



Key First Nation

Post-Secondary Education Policy

KFN PSE

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AMENDED JANUARY 22, 2002

AMENDED JUNE 4, 2004

AMENDED DECEMBER 1, 2009

AMENDED APRIL 8, 2015

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Glossary of Terms

Term

Definition

Treaty / Status Indian

A person whose name has been entered in the Indian Registry maintained by the Indigenous and Northern Affairs Canada as defined by the *Indian Act*.

Band

As defined by the Indian Act

Dependent

A child from 0 – 17 years of age who is under parent / guardianship of the post-secondary student, as defined by Canada Child Tax benefit statement and does not receive income.

Dependent Spouse

A person who is married / common law to the student who has lived with the student as husband or wife for a period of at least one year prior to application for educational support. This person is dependent upon the student and does not receive income in excess of the level of income allowed for a depend on spouse by Canada Revenue Agency

Program of Studies

Includes all post-secondary programs, at least one academic year in duration, leading to a certificate, diploma, degree or ticket. Programs less than one academic year which are prerequisites to post-secondary programs of at least one academic year are included.

Final Registration

Official form from the institution listing classes in which student will be enrolled in for the semester.

Tracking Sheet

A complete list of courses required from the institute to complete Certificate, Diploma or Degree, Masters, PH.D.

Semester

Refers to PART of the academic year, as defined by the post-secondary institutions. Semesters usually cover the periods of September to December, January to April and May to August

Academic Year / Term

Refers to the FULL academic year (8 months in length or longer), as defined by the post-secondary institutions.

Student

Is an individual who has successfully applied to be funded under the PSSSP (*Post-Secondary Student Support Program*) or UCEPP (*University and College Entrance Preparation Program*) and fulfills the conditions of the programs in order to receive financial support to successfully attain a post-secondary Diploma, Degree, Certificate, Masters, PH. D or Ticket

APPLICATION DEADLINES

FALL SEMESTER	JUNE 30 TH
WINTER SEMESTER	OCTOBER 30 TH
SPRING / SUMMER SEMESTER	FEBRUARY 28 TH

REQUIRED DOCUMENTATION DEADLINES:

FALL SEMESTER	JULY 31 ST
WINTER SEMESTER	NOVEMBER 30 TH
SPRING / SUMMER SEMESTER	MARCH 30 TH

- **Please be aware that deadline dates are strictly adhered to – NO EXCEPTIONS**
- **“New” applications will be accepted and reviewed for the winter term – approval will be based on availability of funds.**

Key First Nation Post -Secondary Education
P.O. Box 70
Norquay, Sask. S0A 2V0

Date: _____ 20/ _____ Semester: _____ 20/ _____

To: _____ *Student Name* _____

Re: Documents Required

*** If you are a returning student you have been previously funded for - _____ months to date.**

Before we can proceed further with your application, the following documents MUST be on file with funding application prior to deadline date:

	PLEASE SEND	ON FILE
1. STATUS CARD VERIFICATION (Photocopy of card)	_____ X _____	_____
2. INSTITUTE ACCEPTANCE (Copy of letter from institution upon each program change)	_____ X _____	_____
3. DEPENDANT VERIFICATION (Revenue Canada Child Tax Form dependent children must be residing with the student for claim, or as soon as situation is changed) (E.g., If dependent no longer resides with student)	_____ If Applicable _____	_____
4. FINAL REGISTRATION (Official form from institution listing classes in which you will be enrolled in UPON APPROVAL OF FUNDING DUE TO THE FINANCIAL OBLIGATION YOU WILL HAVE WHEN YOU REGISTER) ** After each semester registration or change **	_____ X _____	_____
5. TRACKING SHEET OF CLASSES (Upon approved funding – with the assistance of an academic counselor send a list of courses required to complete your DEGREE/CERTIFICATION/DIPLOMA)	_____ X _____	_____
6. ACADEMIC HISTORY OF MARK TRANSCRIPTS	_____ X _____	_____
7. GRADE 12 / ABE 12 CERTIFICATION GED	_____ X _____	_____
8. DEPENDENT SPOUSE LETTER	_____ X _____	_____
9. PROGRAM VERIFICATION (Verification that program has entrance requirement level of Grade 12 GED 12 or ABE 12) AND IS 8 MONTHS IN LENGTH		

PLEASE FORWARD THE REQUIRED DOCUMENTATION AS SOON AS POSSIBLE.

