

# **CROSS LAKE EDUCATION AUTHORITY POST SECONDARY EDUCATION ASSISTANCE PROGRAM**

## **INTRODUCTION**

The objective of the Education Assistance Program is to assist the Cross Lake Band of Indian members gain access to college and university and to graduate with the qualifications and skills needed to pursue individual careers and to contribute to the achievement of economic self-reliance. The student assistance program provides financial assistance, academic counselling and social counselling.

### **EDUCATION ASSISTANCE WILL BE PROVIDED FOR THE FOLLOWING:**

Post Secondary  
University/College Entrance (UCEP)  
Vocational

## **LEVELS OF EDUCATION**

### **ASSISTANCE WILL BE PROVIDED TO STUDENTS ENROLLED IN THE FOLLOWING THREE LEVELS OF POST SECONDARY INSTITUTIONS:**

- Level 1 - Community College/diploma/certificate programs; or
- Level 2 - University or undergraduate and graduate programs; or
- Level 3 - Professional Degree program
- Masters or Doctoral program

## APPLICATION DEADLINES

### **Fall Session**

Completed applications must be received by the Cross Lake Education Authority office, either in Cross Lake or Winnipeg Sub-office on or before **March 31<sup>st</sup>** of each calendar year. Required documents for sponsorship must be included. (See section on Required Documents and Information)

### **Spring/Summer session**

Completed applications must be received by the Cross Lake Education Authority office, either in Cross Lake or Winnipeg Sub-office on or before **February 1<sup>st</sup>** of each calendar year. Required documents for sponsorship must be included. This includes teachers and PENT students who wish to enroll for summer courses at a recognized educational institution.

Late/spur of the moment applications will not be considered (No Exceptions).

### **Deferred Session – (Program of Studies which start in the middle of the calendar year).**

Completed applications must be received by the Cross Lake Education Authority office either in Cross Lake or Winnipeg Sub-office on or before **March 31<sup>st</sup>** of each calendar. This includes those applicants who enroll for courses in their program of studies through correspondence or distant education.

## REQUIRED DOCUMENTS AND INFORMATION

Application will not be considered complete without the following:

- A letter of acceptance from an accredited educational institution and forwarded to CLEA by **July 15<sup>th</sup>** of each calendar year.
- Include latest transcript of marks from recent High School or from a recognized post-secondary institution by the **July 15<sup>th</sup>** of each calendar year.
- All required information on application must be complete; incomplete applications will be returned. If assistance is required contact the post secondary counsellor.
- Provide documentation of other source of income.

## CRITERIA FOR SPONSORSHIP – POST SECONDARY, UCEP AND VOCATIONAL

### TO BE ELIGIBLE FOR SPONSORSHIP FROM CLEA APPLICANTS MUST:

- Be a status member of the Cross Lake First Band of Indians.
- Newly instated band members to the Cross Lake Band of Indians must provide a copy of the re-instatement letter from the Department of Indian Affairs and include a copy of your status card. **NOTE:** There is a twelve month waiting period before consideration or for eligibility to apply for sponsorship and depending on the availability of funds.
- Complete and sign an application form before the deadline date; and it must be stamped by CLEA office. **(See Application Deadline).**
- Provide and forward a copy for acceptance from an accredited educational institution and once acceptance letter is received, you must forward it to CLEA no later than July 15<sup>th</sup> of calendar year.
- Must meet institution requirements and must be a Grade 12 graduate or equivalent.
- Include and provide high school transcripts to CLEA (if necessary).
- Student must not exceed time allotment for funding. **(See Student Months)**
- Applicant must be a resident in Canada for 12 consecutive months before consideration or for eligibility to apply for sponsorship and depending on the availability of funds.

All the required documents must be received by CLEA by the 3<sup>rd</sup> week of July before final consideration for sponsorship is given.

