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2022-2023

STUDENT POLICY HANDBOOK

"Assisting Students to Achieve Personal Success & Academic Excellence"

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VISION

Education is a Treaty Right and the Saddle Lake Education Authority will, through continuous development, maintenance and accountability provide quality education which will encompass healthy lifestyles, Cree traditions, language and culture and modern technology and shall utilize contributions of indigenous people to promote self-sufficiency and empower Onicikiskwapowin Cree Nation members.

SADDLE LAKE POST-SECONDARY PROGRAM

MISSION

Saddle Lake Post Secondary Program will facilitate and administer post secondary education for Onicikiskwapowin Cree Nation members, provide career and personal counselling and financial assistance for students; it will be the students' responsibility to achieve personal success and academic excellence.



POST SECONDARY POLICY MANUAL PART I

POLICY STATEMENT

This policy manual is designed to promote, protect and enhance the Treaty Right to Education, as well as, organize and effectively deliver the Post Secondary Program to serve Onicikiskwapowin Cree Nation members. The students, Saddle Lake Education Authority, Saddle Lake Post Secondary administrative staff and Saddle Lake Chief and Council shall adhere to these policies.

This policy manual will be subject to review and revision from time to time or if conditions change, so that parts or this entire policy manual will serve Onicikiskwapowin Cree Nation members.

This policy manual shall:

1. Provide a statement of Onicikiskwapowin Cree Nation policy regarding the Post Secondary Student Support Program (PSSSP).
2. Will observe and follow good governance objectives and honor wahkohtowin.
3. Regulate the various types of programs or courses for which sponsorship is available.



4. Specify the duration of program sponsorship at the various levels of study.
5. Determine the Post Secondary (PSA) Allowance rate schedule.
6. Explain the roles of a Student, Saddle Lake Chief and Council, Saddle Lake Council Education Portfolio Holders(s), Saddle Lake Education Authority and Saddle Lake Post Secondary Counsellor(s).
7. State the Student Self-Determination Agreement.
8. State the Student Appeal Process.

ELIGIBILITY CRITERIA

The Saddle Lake Post Secondary Program (SLPS) provides sponsorship to an eligible Onicikiskwapowin Cree Nation member towards the academic and support costs of post secondary education.

THREE eligibility criteria must be met by ALL applicants:

a. Personal b. Educational Institute c. Program

a. Personal Eligibility

1. Must be a member of the Onicikiskwapowin Cree Nation #125 for whom funding was requested and received from Indigenous Services Canada (ISC), excluding a member of Whitefish Lake (Goodfish) First Nation. Proof of eligibility will be confirmed with Saddle Lake Cree Nation Membership department.
2. Must settle any outstanding debt or make arrangements for repayment of such debt to Saddle Lake Education Authority.
3. Must settle any outstanding debts to any education institution such as:
 - a. Library fines;
 - b. Parking fines; or
 - c. Any other debt.
4. Must declare any outstanding legal (court leave) or medical matters (pregnancy/surgery) which may or may not affect your program of study.



b. Educational Institution Eligibility

Eligible institutions must be on the Master List of Designated Educational Institutions on the Government of Canada's website:

<http://www.canada.ca/en/employment-social-development/programs/designated-schools.html>

c. Program Eligibility

Students may only be eligible for sponsorship if the program meets all three of the following criteria:

1. You will be attending a degree, diploma, or certificate granting institution recognized/accredited by a province, territory or state as a post secondary institution.
2. Your program study requires completion of Grade 12 as a mandatory entrance/admission requirement for all students, including mature.
3. Your program of studies is at least one academic year (eight months) in length and leads to a certificate, diploma, or degree.



POST SECONDARY POLICY MANUAL PART I


SPONSORSHIP APPLICATION PROCEDURES

The SLPS staff will process all applications and confidentiality will be maintained throughout the application procedure. An applicant must apply at the SLPS office, preferably in person, prior to the deadline dates for sponsorship. Failure to submit all documents prior to deadline date(s) shall result in denial of educational sponsorship. For audit purposes all applications must be signed by the applicant. Procedures are applicable to other forms of study such as part-time, home study, correspondence courses, and so forth.

The Saddle Lake Education Authority will review all Post Secondary applications which are eligible for sponsorship support provided that all criteria are met. Final decisions will be made by the Saddle Lake Education Authority. An applicant will be informed in writing of the Board's decision by the SLPS staff.

