



Matachewan First Nation

Post-Secondary Education Office

P.O. Box 160 - MATACHEWAN, ONTARIO P0K 1M0

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HOW TO APPLY

All eligible applicants must submit an application package that includes completed forms as well as required information/documentation. An application package is required for each semester of study. If you know that you plan to attend the fall and winter semesters consecutively then you may apply for these two semesters on one application package.

Required Documentation

Please ensure the following documents are included when submitting your application:

- Application for Education Assistance
- Statement of Intent
- Photocopy of Status Card (*both sides*)
- Consent to Request and Release Information
- Bank Deposit Information (*void cheque*)
- Tuition and/or residence fee statement indicating total cost
- 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
- Evidence of satisfactory completion of last sponsored course (*s*)
- Signed acknowledgement of new policies (*when applicable*)

All documentation must be complete and accurate. Omissions and errors will result in:

- Delay in processing your application. Keep in mind there is limited funding available.

NOTE: Any pending application for Education Assistance for which information or documentation is not received, by the start of the semester being applied for, will automatically be considered dormant and not processed.

- Education assistance payments being suspended until documentation is received.
- Decommittment of budget if all documents are not in by required dates.

COMPLETING AN APPLICATION

Fill out the attached application for education assistance, sign the form and forward with your original signature to the office along with all required documents. If you are trying to make an application deadline date, fax your completed application then mail it. Faxed document(s) will be logged on the date received. When your original signed document is received it will be given the same receipt date. **MFNPSEO will not process facsimile or photocopies without an original signature.**

Any mistakes or missing information will delay the processing of your application package.

The student is responsible for providing a fee statement for tuition and/or residence.

Your Education Officer will determine the amount of assistance that you are eligible for by referring to the appropriate schedules for tuition, books, and allowance. These schedules are subject to change. Contact your Education Officer for the most recent schedules.

Your completed application package **must be received** by the deadline date for each semester.

There are times when all other supporting documentation is not available at the application deadline date. For example, if you are applying to go to school in **September** you must have your application into the M.F.N.P.S.E.O. by **May 17**. If you are applying to go to post-secondary education institution for the first time, chances are that you will not have a Letter of Acceptance by **May 17th** from the post-secondary institution that you hope to attend. The Letter of Acceptance can come into the M.F.N.P.S.E.O after the deadline of **May 17th**; however, your file cannot be processed until all documents are in.

Please note that the deadline dates for applying for Education Assistance for full-time students each year are:

MAY 17	Fall Enrollment
SEPTEMBER 17	Winter Enrollment
JANURARY 17	Spring/Summer Enrollment

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

What Happens After You Apply

If information or documentation is missing, your Education Officer will send you a Required Documentation checklist. If you do not submit required documentation then your application will not be processed. Any unprocessed applications automatically become dormant at the start of each semester.

Once your entire application package has been received (including all required information and documentation), your Education Officer reviews your file for eligibility, assigns a priority to

your application, then classifies your application as “recommended” or “not recommended”. The Education Officer will schedule a date with the Chief and Council. Your application will then be forwarded to Chief and Council for approval or rejection.

Your Education Officer is under no obligation to recommend your application for approval. The more information that you can provide about how you have made your post-secondary decisions and your commitment to your studies - the more you help your Education Officer to assess your application.

The Education Officer is responsible for seeing that all policy requirements for education assistance have been satisfied before recommending an application.

Provided that (a) you are eligible for assistance, (b) the program that you wish to study is an eligible program, (c) you have been admitted to your program choice, and your Education Officer will usually recommend your application within the assigned priority. The exception to this is when a student’s application is not recommended because there are no funds available for that student’s application.

The Chief, Council and the Education Officer will review your application for approval or rejection. All applications are considered according to their priority. Approvals are also subject to availability of funds.

The Chief and Council reviews the application whether your application is recommended or not recommended by your Education Officer. Once your application has been processed then you will be sent a letter indicating whether your application has been approved or rejected. Approved assistance is subject to you maintaining your eligibility.

If your application is rejected, a written reason will be provided by a written letter by the Education Officer.

Please work closely with the Counsellor if you are having problems completing or accessing any of the forms or letters to avoid unnecessary delays or missing the application date. Once Chief and Council review the applications you will be advised in writing of their decision. If you have been approved for sponsorship, a letter will be sent to the institutions advising them. You will receive a copy of letters.

If you have any questions or concerns regarding the above information, please feel free to call the Post-Secondary Officer.