**NOTE:** If you are not sure whether you will be attending University or College but later change your mind it is recommended you submit an application before the deadline. Also, if the program a student is applying for is offered in the community for community members, they must take the program of studies in the community. **(See Application Deadline)**

## **GENERAL CRITERIA FOR CONTINUED SPONSORSHIP IN POST SECONDARY, UCEP OR VOCATIONAL:**

To be considered for continued sponsorship or continuation of funding from CLEA, the student must meet the following conditions:

- Must meet and maintain education institution requirements.
- Must provide transcripts to CLEA after each semester or term.
- Sponsored students who are suspended by their educational institution, or by their Post Secondary Counsellor will not be eligible for sponsorship for a period of 1 (one) year. Students suspended must reapply for sponsorship before consideration and eligibility for sponsorship and depending on the availability of funds. Second suspension will result in a 3 (three) year waiting period, pending on the suspension from the education institution. For first year students who are suspended from an educational institution or not sponsored for not meeting institution requirements, it is recommended that they enroll in the Community Based General Studies Program (if offered).
- Students who have been approved for sponsorship to enroll in an educational institution outside of Canada and providing the program is not offered in Manitoba or Canada will be given an additional percentage of the CLEA allowance rates.

### **TEXTBOOKS**

Students who have withdrawn from their program of studies must return purchased textbooks to the book store for reimbursement (if possible) and return monies to CLEA. If you cannot return textbooks to the book store for reimbursement, the student must take and return the textbooks to the CLEA office or Winnipeg sub-office for other students to use.

### **APPEAL PROCESS**

No appeal will be granted to those who have been notified that sponsorship has been denied because of lack of funding.

All other appeals for sponsorship or continued funding and/or not maintaining the educational institution requirements must be submitted in writing to the Post Secondary Counsellor within 10 working days of notification that sponsorship is not available. The first step in the appeal process is to the Post Secondary Counsellor(s). The Appeal Committee, whose members will consist of a School Board Member, Director of Education, and Post Secondary Counsellors, will deal with all appeals.

If a student has withdrawn or was required to discontinue, appeals for continued sponsorship must be made in writing fully outlining the reason(s).

The Appeal Committee's decision will be Final.

### **ASSISTANCE FOR FULL – TIME STUDENTS**

The following will be provided for full time students attending post secondary/college institutions who are sponsored by CLEA:

#### **Apartment/House Hunting**

Funding for apartment or house hunting will be available to regular full time sponsored students on a one-time basis only.

Single sponsored students are expected to stay in residence.

No funding will be provided for apartment hunting for students, teachers and PENT students attending spring and/or summer sessions.

Sponsored students with school age children must wait until school is out before attending summer session on campus. Students wishing to attend earlier will have to make their own arrangements to leave their children at home. No baby-sitting monies will be provided.

#### **Relocation Costs**

All sponsored students must have found an apartment or house before issuance of relocation costs. The student must provide the Rental Agency name, address and a copy of the tenancy agreement to the counsellor to proof they have found a place. The student will be given one-half of the costs to transport their belongings and furniture. Once they have settled, the remainder of the costs will be issued.

This will be provided to students who require the removal of household effects. This is issued one time only when student leaves the community and upon course completion. Students who are suspended or withdraw prior to course completion are not eligible to receive relocation costs unless it is for a valid reason and has been discussed with the counsellor.

A limited amount is also provided for students who wish to live in student residences. (Students can use this allowance to purchase extra bedding, towels, and small appliances, etc.). Moving costs within the city may be provided once at the discretion of the counsellor. Students cannot move 2 or 3 times a year.

Sponsored students who transfer from one town/city to another will not be eligible for additional relocation costs. This will depend on the program and counsellor.

Relocation funds will not be available to the teaching staff and other staff who attend spring and summer courses.

### **Travel Assistance**

Travel will be provided to sponsored students who are required to live away from their normal place of residence at the most economical way:

- For the student and any dependents who reside with the student and any dependents who are Cross Lake Band members;
- When a student leaves from their permanent place of residence to go to school;
- At Christmas – return trip from school to their permanent place of residence;
- When a student completes his or her first year of school;
- Students completing the regular session, which receive approval for spring and summer session will not be eligible for travel at the end of April. Travel will be approved after the spring or summer session for college students at the end of June.

