



POST-SECONDARY EDUCATION FINANCIAL ASSISTANCE PROGRAM

PREFACE

The Saulteau First Nations Post-Secondary Education Assistance Program is the doorway to funding supports through both the Post-Secondary Student Support Program (PSSSP) and the University and College Entrance Preparation (UCEP) Program offered through Aboriginal Affairs and Northern Development Canada's (AANDC).

This document presents the essential National Program Guidelines for the current year as well as the local program guidelines required to administer these funds.

The local guidelines may also include specific priorities and policy areas that support the planning and needs of the Saulteau First Nations, as well as specific or limited rates and allowances as long as these do not exceed the amounts payable under the National guidelines.



**POST-SECONDARY EDUCATION
ASSISTANCE PROGRAM**

LOCAL OPERATING GUIDELINES

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PART I INTRODUCTION

The Saulteau First Nations values education, and recognizes that most work available today requires preparation at the Post-Secondary level. The objective of the Saulteau First Nations Post-Secondary Education (PSE) Program is to assist eligible members of Saulteau First Nations gain access to a post-secondary education and to graduate with qualifications and skills needed to pursue individual careers. The Saulteau First Nations Post-Secondary Education Program provides support and financial assistance to eligible members of Saulteau First Nations toward the pursuit of their post-secondary education.

Deadline for applications is on May 15th of Every Year.

This document outlines:

- The criteria necessary to qualify for financial assistance; 
- The types and maximum levels of allowance available through the Saulteau First Nations program; and 
- The maximum duration of assistance that may be provided with respect to various levels of post- secondary education.
- This Policy has been ratified by Chief and Council and applies to all students seeking financial assistance from the Saulteau First Nations. This Policy has been designed to be consistent with the Aboriginal Affairs and Northern Development Canada National Program Guidelines.

This Policy is available from the Saulteau First Nations Education Department and on-line at <http://www.saulteau.com> under “Education”.

PART II PROGRAM OBJECTIVES & ADMINISTRATION

1. SAULTEAU FIRST NATIONS VISION STATEMENT

The vision of the Saulteau First Nations is to support its members in increased participation and success in recognized post-secondary education programs, gaining the skills education and professional training that foster improved growth and employability for individuals and the development of greater self-sufficiency for the Saulteau First Nations.

2. OBJECTIVES

The objective of the Saulteau First Nation's PSE assistance program is to support the maximum number of eligible students to gain access to post-secondary education and to graduate with the skills, qualifications, and credentials required to secure gainful employment in their chosen career path and to realize their individual potential, thus contributing to the community and society.

3. ADMINISTRATION

The Education Department is mandated by Chief and Council to administer the PSE Assistance Program.

Saulteau First Nations members seeking funding for post-secondary education will be provided a copy of these Guidelines. They may submit their applications in accordance with these Guidelines. The PSE Director will review completed applications and assess whether they meet the terms and requirements set out in these Guidelines. The Director will advise applicants within 10 – 15 business days the status and completeness of the application, and the next steps'.

Where an application is not approved and the applicant wishes to appeal the decision, she or he may follow the appeal process set out in these Guidelines.

All enquiries about the PSE program should be directed to:

Title: Director of Education
Address: PO Box 1020, Chetwynd, BC V0C 1J0
Phone: 250-788-7273
Reception: 250-788-3955

PART III LOCAL OPERATING GUIDELINES

1. DEFINITIONS

Definitions can be useful to ensure that all parties (administration, students, parents) have the same understanding of terminology and how terms apply throughout the Guidelines. Below are commonly used terms.

Member in Good Standing - means that the applicant or student is a registered member who does not have any outstanding debt owing to Saulteau First Nations.

Academic Year - means the length of an academic year for a Program of Study as defined by the Post-Secondary Institution; usually at least eight months in duration.

Accredited Institute - means a Post -Secondary education or training institution accredited by an accreditation institution recognized by government.

Academic Probation - means a period of one semester during which a student is under strict academic guidelines as a result of low or failing grades.