A **NEW** applicant shall provide the following documents to the SLPS office:

1. Eligibility confirmation from Saddle Lake Membership
2. SLPS Application & Waiver Form;
3. Acceptance letter from the Post Secondary institution;
4. Recent transcripts from all educational institutes attended;
5. Career plan (signed and dated identifying your academic and career goals);
6. Two letters of reference;
7. Course schedule/registration with your name and identification number printed on it from your institution;
8. Tuition and fees assessment from your institution;

- 
9. Banking information – void cheque or direct deposit authorization
 10. Photocopy of Indian Status Card (front & back must be legible);
 11. Photocopy of Provincial Health Care Card(s) of applicant and dependent(s), if applicable;
 12. Photocopy of S.I.N. card; and
 13. Employer verification (Saddle Lake Education Leave Form), if applicable.

Note: Tuition deposits and/or application fees shall remain the responsibility of a new applicant and will not be reimbursed if he or she has not been selected for educational assistance.

A **CONTINUING** student shall provide the following documents on a yearly basis for ongoing sponsorship support:

1. SLPS Application & Waiver Form (processed every term);
2. Confirmation of course schedule/registration or acceptance letter from your Post Secondary institution;
3. Transcripts from previous term/year;
4. Tuition and fees assessment schedule from your institution;
5. Banking information - void cheque or direct deposit authorization; and
6. Employer verification (Saddle Lake Education Leave Form), if applicable.

In the above sponsorship application procedures, a potential applicant who provides false or fraudulent information will not qualify for educational sponsorship for a minimum of two years after which time the applicant will be required to appear before the Board regarding their case.



POST SECONDARY POLICY MANUAL PART I

APPLICATION DEADLINES

FALL (September)

June 01st

WINTER (January)

October 15th

SPRING & SUMMER INTERSESSION (May - August)

March 15th

PRIORITY LIST

1. CONTINUING STUDENT:

A student with a satisfactory academic record from the previous year. Examples include a high school graduate entering a college or university program, a continuing student with a preauthorized leave of absence from the Saddle Lake Education Authority or a student entering into a degree program or any health-related or technological field.

2. DEFERRED APPLICANT:

Individual on waiting list (who shall retain deferred status for one year **only**, after original application). If funding becomes



available within a year, applicants on the waiting list shall be considered according to:

- a. Priority;
- b. Completion of File; and
- c. Date of Application

3. GRADUATE STUDENT:

A student entering into a Masters, Doctorate or graduate diploma program.

4. NEW MATURE UNIVERSITY OR COLLEGE OR UCEP STUDENT

5. RETURNING STUDENT:

A student returning to a post secondary institution after taking one year or more off his or her studies.

6. TERMINATED STUDENT:

An applicant whose sponsorship was terminated pursuant to Termination of Sponsorship procedure (P. 31).

TYPES OF SPONSORSHIP SUPPORT

1. TUITION:

The actual cost of tuition and other compulsory student fees will be paid directly to the institution to a maximum of \$10,000 per academic year (level 1-5) and \$14,000 (level 6) by the SLPS Program. Tuition refunds will be made payable to the Saddle Lake Post Secondary Program, depending on the institution withdrawal deadline dates.

A student who withdraws from a course(s) shall contact the SLPS office, if there is an insufficient reason and where a refund is not received from the institution, deductions will be made from his or her monthly Post Secondary Allowance cheque to recover tuition costs of the course(s). Withdrawals from course(s) will require written verification from a doctor or faculty to confirm reason for withdrawal.

Tuition and books shall be paid in full upon **first enrolment** in a particular course; upon **second enrolment** in the same course, only tuition shall be paid (student shall be responsible for books); **third enrolment**, student shall be responsible for full tuition and books. Arrangements for repayment shall be made with the Post Secondary program.

The Saddle Lake Post Secondary Program does not encourage and is not responsible for student loans.



2. ACADEMIC PROGRAM FEES:

It is the responsibility of the student to pay for any of the following fees:

- a. Application or Registration;
- b. Transcript Request;
- c. Program Change, Evaluation or Assessment;
- d. Challenge and/or Rescheduled Exam and;
- e. Library and Parking Fees/Fines.

The SLPS program shall reimburse upon receipt for any of the following:

- a. One application or registration fee per year;
- b. Tutorial, guidance and counselling services; and
- c. Professional-related fees up to a maximum of \$1000 within the calendar year following the completion of a relevant Post Secondary program.

3. BOOKS AND SUPPLIES:

Full-time students will have an accountable advance to purchase books at \$500 and supplies at \$150 at the beginning of each term/semester based on the number of courses enrolled in. First year full-time students and/or students who are taking programs from certain institutions will be provided with \$150 for supplies. The educational institutes will invoice SLPS directly for books.

Part-time students will be issued \$250 for books, depending on the institution enrolled in, and \$75 for supplies. Funding for supplies does not include clothing and equipment such as computers, internet connections, calculators, etc.