**FAILURE TO SUBMIT THIS DOCUMENTATION BY _____ (designated term deadline date) WILL RESULT IN DELAYS OR DISQUALIFICATION OF YOUR REQUEST OF STUDENT FUNDING. TO DISCUSS YOUR APPLICATION, PLEASE CONTACT OUR OFFICE AT:
PHONE: (306) 594-2020 FAX (306) 594-2545.**

Mission Statement

Key First Nation mandates and recognizes that education is an inherent Treaty right and shall promote to “Educate” their membership to secure a positive future for themselves and future generations.

“Education is a lifelong journey, therefore, education shall encompass all facets of learning, both primary, as well as secondary.”

Governance

- In this policy the “Committee” refers to the Key First Nation Post-Secondary Education (KFNPSE) Committee and is a recommending body
- All decisions regarding post-secondary education are subject to approval by the Chief and Council.
- Approval of funding will be recommended by the committee, however, will be reviewed, approved and ratified by the Chief and Council.
- The Chief and Council are the governing body and will make all final decisions in relation to eligibility amounts or level of funding as based on The Key First Nation Post-Secondary Education Policy
- The Key First Nation Director of Education administers the Post-Secondary Education Program with the consultation of the Education Committee.

LIMITS OF SUPPORT

LEVEL 1 - Community College / Technical Programs

Duration of Program *(Certificate / Diploma)*

LEVEL 2 – Undergraduate Programs

Duration of Time *(Certificate / Diploma / Degree)*

LEVEL3 – Masters / Professional Programs (i.e., Law, Medicine)

Duration of Time *(i.e., Law, Medicine)*

LEVEL 4 - PH. D and Post-Doctoral

Duration of Time

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 at each level.
3. Exceptionally, Level 1 may include assistance for a program that is a prerequisite once a Certificate or Diploma has been obtained.
4. 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.
5. 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 if the student is in satisfactory academic standing at the institution as per the institution's definition of 'satisfactory academic standing'.
6. 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 Levels 3 and 4 may be assisted for up to one additional academic year for medical or personal reasons.
7. Students may be assisted in Level 1 studies after dropping out of Level 2 studies if not previously funded for Level 1, student is no longer considered a continuing student and must reapply.
8. Students may be assisted in Level 1 from the Level 2 studies with a 'pause of studies' if not previously funded for Level 1. However, the student must complete the term/semester in order to be eligible for a 'pause of studies'. The student must also submit a new continuing application form to be considered as a continuing student.

9. Students who have completed a Level 2, 3, or 4 programs, **with or without assistance from the program**, are ineligible for program assistance for lower levels.
10. 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.
11. 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.
12. If the demand from eligible students exceeds the funding available, Wait-list criteria will apply. Wait-listed students must reapply for funding after each semester.
13. Upon completion (graduating) / convocation of studies at institute, student will not be eligible for funding to return to studies for upgrading of previous classes.

Support & eligibility will be provided within the limits of funds allocated in compliance with Indigenous and Northern Affairs Canada - Program National Guidelines

Eligibility Criteria for Assistance

1. Applications will be waitlisted according to the rules set out in The Key First Nation Post-Secondary Education Policy
2. Students are required to complete **full** application and sign the contract included with The Key First Nation Post-Secondary Education application for applications to be approved (incomplete applications will not be accepted)
3. The student **MUST** be on current registry list of the Key First Nation for whom it administers the Post-Secondary Education Program
4. To verify student status, students must submit a photocopy of status card (Applicants in the process of applying for status will not be eligible for funding)
5. The program must have Grade 12 / Level 12 as an entrance requirement.
6. The student must be accepted / enrolled in a provincially recognized and accredited post-secondary institution as specified by the www.CANLEARN.ca Institution website.

7. The program must be longer than 8 months in length, lead to a diploma, certificate, ticket or degree.
8. Students who apply for Post-Secondary funding from The Key First Nation must wait for the **final approval** from the Director of Education BEFORE registering for studies, due to the financial responsibility.

Duration of Assistance

A. PART TIME STUDIES

- 8 credits hours or less per semester at a university
- 3 classes equal one semester
- Part time student at a college or poly-tech as designated by the institute.
- Books, tuition and registration fees will be paid.
- Part time students are entitled to all eligible expenses except living allowance and travel allowance (unless required by the institute)

B. FULL TIME STATUS

- 9 credit hours or more as designated by the institution.
- Full time students are entitled to the eligible expenses as set out in the Key First Nation Post-Secondary Education Policy

Students are required to enroll ONLY in classes that are mandatory for successful completion of their program. Classes that are taken only to be eligible for Full Time status will not be allowed, as institute student tracking sheets will be monitored by the Director of Education.