At Home - refers to a single student living in a home owned, rented, or leased by their parent, step-parent or legal guardian.

Away from home - refers to a single student who lives away from a home owned, rented, or leased by their parent, step-parent or legal guardian or to students who live in self-contained suites, paying fair market rent and their own utilities separately.

Band Member - means a person whose name is lawfully entered on the Band List.

Common Law - means students who have cohabited with a person in a marriage-like relationship for a period of at least one year (12 consecutive months) as of the first day of classes.

Co-op Program - means a program of study that alternates periods of study with periods of work placement. In order for a student to be supported through the PSSSP, the co-op must be required and is not to exceed 50% of an academic term. The co-op placement must be approved by the post-secondary institute as a suitable learning situation.

Correspondence/distance/online education - are E-learning programs that are supported electronically and can involve both out of classroom and in-classroom education (blended delivery). Content is delivered via the Internet, intranet, audio or videotape, satellite TV, and CD Rom. It can be self-paced or instructor led.

Course Load - means the rate at which the student is currently working in order to complete their program of study.

Deferred Student - means a student who is/was eligible for funding support but for lack of funds is/was unable to be sponsored.

Dependent - means a those persons who are considered as dependents as defined by the Canada Student Loan Program (CSLP)

Dependent Spouse - means a person who is married to the student or has lived with the student as a partner, in a marriage-like relationship, for a period of at least one year prior to the student's application for post-secondary education support. This person is dependent upon the student and does not receive an annual income in excess of \$20,000; verification required

Full-time employment - is defined as work in excess of 25 hours a week. To be eligible for living allowance, a student's primary occupation must be full-time studies. Saulteau First Nations is unable to provide living allowances for students whose primary occupation is considered to be employment.

Full-time student - means a student who is enrolled in at least 60 percent (40 percent for students with permanent disabilities) of a full course load for at least 12 weeks in a Program of Study at an eligible Post-Secondary Institution and leading to a certificate, diploma, or degree.

Full-time studies - means at least 60 percent of a full course load for a Program of Study offered by an eligible Post-Secondary Institution.

Good Standing - means successful completion (i.e., student receives credit towards a formal credential, certificate, diploma or degree issued by the governing body of the school) of the course load at the post-secondary institute for each period of study. Saulteau First Nations has high expectations for all students. Students must maintain a 2.0/C average in all courses, or risk being placed on academic probation.

Guardian - is used to identify a person who is charged with the legal right and duty of care for a ward due to the ward's inability (due to age, or mental or physical inability) to care for himself or herself.

Guidance and Counseling - means services and programs that promote the personal/social, educational, and career development of students. Services are available through Saulteau First Nations.

Indigenous Adult and Higher Learning (IAHLA) Institutes - are Aboriginal controlled adult and post-secondary education institutes in BC. IAHLA institutes are community based and offer a broad spectrum of programming. IAHLA institute programs delivered in partnership with a Public Institution are designated programs under Saulteau First Nations Policy.

Internship - means a period of supervised practical experience undertaken after graduation from a program, which is required for licensure or professional practice. Internships are not eligible for funding under the PSSSP/UCEP.

Married Students - are either married or in common law relationships. Married students, whose marriage or common law relationship ceases, are considered to be either independent students or single parent students, depending on whether the student has dependent children.

Official Transcript - is a copy of a student's permanent academic record, which includes all courses taken, all grades received, all honors received and degrees conferred to a student. An official transcript is prepared and sent by the issuing school with an original signature of a school official. Saulteau First Nations requires sealed official transcripts to support application for and continuation of education funding.

Part-time student - means a student who is enrolled in 20 to less than 60 percent of a full course load for a Program of Study at an eligible Post-Secondary Institution.

Part-time studies - means less than 60 percent of a full course load for a Program of Study offered at an eligible Post-Secondary Institution. The eligible program of study must be approved for full-time funding in order for students to be funded as part-time students.

Permanent Disability - refers to a functional limitation caused by a physical or mental impairment that restricts the ability of a person to perform the daily activities necessary to participate in studies at a post-secondary level or in the labour force and is expected to remain for the person's expected natural life.

