



HENVEY INLET FIRST NATION

**Post-Secondary Education Assistance
(PSEA) Policy**

April 17, 2024

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Prior Revisions:

June 28, 2013

May 8, 2015

April 12, 2016

February 21, 2018

Revised April 2024

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Introduction

Henvey Inlet First Nation is proud to be a member of the Anishinabek Education System (AES) and its administrative structure, the Kinoomaadziwin Education Body (KEB). The KEB is a not-for-profit corporation that takes direction from the 23 Participating First Nations (PFN's). The KEB has a 12-member Board of Directors that is comprised of representatives from the four Anishinabek Regional Education Councils (REC's). Henvey Inlet First Nation belongs to REC #3 along with the following First Nations: Moose-Deer Point, Wasauksing, Magnetawan, Dokis, Nipissing and Wahnapiatae. The KEB supports the 23 Participating First Nations in their delivery of education programs and services and continues to liaise with the province of Ontario on education matters. Every five years, the Anishinabek Education System (AES) negotiates a new Financial Agreement with Canada on behalf of the Participating First Nations.

Purpose

The Post-Secondary Education Assistance (PSEA) program is designed to help Henvey Inlet First Nation members to offset the personal cost of obtaining a post-secondary education by assisting with tuition and other qualified expenses, as set out in this policy. Henvey Inlet First Nation is committed to the educational success of our students. Every effort will be made to ensure that the greatest number of students are funded and supported through this program however it is important for students to remember that the Education budget is limited by the number of students receiving assistance in any given year. Students are encouraged to apply for Scholarships and Bursaries throughout the year to enhance their financial resources.

Role of Education Counsellor

- a) Ensure that potential applicants are aware of the availability of the Post-Secondary Education Assistance (PSEA) Policy;
- b) If necessary, assist students to complete the application for post-secondary assistance and ensure they understand their rights and responsibilities;
- c) Assist students to develop realistic academic plans;
- d) Direct students to resources that can assist them to acquire academic, social, emotional support services; provide direct services when possible;
- e) Provide students with updates regarding obligations and opportunities;
- f) Maintain up-to-date student files that include the student's application, academic records and guidance related to the individual student's needs;
- g) Provide student advocacy and recommendations to HIFN Chief and Council and HIFN Administration;
- h) Manage the Education Budget and complete reports as required.

Student Responsibilities

1. Students are expected to know and follow this Post-Secondary policy.
2. Students are also expected to demonstrate a commitment to their studies as evidenced by consistent attendance, maintaining a passing Grade Point Average (GPA) for their program and regular contact with the HIFN Education Counsellor.
3. Regular contact with the Education Counsellor means that the student must personally call or email the Education Counsellor at least once per semester. This does not include emails from or conversations with the student's parent on the student's behalf.
4. All students must submit their marks/e-grades or a progress report to the Education Counsellor at the end of each semester in order to maintain educational assistance. The student's name and semester dates must be clearly visible on each report.
5. All grades and/or correspondence must be in English or they must be accompanied by an official English translation provided by the institution.
6. If the student receives a Tuition Invoice, they must contact their institution to remind them that they are Sponsored by HIFN, and; they should also cc or notify the HIFN Education Counsellor.

Eligibility for Post-Secondary Assistance

Criteria

1. Applicants must be a registered member of Henvey Inlet First Nation.
2. The desired program must be offered by a licensed post-secondary institution that is recognized by the Educational Authority of the province or territory in which it is located. In Ontario this would be the Ministry of Colleges, Training and Universities.
3. Applicants must meet University/College entrance requirements and be accepted for enrolment to be eligible for funding.
4. All students must provide a course schedule to the Education Counsellor at the beginning of each semester.
5. Students who drop-out or and who do not notify the HIFN Education Counsellor, will be deemed to have abandoned their studies and will not be considered for future educational funding until they have re-paid the First Nation for the cost of tuition and other expenditures.
6. Providing false information may result in immediate termination of funding and the repayment of tuition and other expenditures to the First Nation.
7. Applications to attend school in September must be received by Henvey Inlet First Nation no later than 4:00 p.m. on March 1st. If March 1st falls on a weekend, the deadline will automatically become the next business day.
8. For programs that do not begin in September, students must submit their application at least three months prior to the start date of their program. For example: if the program starts January 9th your application must arrive at HIFN by October 9th.
9. Education funding is limited to the official length of the program as defined by the institution.

Graduate Studies

Master's, M.A./Ph.D. candidates (Graduate Students) must provide the following:

- Proof of registration as a full-time student each year.
- A progress report written on University Letterhead and signed by the student's Thesis Supervisor or a member of the student's Supervisory Committee.
- This report must be submitted to the HIFN Education Department every 6 months and must include an expected graduation date.
- Failure to submit this information may result in termination of Educational Assistance.

