



## POST SECONDARY STUDENT SUPPORT PROGRAM POLICY

SAGAMOK ANISHNAWBEK EDUCATION UNIT

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**Application Forms**

- A. Post-Secondary Educational Assistance
- B. Responsibilities of Student
- C. Authorization of Release
- D. Consent To The Access and Release of Information
- E. Career Action Plan

**Processing Forms (Internal Use Only)**

- F Pre Screening Form
- G Post-Secondary Educational Assistance Approval
- H Post-Secondary Sponsorship
- I Post-Secondary Non Sponsorship
- J Post-Secondary Cease Funding

**Graduation Award Forms**

- K Application for Awards
  - L Post-Secondary Graduate Strategic Incentive Award
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## **MISSION STATEMENT**

The Sagamok Anishnawbek Post-Secondary Student Support Program is a confirmation that “Education is an inherent Aboriginal and Treaty / Status Right.” It is the confirmation and recognition that post-secondary funding and assistance is a fundamental component of these rights. Further, it is the realization of a community’s right to assert their belief in “learning as a lifelong process aimed at the development of the whole person and community.”

Learning and the pursuit of a quality education is not limited to conventional activities, but reaches into a more meaningful approach that reflects experiential and cultural opportunities. It is this holistic approach to learning that guides and directs the vision of the Sagamok Administration, Education Committee, Director of Education, and Post-Secondary Student Support Workers in their goal to deliver relevant services to the Sagamok Anishnawbek students.


## INTRODUCTION

The purpose of this policy is to provide students with information about the Post-Secondary Student Support Program (PSSSP) administered through the Sagamok Anishnawbek Education Unit.

**The Priority of the Post-Secondary Student Support Program is to provide support and assistance to those individuals who have not accessed any support from the Post-Secondary Student Support Program. However, all decisions will be based on the availability of funds.**

To ensure the effectiveness of this policy, policy changes are necessary and every attempt is made to notify the student of changes, however; it is ultimately **the student's responsibility**, to ask for current information and/or clarification regarding their educational assistance. Their assigned Post-Secondary Student Support Worker will gladly assist them with any questions or concerns.

Should students access the Ontario Student Assistance Program (OSAP) to finance their educational endeavors; then students must understand that any loans received will not be reimbursed by the Sagamok Anishnawbek Education Unit

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## APPLICATION PROCESS

### 1. ELIGIBILITY FOR POST-SECONDARY STUDENT SUPPORT


Eligibility will be confirmed for the right to funding through the membership registry system in accordance with the Sagamok Membership Law.

Applicants must be a resident in Canada for 12 consecutive months prior to the date of application for funding. However wherever there is doubt the applicant may be requested to provide proof of residency.

**Note: A student who applies for membership to another First Nation must understand that once his/her application is processed by the receiving First Nation and confirmation in writing is received by Aboriginal Affairs & Northern Development Canada to delete the member from Sagamok's membership listing – sponsorship from the Sagamok PSSSP will therefore be immediately discontinued without notice.**

### 2. APPLICATION PROCESS FOR POST-SECONDARY SUPPORT

- a) Your application package for support, must contain the following completed documents submitted **on or before June 8th** in order to be considered for any one of the following terms **(a separate application must be submitted if applying for more than one academic term):**
  - i. Fall/Winter Term (September to April)
  - ii. Winter Term (January to April)
  - iii. Spring/Summer Term (May to August)
- b) Complete and sign **the Post-Secondary Educational Assistance Form (Appendix A)** and by doing so you **acknowledge** that you have **received and have read the Sagamok Anishnawbek PSSSP Policy;**
- c) Sign and agree to the **Responsibilities Of Student (Appendix B)** that states your **responsibilities while receiving assistance from the PSSSP;**
- d) Sign and agree to the **Authorization Of Release (Appendix C)** to access your transcripts and **progress reports directly from the institution;**
- e) Sign the **Consent to Access and Release Information Form (Appendix D)** agreeing to verification of any and all information provided in your application, including other income supports;
- f) Complete and submit a **Career Action Plan (Appendix E); continuing students may be required to complete only one (1) Job Search Form for record;**
- g) Provide **proof of acceptance** into a Post-Secondary program at an accredited Post-Secondary Institution;
- h) Provide all relevant transcripts, grade reports, diplomas, certificates, licenses, degrees required to support your application;

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- i) Provide a copy of a current (within 6 months) **Canadian Police Information Centre (CPIC)**, and/or **Vulnerable Sector Search CPIC** where the individual is applying into a program that requires a CPIC (i.e. Nursing, ECE, Police, etc.). It is your responsibility to prove that any offenses listed on your CPIC will not interfere with your ability to graduate from the program and
- j) Provide previous year's **income tax summary and/or assessment and/or T-4**, birth certificate(s) and/or the dependents school registration (physical address) to verify income status, dependents, etc., if you are claiming dependents under your Educational Assistance Application.