Post-Secondary Student Support Program (PSSSP) - program that provides financial assistance to Status Indian and Inuit students who are enrolled in eligible post-secondary programs, which includes: community college and CEGEP diploma or certificate programs; undergraduate programs; and advanced or professional degree programs.

Preceptorship - A period of final work experience required for graduation from an educational program in which the student performs actual clinical or other professional procedures in a real life setting under the immediate supervision of a single fully qualified practitioner where the duration does not exceed 10 percent of the total program. Students registered in a preceptorship are eligible for support thorough PSSSP/UCEP provided other requirements are met.

Practicum - means a supervised and mandatory (required for graduation) portion of an educational program emphasizing the practical application of previously learned theory, methods, skills, professionalism, orientation and ethics in a specialized area of study which does not exceed more than 20 percent of the total program. Students must be supervised and evaluated by the employer while doing productive work (not merely observing) where no remuneration is received.

Public Institution - means an institution controlled or managed by a body most of whose members are elected or appointed by or under the scrutiny of a public authority. Public Institutions receive provincial funding.

Private Institution - means an institution, controlled or managed by a body most of whose members are not selected by a public authority. Private institutions do not receive provincial funding.

Self-Paced Programs - are programs designed for completion in a specific time frame but may also be delivered at a reduced course load. All students must complete 100 percent of the course

work, though the time required for completion may vary depending on the percentage of course load carried.

Semester - means a distinct study period, lasting at least 12 to 17 weeks, which forms part of a longer program, as defined by a Post-Secondary Institution.

Single Parent Student - means a student who has never married, or is separated or divorced from a spouse, or who is widowed, and who has legal and/or physical custody and responsibility for supporting their own children at least two days per week during their entire study period.

Tutoring - means the delivery of additional, special, or remedial instruction. Students are encouraged to access tutoring services through the post-secondary institute.

University College Entrance Preparation (UCEP) Program - provides financial support to eligible students to enable them to attain the academic level required for entrance into a certificate, diploma, or degree program. The UCEP allows financial support for tuition, compulsory student fees, required books, and assistance for travel and living expenses.

2. ELIGIBILITY

A. Eligible Students

To apply for PSE financial assistance, students must meet the following eligibility criteria:

- Be a registered member in good standing of the Saulteau First Nations; and
- Be a Canadian resident for the 12 consecutive months immediately prior to the date of application; and
- Can provide documentation indicating that they have been accepted (or conditionally accepted) by an eligible post-secondary institution into either a degree, diploma or certificate program, or a University or College Entrance Preparation program (UCEP); and
- Maintain satisfactory academic standing with the Post-Secondary Institution, in accordance with the Institution's definition or description of satisfactory academic standing.

UCEP students must also obtain from the post-secondary institution offering the program a statement that attests the UCEPP will provide the student with the necessary mandatory courses to attain the academic level for university or college entrance and the student will be eligible to be accepted as a student of a regular university or college credit program upon successful completion of the UCEP course of studies.

Where there is doubt that the student meets the residency requirement, the student will be required to provide a notarized statement that establishes his/her residency in Canada for the 12-month period preceding the date of application.

B. Eligible Institutions

Eligible post-secondary institutions are degree, diploma or certificate granting institutions that are:

- Recognized by a province or territory (in Canada or abroad); or
- Educational institutions recognized to deliver post-secondary programs by arrangement within an eligible post-secondary institution.

C. Eligible Programs

An eligible post-secondary education program is a program of studies:

- For which the completion of secondary school studies, or the equivalent as recognized by the post-secondary institution, is required; and
- Offered by a post-secondary institution that is at least one academic year of duration (as defined by the institution); and
- Delivered at an eligible institution as defined below;

- UCEP programs must provide the student with the necessary courses to attain the academic level for university or college entrance.

Note: 'completion of secondary school studies' does not necessarily mean grade 12 graduation. For example, the entrance requirements for vocational training, such as Early Childhood Education, may be completion of English 12 and an acceptable assessment of math skills. In this case Grade 12 graduation is not required. Students must meet the program prerequisites for their chosen institution.

