

**Opaskwayak Educational Authority Inc.
Post-Secondary Handbook**

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Vision Statement

Opaskwayak Educational Authority Inc. will empower individual's lifelong learning by embracing nahowîwiw, spirituality, culture, and traditions.

Mission Statement

Guided by Opaskwayak's belief in nîikanôtêwinîk mîna tipênimisôwin, we promote and encourage the revitalization of our language, culture, spiritual and traditional knowledge to support each individual's learning experience.

1 Introduction

The objective of the Post-Secondary Program is to assist eligible OCN members to gain access to Post-Secondary institutions and to graduate with the qualifications and skills needed to pursue individual careers.

1.1 The Post-Secondary Program provides financial assistance to eligible OCN members towards the cost of the Post-Secondary education whether it is full-time or part-time sponsorship.

1.2 This handbook outlines:

1.2.1 Criteria to be met by students in order to qualify for financial assistance;

1.2.2 Types of maximum levels of allowances and incentives; and

1.2.3 Maximum duration of assistance that may be provided with respect to various levels of Post-Secondary education.

1.3 The Post-Secondary Program will provide on-going positive support to ensure student success through available services and resources as outlined in this handbook.

2 Criteria for Full-Time or Part-Time Sponsorship

To apply for full-time or part-time sponsorship, an applicant must adhere to the following:

2.1 *Application/Deadline Dates for Post-Secondary*

Potential students accepted into university programs three (3) years in length or more, are eligible as per INAC Guidelines – *Section 4.3 Eligible Programs, Post-Secondary Student Support Program and University and College Entrance Preparation Program – National Program Guidelines 2016-17*, definition, page 40.

Students applying for sponsorship for Trades & Technology (vocational) and programs one (1) to two (2) year(s) in length or less (excluding university courses) must apply with Employment & Training of OEA. If Employment & Training is unable to sponsor students due to budgetary restraints, OEA may be able to sponsor these students dependent upon financial resources.

2.2 Deadline dates are as follows:

2.2.1 **May 31st** for the academic year, September to April - for *new applicants* only.

2.2.2 **April 1st** for spring/summer terms, May to August *continuing students* only.

2.2.2.1 Approval of spring and summer continuing applications will be at the discretion of the Post-Secondary Supervisor. Students who have shown commitment and determination (assignments, papers, quizzes, mid-terms, etc.), including maintaining required GPA from previous term will be considered. If a student begins spring term and marks received from Winter term are under the required GPA, the student sponsorship may be terminated;

2.2.3 **June 30th** for the academic year, September to April; for *continuing students*.

2.2.3.1 Approval of fall and winter continuing applications will be at the discretion of the Post-Secondary Supervisor, according to student progress, ie. required GPA for term.

2.3 Acceptance Letter - Provide proof of acceptance from a public accredited Post-Secondary institution.

2.3.1 Due to limited funding for tuition and books, applicants are encouraged to apply with public Post-Secondary institutions instead of private Post-Secondary institutions.

2.3.2 Students are also encouraged to apply to the next closest public Post-Secondary institution, within the location of their permanent residence. Students who enroll in private Post-Secondary institutions will only be eligible for the maximum allowable for tuition and books as per the Post-Secondary Handbook, with the exception of programs not offered at a public institution.

2.3.3 Community-based programming may become available throughout the course of the year and may be funded outside the regular sponsorship process, specifically deadline dates. All potential students will be required to apply for funding as per sponsorship process. Funding will be dependent upon financial resources.

2.4 Application Fees - Be responsible for all application fees with the exception of the following:

2.4.1 Sponsored students who must apply to different Post-Secondary institutions for the purpose of accessing a course for transfer of credit;

2.4.2 Recent high school graduates, within the last two (2) years, for one (1) application fee;

2.4.3 Recent mature graduates within the last year for one (1) application fee, if applicable;

2.5 Tuition Deposit - Be responsible for tuition deposit (i.e. reserve a seat in a program). In the event full-time sponsorship is approved by OEA, tuition deposit will be reimbursed.

2.5.1 OEA will pay tuition deposits for recent (maximum 2 years) or potential grade 12 graduates;

2.6 Registration Fees – be responsible for registration fees; however, in the event the student receives sponsorship, the registration fees will be reimbursed.