### **3. ADDITIONAL INFORMATION**


- a) Must identify **any special needs/learning requirements**;
- b) Provide all relevant **C.A.A.T (Canadian Adult Achievement Testing)** results, psycho-educational assessment and/or other testing documents;
- c) Provide TD Canada Trust bank account information for direct deposit purposes. **Should you not have or open a TD account, your cheque will be mailed to your current address as stated on your application.**
- d) As a first year sponsored student under Sagamok PSSSP, you are required to attend an **orientation session** offered in the community the third week of August.

**NOTE: Be aware that acceptance only applies to your current year of studies. You must submit a new application package on or before June 8<sup>th</sup> for each academic year. Failure to do so will result in the discontinuance of support, in accordance to the regulations stated under Section 2 of the PSSSP.**

### **4. APPLICATION REVIEW PROCESS**


- a) Once the deadline for Post-Secondary Educational Assistance has closed the Post-Secondary Application Reviews will be conducted by the Sagamok Anishnawbek Director of Education and the Post-Secondary Student Support Workers (Post-Secondary Review Committee). A **Pre-screening Form (Appendix F)** is used to verify eligibility, ensures application is fully complete, and to categorize applicants into the Selection Priority Criteria;
- b) Incomplete applications will not be considered and correspondence will be provided to the applicant**
- c) Upon review of all applications for assistance, correspondence will be sent to each applicant stating the outcome of their individual application on or before June 15th. Recent High school graduates, for whom the institution has not yet provided proof of graduation to OCAS, may receive a **conditional approval**, until final acceptance from the institution is provided.
- d) Correspondence will be one of the following letters:
  - i. **Post-Secondary Educational Assistance Approval (Appendix G)** and



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- ii. **Post-Secondary Sponsorship Form (Appendix H)** or a
- iii. **Post-Secondary Non Sponsorship (Appendix I)**

**NOTE: Post-Secondary Student Progress Reviews are held in January and June of each year based on student performance to determine continuance or discontinuance of funding based on semester grades.**


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## STUDENT EXPECTATIONS

### 1. RESPONSIBILITIES OF STUDENT

The applicant/student agrees to adhere to the following criteria for consideration and continuance of Post-Secondary Support;

- a) Must contact your assigned Student Support Worker monthly to update progress and discuss any issues or concerns
- b) Must *fully* complete and sign **ALL** of the following forms:
  - i. Post-Secondary Educational Assistance Form (Appendix A)
  - ii. Responsibilities of Student (Appendix B)
  - iii. Authorization of Release (Appendix C)
  - iv. Consent to the Access and Release of Information (Appendix D)
  - v. Career Action Plan (Appendix E)
  - vi. **and submit on/or before June 8th** of each year for continued sponsorship from the Sagamok Anishnawbek Education Unit;
- c) **It is the responsibility of the student to provide the following information:**
  - i. Their institutional login and password information to their Post-Secondary Student Support Worker in order to access student account at the institution for tuition invoicing and progress reports/transcripts;
  - ii. Class schedules;
  - iii. Grades;
  - iv. Transcripts for each semester; failure to do so shall result in a non-deposit of your living allowance cheque; and
- d) College level students will be reviewed at the end of each semester to determine continuation of sponsorship. Students must maintain, at minimum, an annual GPA of 2.0 within their program studies;
- e) University level students must maintain, at minimum, an annual GPA of 60% within their program studies;
- f) Attend all classes according to program schedule;
- g) Undertake four (4) courses per semester or meet school's criteria for full-time student status;
- h) Immediately inform your assigned Sagamok Student Support Worker of any program changes and/or course withdrawals with dates; in writing

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- i) **Understand that failure to disclose academic deficiencies or failure to submit transcripts will result in automatic discontinuation of Post-Secondary Sponsorship;**
- j) It is the responsibility of the student to inform the Sagamok Education Unit of changes to banking, telephone, address, email, and other contact information.