3. PRIORITIES

The Saulteau First Nations wish to support as many students as possible who demonstrate the greatest chances of success, and who will use their skills and knowledge for the betterment of the Saulteau First Nations as a whole.

In the event that there are more applications for funding than available money in the PSSSP and UCEP budget, the selection of applicants will be based on the following order of priority.

Priority one: Continuing students enrolled in a current program of study already being funded through PSEP.

Priority two: New students who have just completed high school.

Priority three: Continuing students proceeding to the next level of education in related field.

Priority three: Deferred students (eligible but not funded in the past due to funding restrictions).

Priority four: New applicants already studying at a post-secondary level (i.e. students who have already completed part of their program but were not previously funded by the PSSSP).

Priority five: Returning students (i.e. students who have stepped out of their post-secondary studies and now wish to return).

Priority six: New applicants – these students are placed on the list on and will be considered on a first come first served basis.

4. APPLICATION PROCESS & DEADLINES

Students must complete and submit the “Saulteau First Nations Post-Secondary Education Application Form (Appendix A) including all required supporting documentation, to the Director of Education by the deadline: **May 15 of every year.**

Students are responsible for ensuring that their application form is **complete, signed and received by the deadline.** Incomplete applications will cause delays.

Late applications will only be considered if there are sufficient funds available after processing completed applications received on time.

Any application that misrepresents the student's circumstances, or a spouse's circumstances (where the student is claiming living allowance in relation to a spouse), will result in denial of funding or cancellation of funding.

A. Required Documentation

Please note that the following documents must be submitted with the Application Form: Registration enrollment documents indicating course titles and credit allocation must be submitted to prior to the commencement of classes

- Copy of Status Card
- Original acceptance or conditional acceptance letter from Post-Secondary Institution
- Release of information form
- Documentation showing that the program meets eligibility requirements
- Current transcripts
- Documents showing income verification
- Documents validating dependents (copy of child tax benefit or income tax)
- Proof of permanent disability (if applicable)
(medical certificate, psycho-educational assessment; or documentation proving receipt of federal or provincial disability assistance)
- Document from the Post-Secondary Institutions listing only the mandatory books & supply costs
- We reserve the right to ask for labour market information supporting education choices to verify that there is reasonable assumption that employment can be obtained upon program completion.

B. Students applying for assistance through UCEP:

In addition to the above list of “Required Documentation”, students applying for assistance through UCEP must obtain a statement from the relevant institution (i.e. college or university), which attests to the following.

- The UCEP program will provide the student with the necessary courses to attain the academic level for university or college entrance; and
- The student will be eligible for admittance as a student of a regular university or college credit program upon successful completion of the UCEP course of studies.

5. ELIGIBLE EXPENSES & ALLOWANCES

The PSE Financial Assistance Program is not intended to cover 100% of student costs to attend post-secondary education programs. In the event that there are more applications for funding than available money, the selection of applicants will be based on the order of priority set out in Section II.2 of these Guidelines.

There are maximum amounts of funding payable per student. However, no student is entitled to this amount. The actual amount of funding available to an Eligible Student will depend on the overall funds available, the requirements and limitations in these Guidelines, and the number of applications received.

The following student support funding may be available:

- Tuition and compulsory student fees;
- Initial professional certification and examination fees;
- Books and supplies;
- Traveling and Living allowance for full-time students; and
- Tutorial, guidance and counseling services.

Part-time students, as defined by the post-secondary institution being attended, may receive assistance for tuition and compulsory fees, and actual cost of books and supplies, which are listed as required by the post-secondary institution, but they are not eligible for living allowance or travel costs.

Students are responsible for making sure they stay within budget. The Saulteau First Nations is not responsible for paying any amounts over and above the limits of assistance.

A. Tuition & School Fees

Tuition and compulsory fees will be paid in full for sponsored students. Mandatory fees could include such things as health insurance, lab, activity, registration or bus fees. Since these fees will vary by Institution, the institution must provide a written confirmation that a fee is mandatory.