Education Levels

Assistance can be provided at four levels of post-secondary education;

Level 1: Community college and/or University and College Entrance Preparation Program (UCEP) diploma or certificate programs;

*UCEP students must provide a statement from the university or college which confirms that once they have successfully completed the UCEP program, they will be eligible to apply to that institution for the relevant course of studies.

Level 2: Undergraduate University programs e.g.) B.A., B.Ed., LLB etc;

Level 3: Advanced or Professional degree programs, e.g., Master's, M.A., M.D.;

Level 4: Doctoral program (Ph.D.)

Students will only be funded for courses required to graduate from their current program of study however the following options may be considered:

Level 2: May also include assistance for an additional degree at the bachelor level which has, as a prerequisite, an undergraduate degree or undergraduate courses; and,

If a student withdraws from a Level 2 (University) program in good standing, prior to completing it, they may be eligible to attend a Level 1 (College) program. However, if they wish to complete the University program later, their funding will only consist of the unused balance at Level 2.

Once a student has graduated from a Level 1, 2, 3 or 4, they are typically not eligible for additional funding at the previous, Lower Level. For example, a University graduate would not be eligible for post-secondary assistance to attend a College Diploma program.

The First Nation may consider funding a student to attend a different program at the same Level, 60 months (5 years) after a student has graduated. For example, after 60 months a College Graduate may be eligible for funding in an unrelated College program.

HIFN Selection Priorities

Priority I

- a. Continuing students who are currently enrolled full-time (and maintaining a passing Grade Point Average – GPA) in a post-secondary program funded by Henvey Inlet First Nation;
- b. Continuing students who are enrolled full-time (and maintaining a passing GPA) in a post-secondary program but who were previously funded by OSAP, scholarship or other funding source;
- c. Grade 12 Graduates: those who graduated in the current year or one year prior and, who are enrolling in post-secondary studies for the first time.
- d. Students accepted into a full-time Anishnaabemowin program and who have maintained a passing GPA. Individuals enrolling in Anishnaabemowin programs will not be limited by prior levels of study provided that they have graduated from their previous program.

Priority II

- a) Continuing part-time students who maintain a passing GPA;
- b) Continuing part-time students who maintain a passing GPA and who now wish to study on a full-time basis;
- c) Post-secondary graduates who wish to further their studies e.g.) students who completed college or university more than one year ago and now wish to study at the next post-secondary level;
- d) Returning students (students who maintained a passing GPA) but who stepped away from their post-secondary studies and who now wish to resume the same program;
- e) Henvey Inlet First Nation Staff who wish to increase their employment expertise, as per the HIFN Personnel Policy.

Priority III

- a) New applicants requesting part-time studies;
- b) Mature students i.e., a student who did not graduate high school but who has qualified for entry into a college or university program;
- c) Probationary students who were previously unsuccessful.

Probationary Standing

A student who is struggling to meet the academic requirements of their program may be placed on probation for one year. Students with supporting documentation, who are in communication with the Education Counsellor and their institution, will have a more favourable outcome based on their individual circumstances. It is therefore to your advantage to contact the Education Counsellor and request support to meet your challenges.

After one semester on probation a student must demonstrate academic improvement in order to maintain eligibility for funding. Failure to do so, could result in the loss of funding and the student may be required to reimburse HIFN in order to become eligible for future education funding.

The following chart provides examples of specific situations and outcomes that may be implemented.

Course Failure

Course Failures per semester	Consequences for Student
One Course	The student must contact the HIFN Education Counsellor and the Native Student Services Office or Academic Advisor to develop a student success plan prior to retaking the failed course. There will be no effect on living allowance.
Two Courses	The student must contact the HIFN Education Counsellor and the Native Student Services Office or Academic Advisor to develop a student success plan prior to retaking the failed courses. The student may be responsible to pay the tuition fees to retake the failed courses.
Three Failures per semester	<p>The student is required to contact the HIFN Education Counsellor to discuss:</p> <ul style="list-style-type: none"> a) How this affects their education plan. b) How or when the student can reimburse the First Nation for tuition fees for the failed courses; or c) The student can choose to repeat the courses at their own expense however they will not be reimbursed once they have earned these credits. d) The student’s funding may be suspended for up to 1 academic year (8 months) during which time the student will need to successfully complete the failed courses at their own expense prior to reapplying for funding.

