



# *Matachewan First Nation*

## *Post-Secondary Education Office*

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## **Definitions, Rules & Guidelines**

**Eligible Studies:** Includes all post secondary programs at least one year in duration (eight months), leading to a certificate, diploma or degree. Please refer to the Post Secondary Student Assistance Program Administration Handbook for further details.

**Under the terms of this program:** “Dependent” includes only the spouse and those children of the student and student’s whose annual gross earnings are less than the level of income allowed for dependent spouse by Revenue Canada’s Income Tax Regulations.

**\* A copy of your Revenue Canada Taxation Claim indicating your dependents must accompany your application for Education Assistance\***

### **1. DATES TO NOTE**

**July 1** Official transcripts due from students with any assistance following the previous year or semester. For fall applicant’s funds will be decommitted if the transcript is not received.

**Sept 17** Marks/Progress Reports due for all continuing students. Levels 3 & 4 must provide a Letter of Good Academic Standing. Application deadline for Winter semester.

**Jan 17** Marks/Progress Reports due for all continuing students. Level 3 & 4 must provide a letter of Good Academic Standing. Application deadline for Spring/Summer semester.

**Note:** Spring & Summer courses are not normally permitted, courses are only allowed under special circumstances.

**May 17** Marks/Progress reports due for all continuing students. Level 3 & 4 must provide a letter of Good Academic Standing. Application Deadline for Fall or Fall/Winter semesters(s).

**Note:**

**1.** Errors and omissions will result in delayed processing of an application.

**2.** Failure to submit Marks/Progress reports by the deadline will result in suspension of assistance payments.

**3.** Failure to submit required documentation will result in decommitment of student budget at specified dates.

## **2. GENERAL APPLICATION CRITERIA**

**2.1** In order to receive an education allowance you must be classified as a full time student by the institution also refer to the students assistance administration handbook. Education allowance will be suspended if a student no longer meets requirements or written documentation has not been received to verify eligibility by the required dates.

**2.2** Please be sure that the start and stop dates are correct on your application. If not correct then additional funding may not be available.

**2.3** A new application for assistance must be submitted for September and Summer semesters (intersession is considered part of the summer semester by the M.F.N.P.S.E.O).

**CONTINUED FUNDING IS NOT AUTOMATIC.** *(See Application calendar above for application deadline).*

## **3. OVERPAYMENT**

An overpayment is any payment or expenditure for which a student is or was not eligible eg., (a) tuition, books and supplies assistance for any sponsored course is an overpayment if the course is not successfully completed. This includes incomplete course or courses you withdraw from. (b) education allowance payments if you become eligible. An overpayment requires reimbursement before a student can be eligible for funding through M.F.N.P.S.E.O. If an overpayment applies-this may result in suspension of assistance. If you have been overpaid all future applications will be put on hold until arrangements have been made to recover the overpayment.

## **4. MARKS**

All students must submit an original of the official transcript (stamped by the school) to the M.F.N.P.S.E.O. by July 1 of each year. Progress Reports are due for each semester involving education assistance (see Application calendar above). If this documentation is not received, education assistance payments will be suspended.

## **5. COURSE FAILURES/MAINTAINING ELIGIBILITY**

Any sponsored course that is not successfully completed is considered a failure. In addition an overpayment will be suspended.

## **6. REQUIRED DOCUMENTATION**

*(A COMPLETE APPLICATION PACKAGE INCLUDES THE FOLLOWING INFORMATION/DOCUMENTATION. AN APPLICATION PACKAGE CAN NOT BE PROCESSED UNTIL COMPLETE.)*

- Application for Education Assistance
- Statement of Intent
- Photocopy of Status Card *(both sides)*

- Consent to Request and Release Information
- Bank Deposit Information (*void cheque*)
- Secondary School transcript (*all recent high school graduates*)
- Letter of Acceptance (*may be submitted after the application deadline*)
- Registration Form or Letter showing number of courses and credits
- A copy of your Revenue Canada Taxation Claim Indicating your dependent(s) must accompany your application for assistance for dependent(s).

***The following items may be submitted after the application deadline:***

- Progress report and/or Letter of good academic standing
- Tuition and/or residence fee statement indicating total costs
- Signed acknowledges of new polices (when applicable)

**All documentation must be complete and accurate.**

***Omissions and errors will result in:***

1. Delay in processing your application. Keep in mind there is limited funding available.
2. Education assistance payments being suspended until documentation is received.
3. Decommittment of budget if all documentation are not in by the required dates.

**7. THE PRIORITY SYSTEM**

Applications at each deadline are assigned a priority number and considered according to priority. The following is an outline of the priority system. The priority system applies to full time and part time studies.

***Priority 1*** Returning/continuing successful students who have been previously funded by M.F.N.P.S.E.O.

***Priority 2*** High school graduates - that have not taken a break in studies.

***Priority 3*** Students whose applications for educational assistance were deferred for lack of funds and who are reapplying for assistance, out of school for two or more consecutive academic semesters which refers to mature students applying to attend post-secondary studies for the first time.

***Priority 4 a*** Part time successful students applying for full time assistance.

***b*** Graduates out of school for two or more consecutive academic semesters.

***Priority 5*** Previously unsuccessful student or students returning to post secondary status after having dropped out, have been out of school for a lengthy period of time or those who have been withdrawn from the institution due to academic status.