## **2. DISCONTINUANCE OF FUNDING**

The student will be subject to “**Discontinuance of Funds**” when:

- a) A student fails to submit a complete application package **on or before June 8th** of each academic year
- b) A student may be deemed negligent if s/he has not met his or her responsibilities as stated in Section 2 of this policy titled “Student expectations – Responsibilities of Student”;
- c) A student commits fraud according to any of the following:
  - i. Receiving other forms of financial assistance while receiving the PSSSP monthly allowance (i.e. Social Assistance, Disability Benefits, Employment Insurance, Canada Pension Benefits, ASETS, OSAP, Wages and any other forms of income or assistance). This will not include non-tuition grants, bursaries, and/or scholarships.
  - ii. Reporting false information to Sagamok Anishnawbek;
  - iii. Continues collecting Financial Assistance/Support through the Sagamok Anishnawbek PSSSP and fails to report that s/he is employed full-time including full-time paid practicum / field placement;
  - iv. Continues collecting Financial Assistance/Support through Sagamok Anishnawbek PSSSP and fails to report that s/he is employed part-time with 20 hours or more per week of employment.
  - v. Continues collecting Financial Assistance/Support through the Sagamok Anishnawbek PSSSP and does not inform the Sagamok Education Unit that s/he has withdrawn from school;
  - vi. Continues collecting funding of full-time studies (full-time enrolment) and does not report that s/he has become “**part-time**” status as defined by the institution;

## **3. REPAYMENT AS A RESULT OF DISCONTINUANCE**

- a) A student who has been discontinued will receive a copy of the **Post-Secondary Cease Funding Form (Appendix J)**.
- b) A student who has been discontinued as a result of fraud will be responsible to repay any financial support paid to and/or on behalf of the student, and will be ineligible for future assistance through Sagamok Education Unit until such balance is repaid in full. A repayment schedule can be arranged with the Post-Secondary Student Support Worker.

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## ELIGIBLE SUPPORTS

### 1. LIMITS OF SUPPORT

Assistance may be provided at four levels of Post-Secondary Education:

- Level I      Community College Diploma or Certificate Program
  - Level II     Undergraduate University Programs
  - Level III    Advanced Professional Degree Programs,
  - Level IV    Doctoral Degree
- a) Financial assistance for tuition, compulsory student fees and required books and supplies may be provided to students enrolled in all four levels.
  - b) The duration of assistance may exceed the official length of the program as long as the student is in satisfactory academic standing at the institution as per the institution’s definition of satisfactory “academic standing”.
  - c) 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.
  - d) If the demand from eligible students exceeds the funding available, priority selection criteria will apply.
  - e) Students receiving funding from the Post-Secondary Student Support Program must declare support received from this program as a source of income if applying for social assistance.


### 2. MAXIMUM AMOUNTS PAYABLE PER FULL-TIME STUDENT

The maximum amount payable per full-time student under PSSSP cannot exceed \$50,000.00 per year. On an extraordinary and justified basis, the maximum amount payable per year for a student in an advanced or professional degree program (e.g. dentistry, medicine) or a Masters or Doctoral program may exceed \$50,000.00 up to a maximum of \$85,000.00.

This is the maximum allowable payment per student. No student is **entitled** to this amount. The actual amount of funding available to a student will depend on the overall amount of funding available in the program and for each recipient.

### 3. SELECTION PRIORITY CRITERIA

*The following list of selection priorities may be considered by the ranking below, in the event of **available funding** for the current academic year. Each application will be considered on a case by case basis in accordance with the Limits of Support:*

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1. Continuing students (students already being funded through PSSSP and continuing through Levels I through IV);
2. High School or equivalent (GED, ACE, etc.) graduates;
3. New applicants (individuals **who have not** accessed funding from PSSSP)
4. PSSSP Graduates (who wish to further their studies at a higher level);
5. Mature Applicants **who have** accessed funding (have been out of school for more than one year, and do not possess a high school diploma or equivalent);
6. Reinstated Applicants (individuals who were previously discontinued from funding due to academic delinquency).

#### **4. FUNDING OF FULL-TIME STUDIES**

Allowances will be deposited as per the Post-Secondary cheque distribution schedule to students enrolled in full-time studies. This allowance is used to cover living expenses such as rent, food, childcare, bus pass, etc.

