



# *Matachewan First Nation*

## *Post-Secondary Education Office*

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## **POST SECONDARY STUDENT ASSISTANCE PROGRAM HANDBOOK**

### **1. INTRODUCTION**

**1.1** The objective of the Post Secondary Student Assistance Program is to assist Matachewan First Nation member(s) to gain access to post-secondary education and to graduate with qualifications needed to pursue individual careers and to contribute to the achievement of Matachewan First Nation's government and economic self-reliance.

**1.2** The Post Secondary Student Assistance program; provides financial assistance to eligible Matachewan First Nation member(s) towards the costs of their post-secondary education.

**1.3** This document outlines:

***1.3.1*** The criteria to be met by students in order to qualify for financial assistance;

***1.3.2*** The types and maximum levels of allowances available through the Student Assistance Program; and

***1.3.3*** The maximum duration of assistance that may be provided with respect to various levels of post-secondary education.

**1.4** Guidelines pursuant to this policy will be issued by Matachewan First Nation.

### **2. DEFINITIONS**

In this document,

**2.1** Matachewan First Nation member means a person whose name has been entered in the Matachewan First Nation Membership Registry maintained by the Matachewan First Nation.

**2.2** "Resident" means a Matachewan First Nation member who has resided in Canada for twelve consecutive months prior to application. This also includes students who have lived

outside Canada as a result of their studies.

**2.3** “Post Secondary Education” means a program of studies, offered by a post secondary institution, for which completion of a secondary school diploma or equivalent is required.

**2.4** “Program of Studies” includes post-secondary programs, leading to a certificate, diploma or degree.

**2.5** “Post Secondary Institutions” are degree, diploma, and certificate granting institutions which are recognized by a province and include educational institutions affiliated with, or delivering accredited post-secondary programs by arrangement with a post secondary institution.

**2.6** “Canadian Public Institution” is a post secondary institution which receives annual operating grants from federal and provincial governments and operates under a charter or legislation approved by the federal or provincial government as well as specific regulations of the province (such as limits on tuition costs to students).

**2.7** “Private Post Secondary Institution” is a Canadian or foreign post secondary institution which receives the majority of its funding from sources other than governments and operates under legal provisions as a privately owned or publicly traded business. Tuition costs are therefore usually higher.

**2.8** “Full Time Students” and “Part Time Students” are as defined by the post secondary institution and Matachewan First Nation. Matachewan First Nation’s definition of full time is as follows:

**Level 1** - Registered full time by the institution and taking at least 12 hours of in-class instruction per week in the program registered in (labs, tutorials, etc. do not count).

**Level 2** - Registered full time by the institution and enrolled in a minimum of four in class instruction courses at the beginning of an academic semester, followed by continuous study in a minimum of four courses. Courses must be equivalent to at least half year/credit courses.

**Level 3 and 4** - As defined by the institution.

**2.9** Levels of post-secondary education refer to the following:

**Level 1** - Certificate/Diploma ;

**Level 2** - Undergraduate Degree Program;

**Level 3** - Graduate Degree/ Advanced or Professional Degree;

**Level 4** - Doctoral Degrees

**2.10** “Academic year” is as defined by the post secondary institution, but will not be less than eight months duration.

**2.11** “Semester” refers to a part of the academic year, as defined by the post secondary institution and is usually not less than four consecutive months e.g. September to December, January to April, and May to August.

**2.12** “Student Application” refers to the entire package of documentation required to process student’s application for post secondary assistance. The required documentation must verify eligibility for assistance within the policies of the Matachewan First Nation.

**2.13** “Dependent Spouse” means a person who is dependent upon the student as defined by Revenue Canada and who does not receive income in excess of the level of income allowed for a dependent spouse by Revenue Canada.

**2.14** “Dependent” means a person who is dependent upon the student as defined by Revenue Canada and who does not receive income in excess of the level of income allowed for a dependent spouse by Revenue Canada.

**2.15** “CEGEP” is an abbreviation of College d’enseignement general et professionnel. CEGEP’s operate in Quebec.

**2.16** “Contingency funding” means financial assistance provided to students for costs related to emergency situations. Emergency situations eligible for contingency funding include individual or family illness bereavement.

### **3. ELIGIBILITY**

**3.1** To be eligible to apply for assistance under the Student Assistance Program applicants:

**3.1.1** must be Matachewan First Nation member;

**3.1.2** must have met university or college entrance requirements and have been enrolled or accepted for enrolment in a post secondary institution for a program of studies.

**3.2** Assistance will be provided within the limits of funds voted by Parliament. If assistance for the number of eligible applicants exceeds the budget, applicants are required to reapply at the next available application date.

### **4. MAINTAINING ELIGIBILITY**

Once a student has been approved for post secondary assistance, the student must maintain eligibility for the approved assistance. The criteria for maintaining eligibility is established by Matachewan First Nation and includes but is not necessarily limited to: documentation verifying

student status (registration); acceptable academic performance; and progress reports & transcripts.

## **5. TYPES OF ASSISTANCE**

### **5.1** Tuition Assistance

**5.1.1** Tuition assistance (on a full or part time study basis) is limited to eligible post secondary education programs of study leading to a certificate, diploma or degree.