C. SPRING / SUMMER SEMESTER

- Students will only be funded under these conditions: if their program requires a class that is not offered during the regular school year.

D. MEDICAL WITHDRAWAL

- Students with complete medical withdrawal will be required to “sit out” the next consecutive semester / academic year and require a medical letter confirming the health status of the student before registering for the next semester / academic year.

E. BOOK ALLOWANCE

- Full Time students will be given \$500.00 per semester. Book allowance is to cover material outlined in course registration.
- Reimbursement of books needed over and above \$500.00 will be provided to the student upon submission of receipt.

- Students enrolled Part Time will receive \$150.00 / class per semester for book allowance.
- Reimbursement of books needed over and above \$150.00 will be provided to the student upon submission of receipt.

Prioritization of Approval of Funding Applications

Funding Application Deadlines:

- | | |
|-----------------------------|--------------------------|
| • February 28 th | Spring / Summer Semester |
| • June 30 th | Fall Semester |
| • October 30 th | Winter Semester |

Required Documentation Deadlines:

- | | |
|-----------------------------|--------------------------|
| • March 31 st | Spring / Summer Semester |
| • July 31 st | Fall Semester |
| • November 30 th | Winter Semester |

Priorities for “approval of application” will be based on the following categories. Please be advised that the priorities are based on student funding application deadlines:

Group 1:

- All Grade 12 Graduates.

Group 2:

- Continuing students with “Good Academic Standing” and continuing in the same program.

Group 3

- Returning students who have graduated and entering in **Professional Program(s)**. Such as medicine, law, post graduate studies, masters or doctorate.

Group 4

- Students who are returning to the same program to complete their studies.

Group 5

- Students with *Mature Student* status – MUST have a GED/ABE Level 12 standing

Group 6

- Students who are returning to a different program
 - a. Once applicant receives a priority category based on their application, they will be waitlisted according to the date they applied, if there are no funds available.
 - b. All waitlisted students must re-apply their funding application as per each semester deadline dates in order to be considered for funding.
 - c. Students in an **Arts & Science Degree Program** must declare a major after FOUR (4) semesters. If more time is required, the student must submit a current academic standing within their respected program area. Approval must be obtained by the Key First Nation Director of Education.

Group 7

- Students who have RTD will have to wait 2 years to apply back for PSE funding.

Student Accountability

An annual registry report will be made available on the Key First Nation Website at www.keyband.com

Every effort will be made by the Key First Nation Post-Secondary Education Department to recover overpayments to students who MISUSE funding.

When possible abuse of post-secondary funds is discovered, the following procedures will be administered:

- a. An investigation by the Director of Education into the situation
- b. A letter as to the explanation of findings, supporting documentation will be sent to the student. A copy will be submitted into the student file.
- c. If the student is in fact found to have abused funding, the student will be required to pay back the amount of over-payment, the student **WILL NOT**

be eligible for financial assistance from Key First Nation Post-Secondary Education for TWO (2) years

- d. All documentation of the abuse of student funding will be placed in the student's file.
- e. The student will be put on student probation and will have to sign a contract with the Director of Education to continue to receive funding and will be placed on student file until overpayment is recovered

Medical Withdrawal

Students will be exempt from paying course costs for classes withdrawn from with documentation and certified medical reasons.

The student will submit documentation of the extension approved by the institution Dean, or Department Head.

Students with medical withdrawals will be classified as Group 1 when wishing to return to classes after "sitting out" the consecutive term following illness.

The student must submit medical documentation upon returning to classes.

Living Allowances / Practicum Trade Allowance

Students who are employed FULL TIME will not be eligible to receive living allowance, ONLY tuition and book funding will be allowed. Income verification letter will be required.

The following allocation will be maintained in determining Key First Nation Post-Secondary Education living allowances. All proper documentation must be in student file in order to receive "Dependent(s)" funding.

Student Demographic	Monthly Allowance
SINGLE STUDENT	\$1200.00
SINGLE STUDENT WITH:	\$1,500.00
1 dependent	
2 dependents	\$1,600.00
3 dependents	\$1,750.00
\$50.00 per month for each additional dependent	+
MARRIED STUDENT WITH EMPLOYED SPOUSE	\$900.00
MARRIED STUDENT WITH DEPENDENT SPOUSE:	\$900.00
w/ 1 dependent	\$1,200.00
w/ 2 dependents	\$1,250.00
w/ 3 dependents	\$1,300.00
\$50.00 per month for each additional dependent	+

Increase in Post-Secondary Education funded student living allowances will be. Effective April 1st, 2021

Married status will also include common-law couples.