Non-mandatory fees are the responsibility of the student. It is important that all applicants contact the school to find out which fees are mandatory and which will have to be financed through their own resources.

The Saulteau First Nations will pay the tuition directly to the Post-Secondary Institution upon receiving an invoice from the Institution. It is the students' responsibility to ensure the Saulteau First Nations receives such invoices.

For more detailed information on tuition rates, see the separate "Student Support Funding Amounts" document included in the Application package.

B. Books and Supplies

Full-time and part-time students may receive assistance for books and supplies that are required for their program of study. Students must submit a copy of the course calendar and book list the prices charged by the institution's bookstore or supplier.

The Saulteau First Nations shall attempt to establish arrangement for payments to be made directly to the bookstore. In the event that an arrangement is not established or confirmation of payment to the Institution's bookstore is not available, an advance allowance of \$400 for books and supplies can be issued at the beginning of the school year after the course calendar and book list and estimated costs have been received.

In the event the students' books and supplies exceed the \$400 advancement, the Saulteau First Nations will reimburse the student for actual costs once receipts have been submitted. If the books and supplies are below the \$400 book allowance advanced to the student, the Saulteau First Nations shall deduct the excess amount from the following months' living allowance unless otherwise agreed in writing beforehand.

No books or supply expenses will be reimbursed without the original paid receipts.

C. Travel and Living Allowance

Full-time funded students who must travel more than 100 km from their place of ordinary residence to attend their Post-Secondary Institution may be eligible to receive financial support for the cost of two return trip(s), up to a maximum of \$400.00 per Student per academic year.

In applying for travel assistance, students are expected to use the most economical means of travel possible. Students wishing to apply for travel assistance must complete a Travel Assistance Request Form at least 4 weeks prior to the expected date of travel.

Students taking classes through distance education or e-learning who are required to travel to another location to complete their required exams *may* be eligible for travel support. Where possible, students should request accommodation (such as taking the exam in the local school under the supervision of a teacher or school principal) to minimize need for travel.

Full-time students may receive financial support in the form of a living allowance to be used toward living costs such as food, shelter, clothing, daily transportation, utilities, daycare, and other personal items. The amount a student may receive will be determined by the Education Department and or Chief and Council.

Full-time students who are employed and earning more than \$20,000 per academic year are not entitled to receive living allowance. Part-time students are not eligible for travel or living allowance.

D. Tutorial Services

Funding may be available for tutorial services for students enrolled in eligible programs and for individuals attending a Post-Secondary Institution.

Students may apply for financial assistance for tutoring up to a maximum of \$500 per academic year. A written statement from the program instructor indicating the “necessity for tutoring” must accompany the request. Invoices for such services must be submitted by the service provider directly to the PSE Advisor and must set out the date, time, hours of service, and services provided to the student.

Given limited funding availability, students are encouraged to take advantage of any complimentary tutorial services available to them.

E. Expenses NOT covered

Financial assistance is not provided for: application fees, parking, deferred examinations or rewrites, *Graduate Management Admissions Test (GMAT) and *Graduate Record Examination (GRE), clothes, etc.

*GMAT & GRE are standardized tests that some universities use as a entrance requirement.

6. LIMITS OF ASSISTANCE

A. Post-Secondary Students

Assistance can be provided at four levels of post-secondary education:

Level 1: Community College diploma or certificate programs;

Level 2: Undergraduate University Programs (certificate, diploma, degree);

Level 3: Advanced or Professional Degree Programs, or Masters Programs; and

Level 4: Doctoral Programs.

1. Financial assistance for tuition, compulsory student fees and required books may be provided to students enrolled in all four levels.
2. Assistance may be provided to students to complete only one program at each level.
3. Exceptionally, Level 2 may include assistance for an additional degree at the bachelor level which has as a prerequisite an undergraduate degree or undergraduate courses.