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A student enrolled in any of the following programs may qualify for additional funding for books and supplies providing receipts and a letter from faculty validating additional costs is submitted to the Post Secondary office:

- a. Health and Technological Fields;
- b. Professional; and
- c. Graduate Studies.

Your contribution of used books to support our Community Resource Library (located at the Kihew Asiniy Education Centre) would be greatly appreciated.

4. EDUCATIONAL INCENTIVE PROGRAM:

Saddle Lake Post Secondary will provide an educational incentive to sponsored students who have successfully completed their program of studies. To be eligible, graduates must submit their:

- a. Official transcripts;
- b. A copy of their credential/parchment (certificate, diploma, degree);
- c. Graduate students (masters, doctoral, post-graduate diploma) shall be required to submit an electronic copy of their research (thesis, dissertation or capping project).

Students who were accepted into a program prior to September 1, 2015, and are continuing in their existing program may be eligible for an incentive paid out at the pre-September 1, 2015 incentive rates upon graduation.

UCEP/College & University Certificate and Diploma

UCEP Certificate Program:	\$200
College/University Certificate Program:	\$400
College/University Diploma Program:	\$600



Undergraduate Studies

3-Year Professional Degree Program:	\$1000
2-Year After-Degree Program:	\$750
3-Year University Degree Program:	\$1000
4-Year University Degree Program:	\$1500

Graduate Studies

Master Degree Program:	\$4000
Doctoral Degree Program:	\$6000

(Note: Up to a combined maximum of \$10,000)

A graduation assistance of \$200 shall be granted on a one-time basis only upon completion of one program of studies.

In addition, one award shall be given every two years at the Biennial Education / Employment & Training / Reinvestments Round Dance recognizing academic excellence at each of the following levels:

UCEP	\$200
College/University Certificate Program:	\$300
College/University Diploma Program:	\$400
Undergraduate Studies:	\$500
Post Graduate Studies	\$600

To qualify for these awards, transcripts must be submitted by December 30th.



POST SECONDARY POLICY MANUAL PART I

5. POST SECONDARY ALLOWANCE (PSA):

A **full-time** student will be entitled to financial assistance for living expenses, according to the PSA rates and schedule. The PSA will be paid in Canadian dollars regardless of the location of the institution.

An Onicikiskwapowin Cree Nation sponsored student shall not receive a post secondary allowance if he/she is:

- a. Enrolled in a part-time course load;
- b. Employed full-time;
- c. Receiving Employment Insurance or other government-issued benefits;
- d. Receiving Social Assistance; or

An unemployed spouse may be claimed only if he/she is a registered Onicikiskwapowin Cree Nation member. Dependents may be claimed provided that they are under the age of eighteen, dependent upon and residing with the student. In cases of legal custody, proof of guardianship must be submitted.

A mid-month payment of \$300 will be issued to students, with the exception of those students who are attending out-of-province and out-of-country institutions who shall receive full PSA once a month.

Emergency advances will be considered case by case and will not exceed \$200 per academic term. Advances must be paid back in full on the next PSA distribution.

(Please refer to PSA Rate Schedule on next page).



2022-2023 SLPS ALLOWANCE RATES

	ON RESERVE	OFF RESERVE
S2 Single	\$1,600.00	\$1,800.00
<i>M2 Married</i>		
<i>w/Unemployed Spouse</i>	\$1,700.00	\$1,900.00
w/ 1 Dependent	\$1,800.00	\$2,000.00
w/ 2 Dependents	\$1,900.00	\$2,100.00
w/ 3 Dependents	\$2,000.00	\$2,200.00
w/ 4 Dependents	\$2,100.00	\$2,300.00
<i>*Each addition</i>	\$100.00	\$100.00
S3 Single Parent		
w/ 1 Dependent	\$1,800.00	\$2,000.00
w/ 2 Dependents	\$1,900.00	\$2,100.00
w/ 3 Dependents	\$2,000.00	\$2,200.00
w/ 4 Dependents	\$2,100.00	\$2,300.00
<i>*Each addition</i>	\$100.00	\$100.00

6. STUDENT TRAVEL:

- a. Relocation Assistance: A student is entitled for relocation assistance when moving outside an eighty-kilometre radius from principal place of residence when the original program enrolled in is a minimum of two years in duration. A student travelling in own private vehicle will be eligible for a single travel claim only. Minimum public transportation rates shall apply.



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- b. Educational Travel Allowance: A **full-time** student may be eligible for a maximum of \$200 per full academic year to attend a workshop, conference, field placement, practicum, academic interview, etc. Field placement assistance will be dependent on the distance and duration of training. A written request from the institution will be required. Minimum public transportation rates shall apply.

Travel is dependent upon the availability of funds each year.