Definition of a dependent child is 0 – 17 years of age. A copy of a renewed health services card, as well as a Canada Child Tax benefit statement must be provided in order to qualify dependents.

Advances

- Advances are defined as monies that must be deducted from future living allowance payments for a maximum of \$500.00. Advances **MUST** be repaid within the semester.
- A letter must be submitted to the Director of Education stating the purpose of the advance.
- **NEW STUDENTS** will be eligible to receive damage deposit cost upon relocating for studies. A letter of confirmation must be submitted by the landlord. Student will be subject to repayment of half the damage deposit cost as an advance on living allowance. Repayment is to be recovered within the semester.
- Re-payment schedules will be made with the student.
- No further advances will be issued until previous advances have been paid in full.

No advances will be given to students who are on probation or who may be otherwise in danger of being RTD (*required to discontinue*) from their program studies. This will be in effect if the advance cannot be recovered in total by the end of the funding period.

Tuition Support

Tuition support includes the following:

- Student fees for registration, tuition, tutorials, initial professional certification and examination fees
- Criminal record check (Must be requirement for course)
- One-time application fee for approved funded student (receipt must be submitted)
- The cost of books and supplies, which are listed as required by the post-secondary institution.
- Institution Health & Dental coverage
- The Private / Foreign Institution tuition sponsorship from Key First Nation Post-Secondary Education is limited to \$7,500.00.

Key First Nation has the flexibility to adjust book support to meet the needs of the students. Students are encouraged to talk with student services about the health / Dental coverage plans.

Tutorial Support

- Tutorial support for post-secondary funded students as needed must be supported by written advice of the Dean, Professor or Academic Advisor
- Tutors must be academically proficient in the area of the student's study.
- An invoice from the tutor must be submitted directly to the Key First Nation Director of Education for repayment
- Tutorial support will be limited to \$250.00 per academic year / semester.

As per Indigenous and Northern Affairs Canada – Program National Guidelines

“Tuition Support” may be provided under the following conditions. Note that the conditions concerning foreign institutions apply to the PSSSP (Post-Secondary Student Support Program) students only. Tuition may be provided for the UCEP (University and College Entrance Preparation) students for Canadian institutions only.

- Students attending Canadian public institutions at the actual tuition rate, including compulsory student fees charged by the institution for a Canadian student; or
- Students attending private or foreign post-secondary institutions 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 offers the least expensive comparable program; or
- Students enrolled in a foreign institution at the actual tuition rate, including other compulsory fees charged by the foreign institution, when it is demonstrated that there is no comparable program available at an institution in Canada. Approval from the regional INAC (Indigenous and Northern Affairs Canada) office must be acquired prior to funding students in such a situation.

Practicum Incentives

Practicum Incentive in the amount of \$400.00 to defray costs associated to “Out of Class” placements. Practicum must be a requirement of the student program. Trades and skills students who are required to full prescription amount of trade hours to become indentured qualify for this incentive as well.

Graduation Incentives

The Graduation Incentives will be based as follows:

- | | |
|-----------------|---|
| 1. Certificate: | \$200.00 (8 months or longer from a recognized institute) |
| 2. Diploma: | \$500.00 |
| 3. Degree: | \$1,000.00 |
| 4. Masters: | \$1,500.00 |
| 5. Doctorate: | \$2,000.00 |

The Key First Nation Post-Secondary Education Department will issue \$100.00 Christmas incentives for funded post-secondary students.

Awards

Please read carefully and apply for with the Post-Secondary Director:

1. **Chief Key Academic Award**

Eligible students must be enrolled FULL TIME in the 2nd – 3rd or 4th year and receiving the HIGHEST MARKS in any field or faculty. Awards would be based on previous academic years’ grades. Eligible students must have a G.P.A of at least 70%. The Education Committee will award the student with the HIGHEST G.P.A.

AMOUNT - \$500.00

2. **Undergraduate Award**

To be awarded to the student with the HIGHEST G.P.A OVERALL from the following programs listed:

- Commerce
- Business Administration
- Public Administration
- Economics
- Mathematics
- Computer Science
- Law
- Engineering
- Journalism
- Medicine

- Applied / Physical Science
 - Nursing: Physiotherapy: Dentistry: Speech Pathologist: Biology: Genetics: Agriculture: Veterinarian: Physics: Chemistry

Amount - \$500.00

Distribution of Awards

- The Key First Nation Post-Secondary Education Committee is to oversee distributing the scholarship / awards.
- If a student qualifies for all scholarships / awards, that student will receive one of their choice.
- Scholarship / awards are to be given each year there is a successful candidate.