Changes to Education Plan

1. Students must discuss potential changes to their program with the HIFN Education Counsellor or the Director of Finance **before** making any changes. This includes adding or dropping courses.
2. HIFN may refuse to pay for program changes made without the above noted consultation and approval.
3. Students who choose to withdraw from their program, must notify the HIFN Education Counsellor of their decision immediately via email; the student must also cc their Academic Advisor and the department or person responsible for ‘Sponsored Students’.

4. Students who choose to withdraw from their program prior to obtaining credits, may be required to repay HIFN for all costs incurred on their behalf.
5. If a student must withdraw for medical reasons, they must provide the HIFN Education Counsellor with a note from a Medical Doctor or Nurse Practitioner stating this recommendation, at the time of withdrawal.

Financial Support

Tuition

Tuition is paid to the Institution at the normal rate of tuition charged for a Canadian student. This includes the cost of instruction and mandatory student fees.

Required Books

1. All full-time students will receive a \$500.00 credit for books at the beginning of the Fall semester.
2. All part-time students will receive a \$200.00 credit for books at the beginning of the Fall semester.
3. If additional funds are needed for books, students must submit the 'official list of books' required by their program; and,
4. Students must also submit their receipts to account for the initial \$500.00 or \$200.00 credit provided to them; and,
5. If the cost for required books is greater than the initial credit, students will be reimbursed for the difference as per the receipts submitted.
6. Only books listed as 'required' will be reimbursed.

Required Materials – Technical Supplies

1. Materials or technical supplies must be identified by the institution as 'required for the program'. For example, an Electrical Technician would require specific tools, or a medical student would require a stethoscope.
Note: Items such as pens, binders, back packs etc., are not eligible for reimbursement.

Transportation

1. Students whose Tuition Fees do not include a Bus Pass, can submit their annual parking receipts for reimbursement.
2. Students whose Tuition Fees do not include a Bus Pass, can submit their monthly bus receipts for reimbursement.
3. Students who cannot use the College or University's automatic Bus Pass, must contact their institution to 'opt out' from this fee as per the institutions process.
4. HIFN will pay for either the monthly bus pass or the annual parking fee but not both.

Health and Dental Benefits

Many colleges and universities include the cost of 'Health and Dental Insurance' in their tuition fees however if a student can show the college/university that they have this coverage elsewhere, they may be able to 'opt-out' of these benefits.

Since, your Status entitles you to Health and Dental coverage through Non-insured Health Benefits (NIHB) you can show your Status Card at the student fees office and ask to 'opt-out'. You may also need to show them your Sponsorship Letter which clearly states that, if you don't require the additional Health and Dental benefits, the College/University can reimburse you the fees that HIFN has paid on your behalf.

If this is an option at your College/University it must be done in the first few weeks of school since there is a deadline to 'opt-out' of benefits.

Living Allowance

Typically, only full-time students (as defined by the institution) are eligible for a living allowance however there may occasionally be exceptions in specific situations. These exceptions will be decided on a case-by-case basis however 'proof of need' and 'supporting documentation' must be submitted with any request.

Students are reminded that direct deposits for the Living Allowance cover the period from September to April however they are deposited during the last week of the previous month i.e.) from August to March. The Living Allowance does not cover the true cost of living rather it is only intended to assist with living expenses. The current categories and rates are listed in the following chart.

Category	Monthly Allowance
S1 Single Student	\$ 1,325.00
S2 Students with Children	
• With 1 dependent	\$ 1,695.00
• With 2 dependents	\$ 1,855.00
• With 3 dependents	\$ 2,015.00
• \$100.00 per month for each additional dependent	

**A dependent child, is a child who is under age 18 who is dependent on the student and who is not in receipt of PSEA funds from Henvey Inlet First Nation. Students with dependent children must submit proof of the child/ren's age (eg: copy of birth certificate or status card) and parental responsibility.*

Residence

1. If a student plans to live in Residence, they must include the cost of residence fees in their application and;
2. Students must complete the necessary arrangements with their institution and provide a signed copy of their residence agreement to HIFN before the fees can be paid.

Residence Fees Paid via Living Allowance

1. Students who live in Residence do not receive a Living Allowance as this is used to pay the College or University for their Residence fees. However,
2. If the Residence fee is greater than the student's allocation for Living Allowance, the student must pay the additional fees to the College or University.
3. If the student's allocation for Living Allowance is greater than the Residence fee, the student will receive the balance of the Living Allowance on a monthly basis, once the Residence fees have been paid in full.
4. HIFN may choose to pay Residence Fees on a per semester basis.

Damage deposits will not be reimbursed by HIFN, as this fee is returned to students when the Residence Agreement expires.