7. DAMAGE DEPOSIT ASSISTANCE:

(60/40 Arrangement – 60% Payback and 40% Incentive):

A **full-time** student may be eligible for damage deposit (on a one-time basis) to be paid directly to the landlord or rental agency. It shall be issued as a post secondary allowance advance consisting of 60% of the total deposit cost and would have to be repaid within four months. The other portion would be a one-time incentive up to 40% of the total damage cost. A student is entitled to total reimbursement from the rental agency. This assistance is limited to one per household.

NOTE: A student on academic or sponsorship probation will not be eligible for a damage deposit and educational travel allowance until academic performance and/or attendance has improved.

Damage deposit assistance on partial-grant basis will be dependent upon the availability of funds each year.



LEVELS & OTHER FORMS OF STUDY

THE FOLLOWING STATEMENTS APPLY TO ALL LEVELS AND OTHER FORMS OF STUDY:

1. Enrolment must be in an accredited and transferable program at a Public/Private Post Secondary institution on the Master List of Designated Educational Institutions.
2. SLPS will determine how many courses per term are considered full-time for your program to be eligible to receive a monthly PSA.
3. A student shall complete a program evaluation to ensure that all courses will apply towards his/her program of study. Completion of program must result in a certificate, diploma or degree.
4. Students must reapply for sponsorship every term with the required documentation (transcripts, course registrations, etc.). Continued sponsorship will be dependent on academic performance.
5. Attendance is mandatory in the minimum course load required for program of study. Deductions may be made for absenteeism.
6. It is important for students to ensure all their information is correctly recorded with the SLPS office (i.e. address/phone, email) and any changes in personal, program or financial circumstances are reported immediately via written correspondence.




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LEVELS OF STUDY

7. Students who have completed a level 2, 3, 4, 5, or 6 program with or without assistance from SLPS, are ineligible for program assistance for lower levels.
8. A student is encouraged to seek employment and gain work experience for at least one year following completion of a program before pursuing studies in an entirely different field.
9. An Onicikiskwapowin Cree Nation sponsored student who experiences financial shortfall may be eligible to receive assistance from another agency; however, obtaining dual sponsorship may lead to termination of sponsorship.
10. Students must report any other funding they receive during the sponsorship period to SLPS. Students should also notify other funding agencies (local, provincial or federal) of the details of their SLPS sponsorship.

LEVELS OF STUDY

1. **University/College Entrance Preparation (UCEP/Pre-Med/Pre-Tech/Transition Year Program):**
 - a. Must pass entrance examination for UCEP program.
 - b. Program of study must be, at least, one full term or academic year (up to ten months in duration).

- 
- c. Available to a student who is 20 years of age or older who requires UCEP in order to meet college or university entrance requirements, as per career plan.
 - d. Must be enrolled in four or more 30 level subjects and able to complete a Grade 12 level or program enrolled in at the end of the academic year.
 - e. A student applying for UCEP shall submit transcripts, which include partial Grade 12 subjects with at least one 30-level core subject (English, Math, Social Studies, Sciences, Cree).
 - f. Sponsorship limit is ten months.

2. College-Certificate/Diploma Program:

- a. Program of study for a certificate program shall be up to a maximum of one full academic year in duration; two full academic years for a diploma program.
- b. Program must have a Grade 12 prerequisite or Mature Student Status requirement.
- c. The maximum sponsorship limit for this level of study is twenty months. E.g. Ten months for a college certificate program; an additional ten months for a college diploma program.
- d. A student shall take the maximum number of courses required by an institution to complete a program of studies within a specified sponsorship limit.



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3. University-Certificate/Diploma Program:

- a. Program of study for a certificate program shall be up to a maximum of one full academic year in duration; two full academic years for a diploma program.
- b. Program must have a Grade 12 prerequisite or Mature Student Status requirement.
- c. The maximum sponsorship limit for this level of study is twenty months. E.g. Ten months for a university certificate program; ten months for a university diploma program.
- d. A student shall take the maximum number of courses required by an institution to complete a program of studies within a specified sponsorship limit.

4. Undergraduate Degree Program:

- a. A first-year student is allowed to take a minimum of three (3) credit courses per term. However, a second, third or fourth-year student shall enroll in four or more (3) credit courses per term to ensure completion of program within the time allotted.
- b. Three-Year Undergraduate Degree: Sponsorship limit is thirty months.
- c. Four-Year Undergraduate Degree: Sponsorship limit is forty months.



5. Professional/After Degree/Qualifying Program:

- a. Three-Year Professional Degree: Sponsorship limit is thirty months.
- b. Two Year After-Degree: Sponsorship limit is twenty months.
- c. Qualifying Year: Sponsorship limit is ten months.