Deposits will be made accordingly to the allowance rates as follows:

##### **Monthly Allowance Rates**

Single student	\$ 1,220.00
Student with: 1 child	\$ 1,429.00
2 children	\$ 1,605.00
3 children	\$ 1,770.00
each additional child	\$ 50.00


**There will be absolutely no early cheque releases made to students.**

##### **Books and Supplies**

Students will be issued allowances for books and supplies as follows:

<b>Institution</b>	<b>Amount Of Allowance</b>
College	\$400.00 per semester
University	\$500.00 per semester
Graduate Schools	\$1,000.00 per year
Post-Graduate	\$1,200.00 per year (Includes cost associated with thesis research)
Professional Schools	\$1,200.00 per year (Includes cost associated with thesis research)

**Note: Should costs exceed these rates for books and supplies – the students must submit all original receipts (via mail) to be considered for reimbursements. These receipts must show that costs have gone above and beyond these set rates. This will be reviewed on a case by case basis.**

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## **5. FUNDING OF PART-TIME STUDIES**

Part-Time studies may be eligible for funding support in the event of available funding in the current academic semester, and may include:

- a) Tuition costs
- b) Books and supplies per course will equal \$125.00 (receipts are required if costs exceed this amount, for reimbursement)
- c) Travel may be issued based on course location and residence of student, travel will not exceed \$300.00 per month
  - i. Travel disbursements will be made in accordance to Bus Travel Rates and google maps for the most economical rates.

## **6. FUNDING OF PRIVATE INSTITUTIONS**

- a) Due to the high cost associated with sponsorship of private institutions, PSSSP will not be the sole source of funding of these types of programs. It will be the responsibility of the applicant to demonstrate that they have secured additional funds to support additional costs such as tuition, compulsory fees, books, and/or living allowance.
- b) Sagamok PSSSP will provide a tuition fee contribution not to exceed \$4000.00 per academic year.

### **Should a student be adamant about attending a private institution s/he must:**


- c) Provide an information package to the Sagamok Anishnawbek Education Unit and other funding agencies highlighting what program they are applying to, the associated costs, and length of program
- d) Complete Career Action Plan;
- e) Understand that the academic years used for this purpose will be counted for assistance purposes under the Limits of Support section of this policy.
- f) Submit written and signed correspondence forfeiting access to any future funding through Sagamok PSSSP.

## **SUPPLEMENTARY SUPPORTS**

### **1. TRAVEL**

Travel is provided for **all students** living away from their permanent home for the school year. Current Bus fare rates and google maps will be used at the following times throughout the year.

- a) Start of School Year – one way fare
- b) Christmas – return fare
- c) End of School Year – one way fare

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## **2. EMERGENCY ALLOWANCE FOR TRAVEL**

A compassionate or bereavement travel allowance may be issued to students upon request. Travel will be issued at Bus Fare rates and google maps, a meal allowance may be issued at a rate of \$30 per day. Accommodations may be issued at a flat rate of \$50 per night, where there is no other alternative for accommodations.

## **3. FIELD PLACEMENT TRAVEL ALLOWANCE**

A travel allowance may be available to students upon request, if they have a placement component to their full time program and can demonstrate a need for travel.

## **4. ELIGIBLE REIMBURSEMENTS**

In order to qualify for the following reimbursements the student must:

- a) Submit original receipts for college/university application (OCAS/OUAC fee). Reimbursement will only be granted **once at the college level** and **once at the university level** of support
- b) Submit original receipts for CPIC fee
- c) Submit original receipts for First Aid/CPR (if required for program)

## **5. SUPPLEMENTARY REQUESTS FOR EMERGENCY ASSISTANCE**

One time only supplementary requests for emergency assistance may be available in exceptional circumstances to students. These requests will be considered on a case by case basis.

## **6. SPECIAL NEEDS/EXCEPTIONALITIES**

The student understands that Supplementary Requests for Special Assistance are subject to the following conditions:


- a) Submit assessment results to determine need and what support is required, and to identify any program extensions;
- b) Requests may need to be accompanied by a support letter from the attending institution;
- c) Approvals are subject to availability of funds and priority needs;
- d) All original receipts must be submitted and forwarded to the Post-Secondary Student Support Worker(s) to be kept in the student file.

## **7. SUPPLEMENTARY REQUESTS FOR SPECIAL EVENTS**

Supplementary Requests for Special Events will include conferences/workshops, graduation, and cultural events.

Requests for special events travel should include:

- a) Letter from student outlining the particulars of trip, workshop or excursion to the Post-Secondary Student Support Worker(s);
- b) A completed submission of budget, special event package, and

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c) A support letter from the Program Coordinator and/or professor.