**5.1.2** Tuition assistance is provided for students attending Canadian public institutions and at the normal rate charged by such institutions for a Canadian student.

**5.1.3** Tuition assistance for students attending private or foreign post secondary institutions will be at the same rate as charged by the Canadian public institution, where a comparable program is offered, nearest to the student's place of residence at the time of application.

**5.1.4** Tuition assistance includes student fees for tuition, examination fees and mandatory (excluding health, dental and optional) student fees.

**5.1.5** Mandatory or optional health and dental fees are the student's responsibility.

**5.1.6** Optional student fees are the student's responsibility.

**5.1.7** It is the student's responsibility to provide the necessary fee documentation (i.e., tuition statement and textbook(s) list).

### **5.2** Books & Supplies

Assistance for books and supplies is provided for full and part time students. The maximum assistance is established by Matachewan First Nation.

### **5.3** Education Allowance

**5.3.1** Students registered as full time students, according to the post secondary institution they are attending and according to the full time requirements of Matachewan First Nation may be eligible to receive a monthly education allowance in the amount determined by Matachewan First Nation. Matachewan First Nation has the flexibility to adjust these rates, either higher or lower to meet the individual needs of student's.

**5.3.2** The allowance is to help cover a full time student's education expenses. Where a student attends a foreign or private institution, the amount will not exceed the maximum levels in Canadian dollars.

**5.3.4** The duration of Education allowance may exceed the official length of the program so long as the student is in satisfactory academic standing at the institution as per the institutions definition of satisfactory “academic standing”

**5.3.5** Where students change programs within one of the levels, the academic years and tuition, books, supplies and education allowance months used for each program within this level will be counted for Education allowance purposes.

**5.3.6** Students who were previously assisted under INAC’s directly Administered Student Assistance Program will continue to be assisted in accordance with the Matachewan First Nation policy. The number of student months used under the INAC administered assistance program will be counted against the number of academic years students will be eligible for under this policy.

**5.3.7** Students who become eligible for Education Allowance and who have previously completed a portion of post secondary without assistance from this program will be eligible for assistance for the balance of their program of studies but will not be reimbursed for previous expensed in accordance with this policy.

**5.3.8** Student’s receiving an education allowance must realize that all other day to day expenses and contingency funding are not covered. The student’s must budget their expenses accordingly.

## **6. SPRING/SUMMER SEMESTER**

Spring and Summer Session, applications are only considered, if one is currently enrolled as a post secondary student and requires the following as a part of his/her program:

A course/courses in order to finalize a certificate/diploma/degree, a co-op placement and a course or courses that are not offered during the fall/winter semester.

## **7. INCENTIVES and SCHOLARSHIPS**

Matachewan First Nation may provide student incentives and scholarships based on available funding.

## **8. TEXTBOOKS**

An account will be set up with the colleges/universities for the purchasing of textbooks. Student’s enrolled for full-time and part-time studies. Maximum amount for full-time student’s for eight months in duration, university \$1,300.00, college \$1,200.00. Maximum amount for part-time student’s eight months in duration, university \$650.00, college \$600.00.

**8.1. SUPPLIES**

Are limited to a maximum amount of \$200.00 per 8 month duration for full-time enrolment. Part-time enrolment to a maximum amount of \$100.00 per 8 month in duration.

**9. APPEALS**

Must be submitted in writing to the attention of Chief & Council.

**11. STUDENT REGISTRY**

Matachewan First Nation Post Secondary Education Office is responsible for maintaining a student registry. Indigenous Services Canada will identify the information requirements which will include the student's name, the institution attended, the program of study, the support provided, the results obtained and any additional information which may be required from time to time. This information will be used for statistical purposes only and will remain confidential. Matachewan First Nation Post-Secondary Education Office must report this information annually to Indigenous Services Canada.

**RATES FOR RESOURCING MONTHLY ALLOWANCES**

**Monthly Allowances**

- (a) Single Student ----- \$ 1,000.00
- (b) Married student with
  - employed spouse ----- \$ 1,000.00
  - . with 1 dependent ----- \$ 1,025.00
  - . with 2 dependents ----- \$ 1,130.00
  - . with 3 dependents ----- \$ 1,255.00
  - . \$50.00 per month for each additional dependent
- (c) Married student with
  - dependent spouse ----- \$ 1,000.00
  - . with 1 dependent ----- \$ 1,145.00
  - . with 2 dependents ----- \$ 1,305.00
  - . with 3 dependents ----- \$ 1,405.00
  - . \$50.00 per month for each additional dependent
- (d) Single parent:
  - . with 1 dependent ----- \$ 1,145.00
  - . with 2 dependents ----- \$ 1,305.00
  - . with 3 dependents ----- \$ 1,405.00
  - . \$50.00 per month for each additional dependent

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**Support for Living Expenses:** The above rates set out for the monthly allowances are for

resourcing purposes. Matachewan First Nation has the flexibility to adjust these rates either higher or lower to meet the individual needs of students. The support for living expenses is expected to cover such costs as food, shelter, daily transportation, daycare, rental costs and contingency funding.

The above rates for monthly allowances, also reflects to high rental areas, this was adjusted to accommodate the need of students' regardless as to where one resides.