Fees Reimbursed

All receipts must be submitted to the Education Counsellor within 30 days of purchase. Receipts must clearly show the date, place of purchase and the total cost.

Seat Fees

Many Colleges/Universities waive 'seat fees' for Sponsored Students so it is worthwhile to ask the Registrar or Student Accounts office if your College or University follows this practice. Students who pay a fee to 'Hold a Seat' in their program will be reimbursed once their funding has been approved. To request this, students must submit their receipt to the Education Counsellor.

OCAS Fees

OCAS fees will be reimbursed after a student's funding has been approved and their receipts have been submitted.

Every effort is made to reimburse students for eligible expenses however this may be limited by the available budget, the number of sponsored students and the date receipts are received at the Education office. **Students must allow a minimum of 3 weeks for reimbursements to be processed.**

Fees Paid in Advance

Students are discouraged from paying for their Tuition or Residence fees in advance. Students who choose to pay either of these fees in advance, may or may not be reimbursed by the First Nation.

Overpayments Reclaimed

Any payment or expenditure which a student received, and for which they were not eligible, or for which they became ineligible, is considered an Overpayment. An Overpayment may include but is not limited to, the cost of tuition, books, supplies, living allowance or residence fees.

Students are expected to return any overpayment to the Henvey Inlet First Nation Education department or they may be disqualified from current and future Educational Assistance.

This may include the following scenarios:

- A student who withdraws from their program after the Institution's official withdrawal date and prior to obtaining any credits.
- A student who withdraws from their program and does not immediately notify the HIFN Education Counsellor and, who continues to accept funds from HIFN;
- A student who enrolls as a full-time student then drops to part-time and does not immediately notify the First Nation Education Counsellor;
- A student who drops out or fails a semester and does not advise the First Nation Education Counsellor.

Overpayments may be repaid through arrangements agreed to by the student and the Education Counsellor and approved by the HIFN Education Authority and/or the HIFN Finance Department. Students will not receive further assistance until such arrangements have been confirmed and approved.

Student Honourariums

All graduates receiving a College Diploma or University Degree shall be granted an Honourarium in recognition of their achievement and commitment to their studies. In order to be eligible, students must submit a copy of their diploma to the Education office within 12 months of receiving it.

Eligible Post-Secondary Institutions

Registered or Licensed Institutions

In Canada there is no single entity that regulates educational institutions. Instead, the provincial and territorial governments have the authority to grant academic credentials to public and private post-secondary institutions in their respective jurisdictions. These institutions are recognized and authorized through provincial and territorial charters or legislation that ensures or enables mechanisms for institutional and program quality.

“‘Registered’ or ‘licensed’ institutions are monitored by government for institutional and program quality and consumer protection, depending on the jurisdiction. In some jurisdictions, there are processes for program approval or voluntary accreditation for private colleges. Non-registered and non-licensed institutions are private commercial enterprises whose programs are not monitored.” (1990-2017 The Canadian Information Centre for International Credentials (CICIC), a unit of the Council of Ministries of Education, Canada (CMEC)). <https://www.cicic.ca/1264/An-overview/index.canada>

In order to ensure that students receive quality education and that their Degree, Diploma or Certification is recognized within and outside of Canada, HIFN will only pay tuition to 'registered' or 'licensed' post-secondary institutions identified by the Canadian Information Centre for International Credentials (CICIC).

- HIFN will pay tuition for students attending a Canadian Post-Secondary Institution that is listed as registered or licensed on the CICIC website.
- Students who wish to attend a foreign Post-Secondary Institution must be prepared to pay a portion of their own tuition fees. Tuition at foreign institutions will be paid in Canadian dollars at a rate equivalent to tuition fees charged for a comparable program at a CICIC recognized Post-Secondary Institution in Canada.
- Where no comparable program is offered in Canada, HIFN may consider paying tuition at a foreign currency rate however as part of their funding application the student must provide the following additional information: Evidence from a reputable Canadian or International source that the Institution has a long-standing reputation for providing exceptional quality education;
- A review of the institution that includes the length of time the institution has been in existence, the number of graduates it has produced and a list of notable alumni both past and present;
- Evidence that graduates will be eligible for employment in Canada;
- Finally, the student must provide evidence that there is no comparable program offered at a Canadian Institution.

Annual Applications

All Students

1. All students must submit a new post-secondary application with the required documentation by March 1st each year.
2. All returning students (i.e., 2nd, 3rd, or 4th year students) must submit an official transcript by September 1st every year.
3. All students must provide an official copy of their College or University's definition of 'full-time studies' with their application, and;
4. An estimate for the cost of tuition (including spring/summer courses), books and required technical supplies must be provided each year. Fees from the previous year's calendar can be used if new fees are not available.
5. All students must submit a signed copy of the Henvey Inlet First Nation 'Authorization to Release Information' with their application.