**All requests should be received by the Post-Secondary Student Support Worker one month prior to the actual event. Approval is based on the availability of funds.**

**8. REPEATED COURSES**

Students repeating one or more courses already funded through the PSSSP or ASETS are solely responsible for payment of course tuition fees. Arrangements must be made with the Sagamok Education Unit in determining payment of such tuition fees.



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## GRADUATION APPLICATION PROCESS

Students qualifying for graduation **MUST** apply and meet the following criteria:

- a) Have graduated from a course of study;
- b) Have been funded under the Sagamok Post-Secondary Student Support Program funding
- c) Submit the **Application for Awards Form (Appendix K)**
- d) Submit official transcripts and copy of certificate / diploma / degree no later than July 15th.

### 1. STRATEGIC INCENTIVE AWARD – LEVELS OF AWARD

In addition to the Graduation Application Process students qualifying for the Strategic Incentive Award **MUST** apply and meet the following criteria:


- a) Have a Grade Point Average (GPA) of 3.0/70% or better;
- b) Submit the **Post-Secondary Graduate Strategic Incentive Award Form (Appendix L);**

The following table determines the amount received for the Strategic Incentive Award:

Levels	Type Of Program	Average (%)	or GPA	Amount(s)
<b>College</b>	Diploma	90-100	4.0	\$1,250.00
		80-89	4.0	\$ 1,000.00
		70-79	3.0	\$ 750.00
<b>University</b>	3 year Degree (BA)	90-100	4.0	\$2,500.00
		80-89	4.0	\$2,000.00
		70-79	3.0	\$1,500.00
	4 or 5 year Degree (Honors Bachelor Of Arts)	90-100	4.0	\$3,000.00
		80-89	4.0	\$2,500.00
		70-79	3.0	\$2,000.00
	Graduate Studies (Masters Of Arts)	90-100	4.0	\$3,500.00
		80-89	4.0	\$3,000.00
		70-79	3.0	\$2,500.00
Professional Schools/PHD (Dentistry, Medicine, Law, Psychiatry, Veterinary, etc.)	90-100	4.0	\$5,000.00	
	80-89	4.0	\$4,500.00	
	70-79	3.0	\$4,000.00	

**Absolutely No Late Submissions received after July 15<sup>th</sup> will be considered**


**\*\*\*Graduation Incentive Awards are subject to the availability of funds within the Post-Secondary Student Support Program.**

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## **CONFLICT OF INTEREST**

In the event of a conflict of interest for a Post-Secondary Student Support Worker, the conflict must be declared and the request will be reviewed by the other Post-Secondary Student Support Worker for which there is no conflict of interest.

In the event of a conflict of interest for an authorized approving Director, the conflict must be declared and applications will be forwarded to the Sagamok Anishnawbek Chief Executive Officer for review.


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## GRIEVANCE PROCEDURE

The following grievance procedure has been developed to ensure that all students have access and a right to an established appeal process. The Post-Secondary Student Support Worker will provide the necessary support to students as they prepare their individual case for review. **Students must be aware that there is no grievance against refusal of assistance due to the lack of funds within the Post-Secondary Student Support Program.**

To file a grievance, the following shall apply:

- a) File a written grievance with Sagamok Anishnawbek Post-Secondary Student Support Worker(s) within 15 working days of the date of official notice of discontinuance of funding;
- b) Grievance must be post marked with date and/or hand delivered, and/or electronically submitted to the Sagamok Anishnawbek Education Unit;
- c) Grievance will outline details specifically related to the decisions/issues made with reference to the Sagamok Anishnawbek Post-Secondary Student Support Policy section(s);
- d) Post-Secondary Student Support Workers will gather relevant information pertaining to the matter at hand, from individual student file to create a chronology of events. This may include transcripts, certificates, diplomas, degrees, funding used or funding available etc.;
- e) Student may submit character support letters from Program Coordinator, Professors, Teachers, Doctors, and/or professional resources;
- f) Complete package must be forwarded to the Director of Education;
- g) Director of Education or designated alternate will review all pertinent documentation and render a written decision within 10 working days upon receipt of the completed appeal submission package;
- h) If the student is not satisfied with the decision then **the student** may request a hearing with the Education Committee within 10 working days of the date the decision was rendered, to present their own appeal in person;
- i) If the decision is upheld at this level, student can exercise the right to appeal with the Chief and Council and/or designated body where the same terms apply as listed in the Grievance Procedure;
- j) Same information will be presented to the Chief and Council and/or designated body. Previous decisions made by the Director of Education and/or Alternate and Education Committee will also be submitted;
- k) Chief and Council's decision is final.