6. Graduate Degree Program (Masters or Doctoral, including Graduate Diploma):

- a. Sponsorship limit is thirty months for a Master graduate degree level; twenty months of full-time and ten months of part-time sponsorship (tuition and books only);
- b. Sponsorship limit is forty months for a Doctoral graduate degree level; twenty four months of full-time and sixteen months of part-time sponsorship (tuition and books only); and
- c. A student enrolled in graduate studies shall be required to submit a copy of bound thesis or project. The Saddle Lake Post Secondary Program shall reimburse an additional copy purchased by the student for this purpose upon submission of receipts.



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OTHER FORMS OF STUDY

1. Intersession (Spring/Summer)

- a. A student shall enroll in a minimum of two (3) credit courses for spring and two (3) credit courses for summer.
- b. Sponsorship support shall be for the number of months allotted for the program enrolled in.

2. Part-Time:

- a. A student shall only receive sponsorship support for tuition, books and supplies, as required by the Post Secondary institution. Tuition will be paid directly to the institution.
- b. A post secondary allowance will not be provided by the Saddle Lake Post Secondary Program.

3. On-line Distance Learning/E-Learning:

- a. A student may receive sponsorship support for tuition, books and supplies, as required by the Post Secondary institution. Tuition will be paid directly to the institution.
- b. A post secondary allowance may be provided by the Saddle Lake Post Secondary Program, subject to Board presentation and approval and/or budgetary considerations.



4. Home Study/Correspondence Course(s):

- a. The Saddle Lake Post Secondary Program will pay tuition directly to the institution.
- b. Reimbursement for tuition, books and supplies can be made to the student after successful completion of course and/or program when receipts, transcripts and/or a copy of a certificate, diploma or degree have been submitted to the Post Secondary office.
- c. A post secondary allowance will not be provided by the Saddle Lake Post Secondary Program.

5. Evening Courses:

- a. A student shall receive full sponsorship providing full-time courses are not available during the day.
- b. Must be registered in three or more (3) credit courses per term/semester, as required by the institution and according to post secondary policy.
- c. Must be able to transfer to full-time day program after one term or one full academic year.



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SPECIAL REQUESTS/PROGRAMS

1. PROGRAMS OUTSIDE OF CANADA:


A student shall consider a Canadian institution nearest their place of residence, before considering institutions outside Canada. However, if a particular program cannot be found in Canada, with proof of documentation; tuition will be paid directly to the institution in the currency of the destination country up to a maximum of \$10,000 per academic year. Post secondary allowance, books and supplies will be paid to the student in Canadian dollars regardless of where the institution is located.

A student studying outside of Canada will receive minimum public transportation rates payable in Canadian dollars.

A student must make a personal presentation to the Saddle Lake Education Authority. Recommendations will be made by the Saddle Lake Education Authority to Saddle Lake Chief and Council for final decision.

2. PRIVATE INSTITUTIONS:

If a student chooses to attend a private institution, tuition will be paid according to equivalent public institution rates (up to a maximum of \$10,000 per academic year, plus books and supplies)



provided certification/diploma/degree are equivalent to public institutions. The student may qualify for additional funds for tuition if they are applying into an accelerated computer program or another technical program.

3. TRANSFERS:

a. **Program to Program:**

Transfers from one program to another are not encouraged by the Saddle Lake Education Authority; however, they shall be considered on a case-by-case basis.

b. **Level to Level:**

Same as Program to Program transfers, e.g. Transfer from university to college level of study, college to UCEP level of study, etc.

c. **Faculty to Faculty:**

Same as Program to Program transfers. In addition, a student will be responsible for any additional costs incurred (tuition and books) for that academic year and for any months exceeding maximum sponsorship limit.

d. **Institution to Institution:**

A student transferring from one institution to another shall ensure that all courses are transferable to his or her program of studies by consulting with academic advisors from both institutions. A student shall submit the following documents to the Post Secondary office:



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- i. Letter of permission from original institution enrolled in; (if applicable)
- ii. Letter of acceptance from the institution a student is transferring to;
- iii. Transcripts; and
- iv. Student Profile.

Further, all requests for transfers will be considered on a one-time basis and will remain dependent on prior approval by the Saddle Lake Education Authority; subject to career plan and availability of funds. Transfers should not affect sponsorship limits.

4. LEAVE:

A student may be eligible for the following types of leave:

a) **Sick Leave:**

A student shall provide a doctor's certificate for two or more consecutive days of illness.

b) **Bereavement Leave/Assistance:**

A student may request bereavement leave and/or assistance from his/her studies as a result of death in their immediate family, as per band policy. "Immediate family" is defined as one's spouse, son, daughter, foster child, mother, father, sister, brother, grandmother, grandfather, parent-in-law, sister or brother-in-law, grandchild or parent surrogate by tradition.



c) Court Leave:

Court leave with pay may be granted to a student when a student is subpoenaed to appear as a witness or to serve on a jury. In instances where a student is required to appear in court for personal reasons as a defendant or accused, leave shall be without pay.

d) Election Leave:

A student seeking public office during an election year will be required to sign a wage assignment form to pay back any post secondary allowance issued for the month of election.