### **Examples:**

- If a student's permanent place of residence is Winnipeg and is sponsored to attend a school in Winnipeg, this student is not entitled to travel allowance at the start of program, Christmas or at the end of the program. (This also applies for students whose permanent place of residence is not Cross Lake and attending in other towns/cities.)
- Similarly, if a student residing in Portage La Prairie applies for sponsorship to attend university in Brandon and is approved, this student is entitled to a travel allowance from Portage La Prairie to Brandon in September and is given return transportation at Christmas and at the completion of the program. The student is not entitled to travel to Cross Lake or anywhere else at Christmas or at the completion of their studies.
- Travel assistance for baby-sitter residing with a single parent may be provided only if the baby-sitter is from the community. This will be granted once per student's program.

- Travel assistance is calculated using bus fares, taxi and meal expenses.
- Sponsored students are also provided for emergency travel at the most economical means for individual and family members for life threatening illness, or for bereavement.

**Note:** For bereavement travel immediate family includes the following: husband, wife, mother, father, son, daughter, brother, sister, grandmother, grandfather and grandchild, first cousins, in laws, aunts, and uncles who are brother or sister to your parents.

For life threatening illness immediate family include: husband, wife, mother, father, son, daughter, brother, sister, grandfather, grandmother and grandchild.

\* Any other requests for bereavement, life threatening situations for immediate family travel will be at the discretion of the Poste Secondary Counsellor and Administration.

### **Allowance for Living Expenses**

This allowance helps cover a student's living expenses while attending school. This covers such costs as food, rent, daily transportation, day-care, recreation, and other daily expenses. (See attached allowance information.)

Assistance is provided for the student and any dependents that reside with them. Students in a common law relationship must have been in the relationship 6 months previous to the date of application for sponsorship to be eligible for assistance for dependants, who are listed on the application form.

In the event the sponsored student is attending a program at another Reserve and they are taking a program on the Reserve, they will be given community based program funding. If additional assistance is required, students can apply in writing, and the selection committee will look at its request.

### **Tuition Assistance**

Tuition is provided to students attending recognized post secondary/college institutions. Private institutions may be considered by the discretion of the selection committee. The following is provided for sponsored students:

Tuition – this is usually pre-arranged between the institution and Education Authority;

Registration and Application fees – these are paid only for current Grade 12 students who will be attending college or university in the Fall and/or continuing students who are in good standing. Other students will be reimbursed for registration and other acceptable fees provided that sponsorship is approved and that official receipts are attached to their claim. This reimbursement will not go directly to the student, but will be deducted from any monies a student owes the Education Authority. Eg. Damage Deposit.

Books and supplies that are required for the courses selected. In University students who enroll will receive \$100.00 per 3 credit hour course or college. Yearly cost of books/supplies will be divided and given to a student at the start of each term.

Registration for other program activities (for example: practicum, work shops school initiated). Students require a letter from their instructor/professor stating that the above are requirements and compulsory for the course.

Tutorial fees are paid up to \$200.00 per year. Students should make use of the institution's free tutoring service if available. Students are also encouraged to commit themselves to the tutoring schedules – (students must fill out a tutor request form). Additional tutoring may be provided if a letter from the instructor states that the student needs additional help.

Special clothing/equipment will be paid once, if required by the university or college for student's program of studies. Additional funding for special clothing/equipment may be given upon institutions requirements. If a student is enrolled in a program that requires an expensive purchase of equipment, the student will be required to repay CLEA 33% of the total cost.

For example, you are given \$2000.00 to purchase tools you must repay CLEA \$660.00. In the event the student withdraws from their program, equipment, etc. purchased by CLEA must be returned to CLEA upon signing letter of consent.

Sponsored students will be given monies to purchase household insurance at the beginning of the school year. It is the student's responsibility to purchase this package. The maximum amount is \$150.00.

### **Assistance for Special Needs**

This is issued for winter clothing for the students themselves and their dependents yearly. Each student will receive \$200.00 and \$100.00 for each additional dependent. Students with handicapped children may receive additional funding at the discretion of the post secondary counsellor.



Sponsored students with dependants who are in early years, middle years and senior years are eligible to receive the following: school supplies, gym clothing, home economics or shop clothing, pictures and extra curricular when school initiated.