Appeals Process

1. Every student funded through Key First Nation Post-Secondary Education program has the right to appeal an administrative decision made by the Key First Nation Education Committee
2. The student must reply in writing within 7 days of the decision.
3. The Director of Education will respond in writing within 7 days upon receipt of the initial appeal.
4. The student must attend the appeal process in person or through a designate. If it is not possible to attend in person, it can be done by conference call. **If the student or designate is not present, the appeal will be terminated.**
5. The appeal committee shall consist of one member of the Key First Nation Post-Secondary Education Committee, the Chief or a Council or and Elder and an independent band member with a Grade 12 Education, GED or be a Post-Secondary Graduate. No representation shall be from the student`s immediate family. Immediate family consists of parents, grandparents, siblings, children, and spouse / common-law. The appeal Committee shall be given 7 days to reach a final decision.
6. **The appeal committee`s decision is final.**

APPEAL REQUEST FORM

STUDENT NAME: _____

ADDRESS: _____ PHONE NUMBER: (_____) _____

INSTITUTION: _____ PROGRAM: _____

REASON(S) FOR REQUESTING APPEAL:
(Be sure to cite or attach relevant sections of policy)

NAME OF STUDENTS' REPRESENTATIVE (optional): _____

ADDRESS: _____ PHONE NUMBER: (_____) _____

I hereby declare that the information provided above is accurate.

Student Signature

Date

(If the student chooses to be represented by someone other than himself/herself, please note that costs are the students' responsibility)

Grievance Procedures

- The student must submit written documentation with supporting documentation to the Director of Operations. The student will send copies to whomever he / she feels shall require knowledge of the situation expecting the appropriate confidentiality to be maintained.
- The Director of Operations will inform the Key First Nation Education Committee that an appeal has been issued at the next regular scheduled meeting and their decision will be subject to review by the Chief and Council, with the Chief and Council having authority to substitute its decision for that of the committee.

Confidentiality

- Under no circumstances shall personal and private student information be released, publicized, promoted for profit or personal benefit.
- Under the provisions of a dispute between The Key First Nation Post-Secondary Department and its student body. Information held on file is to be disbursed, as prescribed through mutual consent.
- Student(s) contesting the department / committee decisions will be notified as to the nature of documentation to be released.
- The Director of Education is to designate correspondences submitted / released or on behalf of the Education Department and its governing bodies and the students.
- Contracts agreed upon are binding and are attached to this accord.
- No student information shall be released.

Budget Information

Annual Expenditure Report shall be provided at the end of each fiscal year – As this is based on the Indigenous and Northern Affairs Canada Annual Register of Post-Secondary Education Nominal Report

Policy Review

- There shall be an annual Key First Nation Post-Secondary Education Policy review March 15th of each calendar year.
- Students are encouraged to submit to the Director of Education and / or Education Committee any recommendations to the policy they would like reviewed on or before March 15th.
- The policy review committee shall consist of The Key First Nation Post-Secondary Education Committee and the Portfolio Councillor.
- Chief and Council shall appoint Committee Members. Committee Members could be consisted of post-secondary education students or successful Grade 12 / post-secondary education graduates.
- Attendance at Post-Secondary Education Meetings is mandatory. Failure to attend TWO (2) consecutive meetings will result in dismissal from the committee.
- Committee Members and Director of Education shall be accountable to the Chief and Council and to all post-secondary students by maintaining good conduct and by being approachable to the student.
- For the committed support of the Post-Secondary Education, committee members receive per-diem of **\$150.00 per meeting**. Expenses and per-diem are to be paid from The Key First Nation Post-Secondary Education funds.

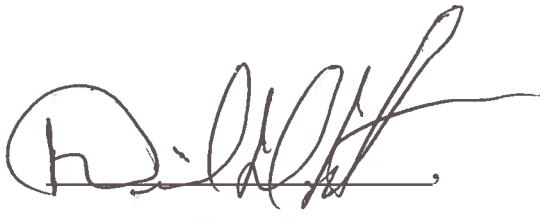
**Chief and Council accept and approve the New Key First Nation – Post Secondary Policy
as of March 2nd, 2021.**




_____,
Chief Clarence Papequash



_____,
Councilor Chris Gareau



_____,
Councilor David D Cote



_____,
Councilor Gilda Dokuchie

_____,
Councilor Clinton Key