4. The duration of assistance will accord with the official length of the program as defined by the post-secondary institution in which the student is enrolled, as long as the student is in satisfactory academic standing at the institution as per the institution's definition of "satisfactory academic standing".
5. Students enrolled in Levels 1 and 2 may be assisted for up to one additional academic year per level if such an extension is approved in writing by the institution's dean or the department head. Students enrolled in Level 3 or 4 may be assisted for up to one additional academic year for medical or personal reasons.
6. Students may be assisted in Level 1 studies after dropping out of Level 2 studies if not previously funded for Level 1.
7. Student support will not exceed the limits set out in the paragraphs above. Where students change programs within one of the levels or temporarily pause their studies, the academic years or semesters used for each program within each level will be counted for assistance purposes. Students who become eligible for assistance and who have previously completed a portion of post-secondary studies **without assistance from this program** may receive assistance for the balance of their program of studies but will not be reimbursed for previous expenses.
8. If the demand from eligible students exceeds the funding available, selection priority criteria will apply as per local policies.
9. Students receiving funding from the PSSSP must declare support received from this program as a source of income when applying for social assistance.

B. UCEP Students

For all UCEP students, the maximum time limit for financial assistance will be one (1) academic year, as defined by the institution offering the program, or, in the case of part-time students, the equivalent of one academic year.

At the end of the first term (or part of the academic year, as defined by the institution offering the program), financial support for the following term will be subject to receipt of a statement from the institution confirming the successful completion of the first term.

Students receiving UCEP funding must declare the support received from this program as a source of income if applying for social assistance.

The support for tuition, books and supplies, travel and living costs for UCEP will be the same as that provided under the PSSSP program.

C. Part-time students

Part-time students, as defined by the post-secondary institution being attended, may receive assistance for tuition and compulsory fees, and the actual cost of books and supplies that are listed as required by the institution.

Part-time students are not eligible for living allowances or travel costs.

D. Summer Programs

Consideration will be given for summer (May – August) program funding on a case-by-case basis and will include a review of institution requirements.

May-August courses will only be considered pending available PSE funds. Priority will be given to students enrolled during the September – April academic year. The student must fill out an application form, supported by required documentation. The deadline for submission of the application is February 28th. The student must be enrolled as a full-time student.

E. High cost programs

It must be recognized that funding high cost Programs of Study reduces the number of applicants who can be sponsored for post-secondary education funding. Funding for high cost programs will be reviewed on a case-by-case basis and may be subject to additional limits of assistance. Extra commitments may be required of students who undertake expensive programs.

7. STUDENT RESPONSIBILITIES

The Saulteau First Nations expects students it supports to adhere to a set of basic standards. These standards, if met, should generally also ensure success in the course of study. The standards are set out below.

Decision Making

Students are expected to plan to the best of their ability all aspects of their future education and training. This includes making informed and reasonable decisions with regards to program and class choices, place of residence, employment and healthy living. When needed, students are expected to seek out assistance and counseling to ensure a successful education process.

Attendance & Performance

All students must attend class regularly and maintain an acceptable level of attendance and performance. The Saulteau First Nations has set the minimum acceptable level of achievement at a “C” or equivalent (GPA 2, or 60%) unless the institution defines a higher level for the Program of Study in which the student is enrolled. Where a student does not maintain good academic standing, his or her funding may be suspended or terminated, or the student may be placed on funding probation.

Progress Reports

At the end of each term the students must submit to the Saulteau First Nations all pertinent documents demonstrating the student’s progress in his or her program of study, including: official transcripts, progress reports, etc.

Program Changes

Students must inform the Education Department of any changes in their enrollment status from full-time to part-time student in advance of any such change (this will affect the student's eligibility for certain types of assistance (e.g. travel and living allowance)).

Students who wish to drop or add courses must notify the Education Department in writing in advance of any such change. Course selection is very important for determining funding eligibility and students may be required to reimburse the First Nation for courses dropped without a valid reason. Students adding courses may be eligible for additional funding assistance. Any changes to the program of studies will result in a review of the funding provided.