### **Eye Glasses**

Assistance to purchase eyeglasses and/or have an eye exam is issued up to \$250.00 maximum every two years. **When issued, students must provide a receipt for proof of purchase or exam.**

### **Graduation Expenses**

Expenses for **post secondary CLEA sponsored students** are provided for graduates to cover graduation fees, pictures, graduation clothing, and travel for 2 (two) guests, and 2 (two) banquet tickets. Guests for a student who is graduating from Manitoba educational institute must be from within Manitoba. Out of province students can invite 2 (two) immediate family members residing in Manitoba at the discretion of the Education Authority. A graduate must fill out a graduation request form to be eligible. The Cross Lake Education Authority will provide the following expenses for your invited guests: travel at the most economical way, hotel accommodations, meals and taxi.

- Graduations will be considered once in the following instances:
- Graduation from a 3 – 5 year university program;
- Graduation from a university master's or doctorate program;
- Graduation from a community college degree program;

\* An incentive will be provided to the graduate being honored prior to the regular convocation. Eg: University of Manitoba Grad Pow-Wow or PENT. Assistance may be provided at the discretion of the Post Secondary Counsellor.

Graduation expenses for the above may be provided as indicated on the Graduation Request Form available from the CLEA office.

Completion of short programs or training sessions will not be considered as graduation exercises and will not be funded in the same way as graduations. Programs that fall under this heading are: Certificate programs for completion of a course or training of short duration. e.g. College Prep Program; or any course that is 6 months or less in duration. 1<sup>st</sup> year certificate nursing prep course.

Graduation and travel expenses for graduating students who are not sponsored by the Education Authority will not be eligible for any assistance.

When a student's invited guest is an Elder (pending on the Elders health) an escort may be provided at the discretion of the counselor.

### **Advances**

Allowance advances will be issued rarely and only in extreme circumstances. Students are expected to budget their allowances and to spend wisely.

### **ASSISTANCE TO PART – TIME STUDENTS**

The following assistance will be provided for part-time students enrolled in post secondary/college institutions: e.g. Correspondence/Distance Education

- Part time students will be funded for the completion of one program of study.
- CLEA will provide assistance to cover only expenses for tuition and the cost of books and supplies as required by the university or college and course taken. Students must complete the original course prior to applying for a different course. The Basic level of the Adult Education program at the Winnipeg Adult Center is considered a part-time program.
- Part-time students are eligible for bursary incentives. They will receive half the amount of the full-time student incentives. Part-time students must have an overall average of B or better at the end of their program to qualify for incentive.
- Appeal process will be the same as for a full-time student.
- Students applying for a part-time assistance must follow the deadline in submitting their application.

### **INCENTIVES: FOR POST SECONDARY CLEA SPONSORED STUDENTS**

CLEA may provide incentives in the form of scholarships and bursaries. Students may apply to other resources if they are eligible. Receiving other scholarships will not affect the amount of funding you will get from CLEA. Students must be registered in a minimum of 24 credit hours per regular session. Students must apply to their post secondary counsellor

- Level I** -Community College or Certificate/Diploma programs
- Level II** -Undergraduate and graduate programs
- Level III** -Professional degree program or Master's and Doctoral Program

Academic Achievement Scholarship – given in recognition of academic achievement for those students enrolled in Levels I and II. Student must achieve an average of B or higher in their program over a regular university/college school year (fall and winter). The amount of scholarship will be as follows:

<u>U.C.E.P</u>	<u>Community College</u>	<u>University</u>
\$500.00	\$800.00	\$1000.00
\$300.00	\$600.00	\$800.00
\$100.00	\$400.00	\$600.00

Sponsored students enrolled in Level III may receive an incentive from CLEA subject to maximum of \$1,500.00. The incentive will be provided to the student only once upon commencement of the second year or completion of the chosen program.

A Strategic Studies Scholarship in Level II is provided to encourage students to engage in studies that directly contribute to achieving economic self-reliance. "Strategic Studies" refers specifically to a program of studies in the areas of Commerce, Public or Business Administration, Economics, Applied and Physical Sciences, Mathematics, Computer Science, Forestry and Engineering. Those eligible are full-time students who have completed the first year and are continuing in that field.

Sponsored students who do not have a voluntary or authorized withdrawal from their program of studies and have maintained their grade average of B or higher may be considered for an extra incentive to an amount of \$3,000.00.