If you are a successful candidate, the full amount of post secondary allowance will be deducted from your first pay cheque issued by the Band. In addition, you are expected to maintain your studies as a full-time student during this time.

e) Other Leave:

Will be dealt with on a case-by-case basis. Written request must be submitted to the Saddle Lake Education Authority for consideration. E.g. leave of studies, maternity leave and medical leave (up to a maximum of one year).

5. OTHER:

Any other type of special request not stated above will require student to submit a written request with supporting documentation for Board Approval and all requests will be subject to budgetary considerations for the current fiscal year.



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TERMINATION OF SPONSORSHIP

The Saddle Lake Education Authority will discontinue full or partial sponsorship support for any of the following reasons:

1. Incomplete information on the application form.
2. False or fraudulent information in any form will disqualify a student from obtaining further sponsorship for a minimum of two years. A student will be required to appear before the Committee regarding their case. In cases of fraud, the appropriate authorities will be immediately notified.
3. Upon notification from the institution of withdrawal or dropping out of a program of study.
4. Withdrawal from courses without approval from the Education Authority.
5. Failure to attend all scheduled classes.
6. Termination of a student's enrolment at a post secondary institution.



7. Changes to approved program of study without prior approval from the Saddle Lake Education Authority.
8. When a student has exceeded allotted student months as defined in this policy.
9. When full-time status has changed to part-time status.
10. Failure to pass seventy-five percent (75%) of courses taken per academic term.
11. Failure to comply with the Student Self-Determination Agreement.
12. Failure to comply with the Onicikiskwapowin Cree Nation Education Policy Statement.
13. Failure to meet conditions and breach of probation.

In further clarification of #5, a student is required to attend all classes of each course or program enrolled in. A student shall only miss scheduled classes for the following reasons:

- a. Compliance with the sick, bereavement, court and other leave requirements as set out on P. 29 and 30; or
- b. Other justifiable serious and emergency situations approved by the institution and/or Saddle Lake Post Secondary Program.



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Upon termination of sponsorship a student is subject to the following penalties with respect to eligibility status:

- a. On first occurrence, the student is not eligible to apply for sponsorship for the remainder of the academic term plus two academic terms.
- b. On the second occurrence, the student is not eligible to apply for sponsorship for the remainder of the academic year plus one academic year; or
- c. On the third occurrence, the student is not eligible to reapply for a period of three years. Furthermore, a personal presentation to the Saddle Lake Education Authority is required.

In addition, upon the termination of sponsorship a student shall reimburse the Education Authority all monies not utilized in accordance with the Onicikiskwapowin Cree Nation Education Policy manual.

For further clarification, the Education Authority retains the right to determine the monies owed by a student whose sponsorship has been terminated.



APPEAL PROCESS

To ensure fairness and consistent treatment within these policies, a student will have the opportunity to appeal a decision (other than funding)* in the following manner:

1. Every effort must be made by the student and the Post Secondary Director to resolve any concerns regarding current post secondary policies and procedures.
2. If the issue remains unresolved, a student shall give verbal notice to the Superintendent of Schools.
3. A student shall file a formal written statement documenting and setting out the complaint with the Superintendent of Schools and a copy to the Saddle Lake Education Authority within two weeks.
4. A special meeting of the Saddle Lake Education Authority Appeals Committee shall convene within one week of receipt of formal written notice.
5. The Saddle Lake Education Authority Appeals Committee shall consist of the following:
 - a. Saddle Lake Education Authority Board Member;
 - b. Saddle Lake Superintendent of Schools; and
 - c. Saddle Lake Council Representative.



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A quorum decision made by the Saddle Lake Education Authority shall be final.

6. A formal written response shall be issued by the Superintendent of Schools within **five working days** of the appeal hearing.

** An appeal shall not be granted to an applicant who has been denied sponsorship due to lack of funding.*



ROLES

1. SADDLE LAKE CHIEF AND COUNCIL:

- a. To give authority and support the Saddle Lake Education Authority in the administration and implementation of the Onicikiskwapowin Cree Nation Education policies and procedures.
- b. To negotiate and authorize all agreements, contracts and contribution agreements.
- c. To appoint Saddle Lake Education Authority members.

2. SADDLE LAKE COUNCIL EDUCATION PORTFOLIO HOLDERS:

To be a liaison between the Saddle Lake Education Authority and the Saddle Lake Chief and Council.