Suspensions

Students are expected to maintain good behavior at school and to avoid being disciplined, particularly suspension. Students who are suspended will have their support terminated. *Any support (i.e. tuition, books, living allowances) paid to, or on behalf of the student, that is deemed lost by SFN must be paid back to SFN before any further financial support will be considered.*

Completion of study

Students who do not complete the program of study in the semester as specified in the application, other than for medical release (that has been approved by the post secondary institution), will be responsible for repaying back any support specifically for that semester, paid to, or on behalf of the student that is deemed lost by SFN. The amount must be paid back to SFN before any further financial support will be considered. Repayments will be considered on a semester-by-semester basis.

Use of Funding

Students are responsible for ensuring that the funding received is used for the intended educational expenses, as set out in these Guidelines.

Employment

Full-time students must not work for pay in excess of 25 hours per week.

Contact Information

Students must keep their contact information, including home address, home phone, cell phone and email current with the PSE Advisor. The student must notify the PSE Advisor of any changes immediately.

8. TERMINATION OR SUSPENSION OF FUNDING

The Saulteau First Nations may terminate funding granted to an eligible student in accordance with these Guidelines for any of the following reasons:

- The student makes a misrepresentation or false statement on his or her Application Form;
- The student's academic status changes from full-time to part-time without the student first notifying the Education Department;
- The student withdraws from or changes his or her Program of Study without first notifying the Education Department;
- The student withdraws or is removed for just cause from the Post-Secondary Institution;
- The student is unsuccessful, without good reason, in less than 75% of the courses in which the student is registered;
- The student has 10 or more absences from classes that are unexplained or without good reason;
- The student does not maintain Good Standing at a Post-Secondary Institution in accordance with these Guidelines;
- The student is in breach of, and has not taken acceptable steps to rectify, a breach of his or her Student Contract.

Where a student has his or her funding suspended in accordance with these Guidelines, the student must work with the Education Department and take all necessary steps to rectify the breach that caused the suspension of funding. Once steps have been taken to the satisfaction of the Education Department, the student's funding may be reinstated.

Where a student has had his or her funding terminated in accordance with these Guidelines, he or she will not be eligible for further financial assistance unless and until the student repays the full amount of the funding provided to the student to the First Nation. Where a student repays the full amount, he or she will be considered to be in good standing with the First Nation PSE Financial Assistance Program and may apply for funding in accordance with these Guidelines.

9. APPEAL PROCESS

Where a student believes she or he has been unfairly denied access to post-secondary education funding opportunities by the Saulteau First Nations under the PSE Financial Assistance Program, the student has the right of appeal in accordance with the following process:

- 1) The student must discuss the recommendation with the Education Department in an attempt to resolve any disagreement that may have arisen in respect of the recommendation, including disagreements regarding the application process or interpretation of a provision of the Guidelines;
- 2) Where the student and Education Department are unable to resolve the disagreement, the student may file a formal written and signed Appeal document, including all relevant documents, with the Director of Education within 15 business days of being notified of the funding decision. The Appeal document must clearly state the reason for the appeal. An Appeal Form is included with the Application Package.
- 3) The Director of Education will review and respond to the Appeal document within 10 business days of receipt.
- 4) If the Director of Education sees no reason to change the decision, he/she will complete the bottom portion of the Appeal document and forward it to the Band Administrator who will then convene an ADHOC Appeal Committee to assess the appeal.
- 5) The Appeal Committee will be appointed by the Chief and Council and shall consist of:
 - One Elder
 - Two Council Members
 - The Director of Education (non-voting)
 - The Band Administrator (chair)
 - One Other Community Member
- 6) The Appeal Committee will review the Appeal and all related documents and information. The student will be notified in writing of the date and time of the Appeal Committee meeting at which the student's Appeal will be presented. The student will have the option of being present or having a representative there on his or her behalf. The student appellant should present his/her position directly to the Appeal Committee if attending the meeting in person. All attempts to accommodate the student to present their case will be made (i.e. an out of province student may request a conference call, or communication video conference or other electronic method compatible with the First Nation's available technology).
- 7) The decision of the Appeal Committee will be final. The Appeal Committee's ruling will be based on the majority decision and must be consistent with the Saulteau First Nations Post Secondary Policy.