6. Students must also submit a signed copy of the College or University's 'Authorization to Release Information' to Henvey Inlet First Nation. This authorization (sometimes known as Third Party Consent) will allow the HIFN Education Counsellor to discuss student fees, concerns, and/or student progress with the educational institution. The Institution's form can be downloaded from their website or it can be obtained from the Registrar's Office. If the institution does not have its own consent form, the student will advise the Education Counsellor of this by email.
7. All students are reminded that Links to online information will not be reviewed and will result in an incomplete application. It is in your best interest to submit actual required documentation with your application.

All First-Year Applicants-At All Levels and Mature Students

In addition to the requirements for all students, first time applicants must also submit:

1. A Letter of Acceptance' or 'Offer of Admission' into the program and the student's confirmation that they intend to accept the offer;
2. An official Program Description that includes the length of time required to graduate from the program;
3. The College or University's definition of Full-Time studies.
4. A clear copy of both sides of the HIFN Status card; please copy the actual size.
5. Students applying for Level 3 or 4 Studies must include their previous Graduation Diploma

Note: a Mature student is one who has not graduated high school but who has qualified for entrance into a program according to college or university requirements.

Students with Dependents

1. Must submit a copy of the annual Canada Child Benefit (CCB) and/or the annual Ontario child Benefit (OCB) from Revenue Canada or;
2. A copy of your child's school report card with your current address or;
3. A copy of your child's long-form birth certificate; one time only.

Spring/Summer Semesters

Students who wish to complete their studies at an accelerated pace can enroll in spring and/or summer courses however they must choose courses that are required as part of their diploma or degree.

1. Students who plan to attend the spring/summer semesters must indicate this along with the fall and winter semesters.
2. The cost of spring/summer courses must be included in the annual tuition estimate.

3. Upon registration for spring/summer courses, students must provide the course names and numbers to the Education Counsellor along with the start and end dates of their classes.
4. Students who wish to enroll in spring or summer courses must provide their Winter grades to the Education office as soon as they are available.
5. Official Transcripts must be provided prior to the beginning of the Fall Semester.

Approval will be based on the student's progress, the date the application is received and the amount of available funding.

Special Requests

Supplementary Funding/Special Events

Requests for special events such as conferences, workshops, cultural events must include:

1. A letter from the student outlining the particulars of the event and reasons for attending.
2. A budget that includes the student's own contribution to the cost of the event.
3. A letter from a Professor or Instructor, supporting the student's participation and noting the relationship to their program.
4. All requests must be received by the Education Counsellor at least one month prior to the actual event. Late submissions may not be considered for funding. Approval is based on the potential educational benefit to the student and the availability of funds.

Approval Process

Application Review

1. The Education Counsellor will review applications and submit recommendations to Council by the end of March, each year. Recommendations will be based on: the student's progress, the date applications are received, HIFN Selection Priorities, and the available education budget.
2. Council will review the submissions and approve funding for the upcoming academic year.
3. Notices are sent to all qualifying applicants once they have been approved by Council.
4. Students who decide not to attend school after being approved, must notify the Education Counsellor of this decision immediately. Failure to do so, may result in an overpayment which the student would be expected to repay to the First Nation.

Students are encouraged to call or email education staff if they have questions regarding their application. Also, if the required documentation is not available before March 1st, please notify the Education staff and provide a date for submission. Incomplete applications will not be recommended for approval however students will be notified and given the opportunity to complete and resubmit their applications. In order to be included with the recommended

applications for that year, applications must be submitted by March 1st. Students are reminded not to send 'links' to information that is supposed to be included in their application, as such links will not be accessed and will result in an incomplete application.

Appeals

Should a student be convinced that this policy has not been fairly applied to them, they may request a hearing by:

1. Submitting a letter to Chief and Council outlining their concerns and requesting a hearing.
2. Chief and Council shall review the request and provide the student with notice of a hearing date.
3. An Appeals Committee will be formed to hear the appeal.
4. The decision of the Appeals Committee will be consistent with the Henvey Inlet First Nation PSEA Policy and shall be considered final and binding.

Note: The appeal process is not applicable when assistance is denied due to lack of funding.

Contact Information

For additional information please contact the HIFN Education Counsellor at 1-800-614-5533 or 705-857-2331 extension 229; or by email at education@henveyinlet.com.

Amendments

Henvey Inlet First Nation reserves the right to amend this policy without prior notice. An amendment becomes effective on the date it is posted to the HIFN website and is circulated within the community.