3. SADDLE LAKE EDUCATION AUTHORITY:

- a. To recommend, approve, support and promote the goals and objectives of Education for the Saddle Lake Post Secondary Program.
- b. To review and make decisions on sponsorship applications and grant appropriate awards to students who have completed their program.



POST SECONDARY POLICY MANUAL

PART I

- c. To develop and recommend policies and procedures and ensure these policies and procedures are periodically reviewed and updated.
- d. To ensure that all agreements with Post Secondary institutions are carried out in compliance with the terms and conditions of those agreements.

4. SADDLE LAKE POST SECONDARY DIRECTOR AND COUNSELLOR(S):

- a. To implement all administrative policies and procedures consistently and fairly, as contained therein.
- b. To plan, develop and recommend educational goals and objectives for the Saddle Lake Post Secondary Program.
- c. To develop and monitor annual budget and provide monthly reports to the Saddle Lake Education Authority.
- d. To plan, organize and facilitate annual program events, as needed.
- e. To provide personal, career and cultural counselling to individual students.
- f. Provide academic advising for students and community members who require these services.
- g. To provide support services such as yearly student/institution visits, attending graduation ceremonies and other administrative duties.

MONTHLY PSA SCHEDULE 2022-2023

FALL & WINTER SESSION (September, 2022 - April, 2023)

	MONTH END	MID- MONTH
For September, 2022	August 24	September 14
For October, 2022	September 28	October 12
For November, 2022	October 26	November 09
For December, 2022	November 25	December 07
For January, 2023	December 21	January 11
For February, 2023	January 25	February 08
For March, 2023	February 24	March 15
For April, 2023	March 29	April 12

INTERSESSION 2023 (May, 2023 – August, 2023)

For May, 2023	April 26	
For June, 2023	May 26	
For July, 2023	June 28	
For August, 2023	July 26	

Note: Monthly PSA cheques are paid in advance, prior to the end of each month. They are also issued only once per month for Intersession starting May until August of each year.



MONTHLY PSA SCHEDULE PART II

DEFINITIONS

1. ACADEMIC YEAR:

As defined by the post secondary institution, but will not be less than eight months in duration (September until June).

2. CANADIAN PUBLIC INSTITUTION:

An accredited post secondary institution which receives the majority of its funding from the Federal and Provincial governments.

3. COUNSELLING:

Career, academic and cultural counselling for personal and professional development.

4. DEPENDENTS:

Person(s) under the age of 18 years who are dependent upon and residing with the student. Dependents must be Canadian Citizens and proof of legal guardianship may be required.

5. DEPENDANT SPOUSE:

A registered Onicikiskwapowin Cree Nation member who is married or living with the student as husband or wife for a period of at least one year prior to application for educational assistance. This person is dependent upon the student and does not receive any other income.



6. ELIGIBLE ONICIKISKWAPOWIN CREE NATION MEMBER:

An individual listed in the Onicikiskwapowin Cree Nation membership list for whom funding was requested and received from Indigenous Services Canada (ISC), excluding a member of Whitefish (Goodfish) Lake First Nation. Proof of eligibility will be confirmed with Saddle Lake Membership Department.

7. FORMAL WITHDRAWAL:

A student who signs a “Formal Withdrawal” form to withdraw from a program/course before due date.

8. INFORMAL WITHDRAWAL:

A student who does not sign a “Formal Withdrawal” form to withdraw from a course before due date. This usually results in a “Failure” mark on a student’s transcripts.

9. FULL-TIME STATUS:

As defined by the post secondary institution and/or the Saddle Lake Post Secondary Program.

10. INCENTIVE(S):

A student is eligible for incentive(s) under the Educational Incentive program upon completion of studies. An official transcript and a copy of his/her parchment/credential must be submitted to the SLPS office to be able to receive this incentive at the highest level within the program.



POST SECONDARY POLICY MANUAL PART II

11. MATURE STUDENT STATUS:

A registered Onicikiskwapowin Cree Nation member who is over the age of 21 years and/or meets the mature student admission requirements of the post secondary institution.

12. ORIENTATION:

The Saddle Lake Post Secondary Program will host a one-day orientation each year in August, which will cover the Saddle Lake Post Secondary Program policy manual, student handbook and administration procedures for student information.

13. PART-TIME STATUS:

As defined by the post secondary institution and the Saddle Lake Post Secondary Program.

14. POST SECONDARY ALLOWANCE (PSA):

Resources allocated to a **full-time** student to assist with cost of living while attending a post secondary institution and are not considered a wage or salary.