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## GLOSSARY OF TERMS

### A

**Academic Delinquency** – fall below the required GPA

**Academic Year** - normally defined as September to April

**Alternate** - an individual who replaces the Director of Education in the case of a “Conflict Of Interest” situation, or when the Director of Education is away from office and has assigned a designate in her/his absence.

**Applicant/Student** – one seeking Post-Secondary Assistance

**Application for Post-Secondary Support** – all necessary paperwork that is required to apply for Post-Secondary Assistance

**Apprenticeship** – one registered as an apprentice to learn a specific trade

**ASETS** – Aboriginal Skills and Employment Training Strategy

**Assessment** – formal assessment completed by a qualified professional to determine special needs and necessary accommodations

**Availability Of Funds** –unassigned dollars within program budget

### C

**CPIC** – Canadian Police Information Centre

**Character Support Letter** – Document voicing support of student’s entrance or continuation in a program written and/or signed by a member of faculty or supervisor.

**Conflict of Interest** - A conflict of interest is a situation in which a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties and/or authorities, including the practice among those with influence or authority of favoring relatives.

**Course Withdrawals** - cancels participation in individual courses


### D

**Dependent(s)** – Children under the age of 18.

**Director of Education** – oversees and manages the day to day operations of the entire Education Unit

### E

**Education Committee** – decision making body comprised of eight members from the general membership of the Sagamok Anishnawbek

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## F

**Fraud** – continuing to receive financial assistance to which you are not entitled

**Full-time Studies** – as defined by Post-Secondary Institution

## G

**Graduation Incentive** – funds available to reward and motivate success of students

**Grievance Procedure** – steps to launch a complaint and/or grievance

## L

**Lack Of Funds** – insufficient funds to accommodate request

**Limits Of Support** – identifies length of time where financial support can be approved

## M

**Monthly Allowance Rates** – assistance available and disbursed on a monthly basis according to the schedule in Section 3.0

## O

**OCAS** – Ontario College Application Services

**ODSP** – Ontario Disability Support Program

**OSAP** – Ontario Student Assistance Program

**OUAC** – Ontario University Application Centre

## P

**Part-time Studies** – defined by Post-Secondary Institution

**Post-Secondary Student Support Workers** – oversee the success of each individual learner

**Post-Secondary Education** – means a program of studies offered by a Post-Secondary Institute

**Post-Secondary Institution** – are degree, diploma, and certificate granting institution


**Post-Secondary Review Committee** – consists of Director of Education, and Post-Secondary Student Support Workers

**Proof Of Acceptance** – written correspondence sent to student accepting his/her application to attend a particular college/university

**PSSSP** – Post-Secondary Student Support Program

**Private Institutions** – non- college or university program

**Program Of Studies** – Post secondary program leading to a certificate, diploma or degree

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## S

**Sagamok Anishnawbek Education Unit** – an administering organization responsible for administering the Post-Secondary Student Support Program

**Sagamok Anishnawbek Recovery Policy** – policy adopted in 1994 to recover any arrears or overpayments owed to the Sagamok Anishnawbek

**Semester** – refers to part of an academic year usually September to December and January to April

**Special Needs** – requires course modifications to accommodate physical and/or learning disability

**Supplementary Requests** – additional assistance that students may require

## T

**Transcript** – an official record of grades

**Travel** – assistance that is available to students to attend their studies and/or special assistance for emergencies

**Tuition** – a fee paid to Post Secondary Institutions on behalf of the students

## V

**Vulnerable Sector Check** – A vulnerable sector check is a police information check plus a check to see if a person has a record suspension (pardon) for sexual offences.

# APPENDICES

## Application Forms

- A. Post-Secondary Educational Assistance
- B. Responsibilities of Student
- C. Authorization of Release
- D. Consent To The Access and Release of Information
- E. Career Action Plan

## Processing Forms (Internal Use Only)

- F. Pre Screening Form
- G. Post-Secondary Educational Assistance Approval
- H. Post-Secondary Sponsorship
- I. Post-Secondary Non Sponsorship
- J. Post-Secondary Cease Funding

## Graduation Award Forms

- K. Application for Awards
- L. Post-Secondary Graduate Strategic Incentive Award