 - iii) Failure of all classes, labs and seminars in any given semester;
 - iv) Failure of more than half of the classes taken in any year;
 - v) Continuing to accept living allowance although no longer attending classes.
 - c) If the student fails to respond within the time stated above, the PSSSP may suspend funding and proceed to recover the overpayment or decide on other suitable corrective action.
 - d) If the student replies, the PSSSP may accept the student's explanation or request a meeting with the student to determine the issue of continued funding or deny further funding.
 - e) Arrangements satisfactory to the PSSSP for repayment by the student of any overpayment will be a condition of any future funding. Repayment could be in the form of a reduction in the monthly allowance over the remaining months of eligibility.
30. Students receiving funding from PSSSP must declare support received from this program as a source of income when applying for social assistance.

L. Grievance Procedure

- 1) If a student or a group of students have a grievance regarding post-secondary education matters other than funding, the grievance procedure shall be as follows:
 - a) The student(s) must submit by email a written report and supporting documentation to the PSSSP;
 - b) The PSSSP has 14 days from the receipt of the report to arrive at a decision on the matter;
 - c) If the matter is not resolved to the satisfaction of the student(s), they may utilize the Appeal Process outlined in this manual.

M. Funding Appeal Procedure

- 1) Every student has the right to reasonably appeal the PSSSP decision regarding funding. However, when a student application was refused because of no available funding due to fully committed funds, this appeal process will not be considered.
- 2) An appeal must begin by submitting to the PSSSP, a written request for an appeal including:
 - a) the decision appealed;

- b) the position of the student appealing and all supporting documents, and;
 - c) what relief is requested by the student.
- 3) All appeals shall be sent to the PSSSP by email to post-secondary@piapotnation.com
 - 4) Within fourteen (14) days of receipt of an appeal, the PSSSP shall appoint an Appeal Board composed of at least four (4) persons which will include:
 - a) Two Post-Secondary Portfolio Holders;
 - b) One appointed member of the Chief and Council, and;
 - c) Two Piapot Band Members.
 - 5) Upon being appointed, the Appeal Board will set a date for the appeal and notify the student by email for notification of time, date and place. The appeal shall be heard within fourteen (14) days.
 - 6) The student must attend the appeal hearing in-person, unless alternate arrangements have been made, or the appeal will not be heard. Where applicable and available technology (telephone, internet or video conferencing, etc.) may be used to assist in distant communications regarding a student's involvement in an appeal hearing, especially in the case of a student attending an out-of-province institution or living in another province.

N. Policy Review

- 1) The Piapot Post-Secondary Committee will conduct a policy review of the PSSSP policy on or before March 31st of each fiscal year.
- 2) The Piapot Post-Secondary Committee will be responsible for communicating policy revisions and will be explained to students at each of the major student attendance centers.

O. Legislation

- 1) The Piapot Post-Secondary Education Program Policy has been approved by the Piapot First Nation's Chief and Council in the form of a band council resolution at a regularly scheduled meeting on October 4, 2006. The policy was adopted as legislation and is intended for the administration of the PSSSP.
- 2) Revision of the Piapot Post-Secondary Education Program Policy has been approved by the Piapot First Nation's Chief and Council on November 4, 2010. The policy is adopted as legislation and is intended for the administration of the PSSSP.
- 3) Revision of the Piapot Post-Secondary Student Support Program Policy has been approved by the Piapot First Nation's Chief and Council on August 12, 2021. The policy is adopted as legislation and is intended for the administration of the PSSSP.

DEFINITIONS:

When used in this policy and any attached appendix the following terms shall have the meanings:

ABE 12/Adult 12 – completion of Adult Basic Education 12, Adult 12, or Gr. 12

Academic year - shall be as defined by the post-secondary institution for which the student has applied for and been accepted but in any event shall be no less than eight (8) months in duration.

Continuing Student – Refers to a student that received funding by PSSSP in the previous academic term. This can be extended to a year if there are valid reasons (e.g., medical, and other extenuating circumstances) and supporting documentation is provided.

Dependent - means any child that is under eighteen (18) years of age and is the solely dependent upon the student

Eligible costs – means costs covered by the program and can include, but not limited to, tuition, books, supplies and living allowance.

Eligible students - means any person who is registered as a member of the Piapot First Nation and who has applied for and been granted support under the program.

Full-time student - shall be defined by the institution.

Funding – means financial support provided by the program to cover eligible costs covered by the program and can include, but not limited to, tuition, books, supplies, living allowance, etc.

GED 12 – completion of grade 12 equivalency Diploma

New Students – Refers to a student that has never received sponsorship through the PPSSSP.

Post-secondary Education - means a program of studies offered by a post-secondary institution for which completion of secondary school studies (i.e., grade 12) or equivalent is a pre-requisite.

Program of Study - shall mean any post-secondary program as offered by a post-secondary institution which leads to the granting of a Doctorate, Master, Degree, Diploma or Certificate from the post-secondary institution.

Post-secondary institution or educational institution - means any institution which grants Doctorate, Master, Degrees, Diplomas or Certificates and which is licensed by provincial or state authorities as a post-secondary institution and which has been recognized by the Eligible Institute list. A List of Designated Educational Post-secondary approved Institutions can be found on the www.canlearn.ca website.

Part-time student - shall be defined by the institution.

Private programs - means a program that is unaccredited, with courses, curriculum, and/or programs that are NOT transferable to other post-secondary institutions.

Practicum and Internship - means a program where students spend alternate semesters engaged in employment that is closely related to and enhances their academic studies

Returning Student – Refers to a student that was previously sponsored by PPSSSP, but not in the previous academic year.

Semester - means the parts of the academic year as defined by the post-secondary institution (University) for which the student will be required to attend classes for the purposes of completion of their program of study. In most cases, semesters shall cover four (4) periods throughout the academic year, which include the Fall semester (from September to December), the Winter semester (from January to April), Spring semester (from May to June) and summer semester (from July to August). Semesters may vary as per institute.

Short Course Program - shall be defined as a 3 month or longer program on the Eligible Institute List which leads to a Certificate or Diploma.

Special Needs - any student with a disability, which has been documented by a licensed Medical Practitioner.

Wait List - means a list compiled by the PPSSSP of unapproved application forms received on or before the June 15th deadline for the Fall, October 31st for the Winter and March 15 for the Spring/ Summer. The wait list is created and in effect for the semester applied for. All applications will be placed in the appropriate priority group and based on date of receipt of application.