15. POST SECONDARY EDUCATION:

A program of studies offered by a recognized and accredited public/private post secondary institution, as listed in the Master List of Designated Educational Institutions, for which completion of a Grade 12 or equivalent is a prerequisite.



16. POST SECONDARY INSTITUTION:

Certificate, diploma or degree granting institution, which is accredited by a recognized jurisdiction including educational institutions, affiliated with or delivering accredited post secondary programs by arrangement with a post secondary institution.

17. PREREQUISITES:

Entrance requirements for a particular program of study, as defined by the post secondary institution.

18. PRIVATE POST SECONDARY INSTITUTION:

An approved post secondary institution which receives the majority of its funding from tuition. If a student chooses to attend a private institution (excluding First Nation institutions where the Onicikiskwapowin Cree Nation has ownership interest) where a program is available in a public institution, tuition will be paid according to equivalent Canadian public institution rates. The student will be responsible to pay the balance and to provide proof of tuition payment and/or documentation that other means of sponsorship has been obtained.

19. PROGRAM OF STUDIES:

An accredited and transferable post secondary program, greater than one full academic year or longer in duration with a Grade 12 prerequisite or equivalent leading to a certificate, diploma or degree.



POST SECONDARY POLICY MANUAL PART II

20. PROGRAM FACULTY:

Program of study in which a student is studying in, as defined in the institution's calendar.

21. SADDLE LAKE EDUCATION AUTHORITY:

A five-member Board of Directors who are appointed by the Saddle Lake Chief and Council from the Onicikiskwapowin Cree Nation membership.

22. SADDLE LAKE POST SECONDARY (SLPS) PROGRAM:

The administration program responsible for Post Secondary education sponsorship consisting of a Post Secondary Director, Counsellor(s) and Administrative Assistant.

23. TERM/SEMESTER:

A part of the academic year, as defined by the post secondary institution.

a. University: A term/semester may cover the periods from September to December, January to April, May to August. (Three terms per year)

b. College/UCEP: A term/semester may cover the period from September to December and January until April or June. (Two or three terms per year)



24. UNIVERSITY/COLLEGE ENTRANCE PREPARATION (UCEP):

UCEP programs offered by Canadian post secondary institutions must provide the student with the necessary entrance requirements to pursue a college or university level of study. Funding is provided up to a maximum of one (1) academic year.

25. WAHKOHTOWIN:

Traditional form of governance by taking care and fostering good relations.



POST SECONDARY POLICY MANUAL PART II

STUDENT SELF-DETERMINATION AGREEMENT

1. It is my responsibility to develop myself to my fullest potential and the Saddle Lake Education Authority shall support my personal and educational growth.
2. I will accept the responsibility of protecting the Treaty Right to Education by respecting and abiding by the Saddle Lake Post Secondary Policy Manual as set forth by the Saddle Lake Chief and Council and Saddle Lake Education Authority.
3. I shall maintain an honest, co-operative and positive approach towards post secondary education regarding personal and career goals by:
 - a. Demonstrating good judgement and behaviour;
 - b. Accepting personal responsibility for decisions, choices and actions;
 - c. Exercising conscientious choices and values;
 - d. Respecting staff and students of the Saddle Lake Post Secondary Program and the educational institution(s); and



- e. Adhering to all policies and regulations of the institution enrolled in, including those relating to:
 - i. Plagiarism;
 - ii. Fraud;
 - iii. Cheating; and
 - iv. Any dishonest conduct.

4. I shall notify the Post Secondary staff immediately of any changes in academic or personal status. i.e. Change from full-time to part-time studies, withdrawals from program and/or course(s), change in family/household status, etc.

5. I shall pursue my post-secondary studies by:
 - a. Working to achieve the objectives required for each class session;
 - b. Completing all assignments and examinations;
 - c. Being consistent and committed to my career plan; and
 - d. Attending all scheduled classes and exams.

6. I shall seek academic and/or support services when needed for:
 - a. Academic assistance/ tutorial support;
 - b. Substance abuse counselling;
 - c. Family counselling;
 - d. Physical abuse counselling; or
 - e. Any other support service approved by the Education Authority.



POST SECONDARY POLICY MANUAL PART II

7. I shall utilize the Education Authority Appeal Process, as stated in manuals, if necessary.
8. I understand that failure to notify Post Secondary of changes in academic or personal status could result in recoveries to the program if payments were made under fraudulent circumstances. The appropriate authorities will be notified and criminal charges could result.
9. I shall attend student orientation during the latter part of August prior to release of PSA cheques.

I agree to and will abide by the Student Self-Determination Agreement as stated above.

Name (Please Print) _____

Signature: _____

Date: _____

Program: _____

Institution: _____

Year of Study: _____ of _____





POST SECONDARY POLICY MANUAL
PART III