The student will then receive the scholarship every year thereafter based on success and continuing studies in their field. The scholarship will be provided to a maximum of 5% of CLEA's sponsored students. The amount of scholarship will be to a maximum of \$3,500.00.

A student who has received an bursary/scholarship monetary award from another source will not affect its sponsorship in anyway.

## **STUDENT MONTHS FOR SPONSORSHIP**

This refers to a month that a student receives an allowance from Cross Lake Education Authority. Students are given a specific amount of months for them to complete their degree.

For Example: If a student wants to attain a 3-year B.A. Degree, he or she is given 32 months to complete the degree (4 years X 8 months/year = 32 months).

Students are advised to take a full course load while they are being sponsored. The reason why is because the amount of student months allowed for funding is just sufficient to finish the chosen course. There is not much time allowed for changing programs or dropping courses. Full time attendance is required of all students.

Level 2 assistance will include assistance for an additional degree, which has a prerequisite of an undergraduate degree (e.g. Bachelor of Arts). If a student has enrolled in Levels 2 or 3, he or she is not eligible for assistance at a level lower to what he or she has completed.

**NOTE:** Consideration will be given for students who wish to enroll for the Spring session (May and June) because their children are attending a provincial school and leaving in mid-term could jeopardize their child's/children's grade. Students seeking sponsorship on these grounds will be required to have a good academic standing.

**ALL STUDENTS MUST ABIDE BY THE FOLLOWING REGULATIONS FOR SPONSORSHIP BY THE CROSS LAKE EDUCATION AUTHORITY: CLEA WILL TERMINATE SPONSORSHIP OF A STUDENT WHO DOES NOT ABIDE BY THE RULES OR HAS SHOWN ANY UNWILLINGNESS TO MEET ACADEMIC AND FINANCIAL REQUIREMENTS**

### **Personal Commitment**

Students must be prepared to study extra hours on their own after classes have been completed. (Academic warning may be issued due to unsatisfactory academic performance.)

### **Regular Attendance**

Five unexcused absences will be deducted from the students allowance based on the institution or the Cross Lake Education Authority as to the reason(s) for his/her absence. This includes all full-time sponsored students including those in

the PENT program. Five consecutive days of absence without notification by a student shall be considered to have discontinued their program of studies.

Newly admitted students are required to register in a minimum of 3 (three) courses per term and are expected to complete these courses. Failure to remain and complete the minimum course load will change your funding status from full time to part time status.

After the first year students are required to register in a full course load. If your education institution has placed limitations on your course load, you may be allowed to take less than a full course load.

All new students are encouraged to take advantage of orientation sessions put on by the educational institutions and by CLEA.

If a student has registered for a course and did not attend, and did not withdraw from the course before the deadline, that student will have to pay back the cost of the tuition for that course to CLEA. Student's who have withdrawn/dropped-out from their program of studies must return all textbooks. **(See section on TEXTBOOKS)**

Students must consult with the counsellor if any problems arise, academically, emotionally, physically and financially.

A student must meet the standards required by the institution and be aware of the institution's rules and regulations.

All students are required to complete a release form of information – "For Release of Student Information"

A student must notify the counsellor of any changes such as the following:

- New address
- Email Address
- Cellular Number
- New telephone number/Contact Phone Number
- New dependents
- Banking Information
- Report if spouse is employed or unemployed
- How many children will be residing with you while you attend school
- How many children will be residing with relatives or guardians or if the spouse will be remaining at the normal place of residence
- Whether the spouse is sponsored by another agency and how many dependents he or she is claiming or whether he/she is on welfare

- Must provide a copy of your registration, course changes, including timetable.

Students must accept responsibility for managing their educational assistance funds to the best of their ability.

Students must first consult with their counsellor before planning to withdraw or drop a course. If you do decide to withdraw, you must fill out an Authorized Withdrawal Form from the institution. Failure to do so will result in receiving an "F" on your transcript and will affect your overall Great Point Average.

Full-time and part-time students cannot switch from one program to another before the completion of the program they are currently in e.g. Bachelor of Arts to Business Administration or Teacher to Lawyer.

**NOTE:**

**Political, School Board and Senior Administration interference on the selection process and decision making process will not be acceptable.**