2.7 Length of Program – Post-Secondary programs will be according to INAC guidelines – one academic year according to the Post-Secondary institution, *Section 4.3 Eligible Programs, Post-Secondary Student Support Program and University and College Entrance Preparation Program – National Program Guidelines 2016-17.*

2.8 Programs Requiring Criminal Records and Child Abuse Checks - Federal and Provincial regulations require persons working in occupations having trust or custodial relationships with other people to pass a criminal records check and child abuse registry check. Students in education, nursing, social work, law enforcement, child care, dentistry, counselling, etc. are required to pass these checks before any placements and prior to employment in their chosen field. This status must be determined prior to entry into programs leading to the aforementioned careers. These checks must be completed annually prior to September start date.

2.8.1 If a potential student did not pass a criminal records check/child abuse check, the student will not be considered for funding; however, the Post-Secondary Committee may consider funding a different program that does not require these checks;

2.8.2 If a potential student was involved in vandalism toward any Opaskwayak Cree Nation infrastructure (buildings/property), the student may not be considered for funding for three (3) years;

2.9 Budgeting - Students must budget within the allowance provided. OEA will not be responsible for any personal debts of the student.

2.9.1 One exception will be students who choose to live in dorms/residences. OEA will pay the amount owing for each term which is derived through student allowances

2.10 **Programs Outside Canada** - On occasion, students will enroll in post-secondary institutions outside Canada. The following will apply:

2.10.1 Student Allowances - Students pursuing post-secondary programs outside of Canada will receive student allowances equivalent to Canadian students regardless of the fluctuating dollar value.

2.10.2 Tuition – Students pursuing post-secondary programs outside of Canada will be eligible for the maximum tuition of \$6500 (Canadian) per academic year.

2.10.3 Books/Supplies – Students must provide quotes for books and supplies and will be paid the equivalent of Canadian students.

2.10.3 Travel – Students will be provided travel assistance equivalent to Canadian students.

2.10.4 Additional Funding (If Required) – Students may require additional source funding for their program of studies and must be secured prior to beginning of each academic term.

2.11 **Inquiries** - All student inquiries are to be addressed to the Counsellor.

3 Once Approved for Full-time/Part-time Sponsorship

Once approved for sponsorship, students must abide by the following:

- 3.1 **Required GPA** - Must maintain a required GPA for their program of studies, ie. GPA of 2.0 or 2.5 for each term (in accordance to Appendix C “Grade Comparison Guide”);
 - 3.1.1 In the event a student is enrolled in a 6 credit course (September to April), the student must submit unofficial mid-term marks from the instructor;
 - 3.1.2 GPA of 2.0 is required for most programs. GPA of 2.5 is required for B. Nursing, B. Education, and most B. Science programs.
 - 3.1.3 Students enrolled in a dual program such as a B. Arts/Nursing Intent must maintain a GPA of 2.0 for all B. Arts courses and a GPA of 2.5 for all Nursing, Education, Social Work and Sciences courses.

- 3.2 **Signed Declaration** - Students must abide by the rules and regulations of the declaration which was signed by the student as part of the sponsorship application form (ie. regular attendance, consult with counsellor, meet academic requirements, etc.)

- 3.3 **Orientation** - All new students must attend orientation sessions offered by the Post-Secondary institutions and orientations held by OEA, where feasible;

- 3.4 **Course Registration** - All students are encouraged to attend registration sessions with a student advisor within their respective Post-Secondary institution. Students must forward copies of course registrations to their Counsellor.

Required Credits for Post-Secondary Full-time Status - To be considered full-time for a regular academic year, a student must be registered in a minimum amount of credit hours;

3.4.1 Required credits for a university term (i.e. September to December and January to April) or university academic year or registered in a full-time college program:

Category	18 university credit hours or equivalent college program (3 courses per term)	24 – 30 university credit hours or equivalent college program (4 to 5 courses per term)	18 credit hours or Full-time Thesis Writing including documentation from the university, 1 year maximum.
“First Year” Students		√	
“Probation 1 st Year” Students		√	
“Probation Regular” Students		√	
“Probation Special Needs” students	√		
“Special Needs” Students	√		
“University Undergraduate” Students registered in 400 or 500 level courses	√		
“Regular University or College” Students		√	
“Graduate” Students			√

IF A STUDENT FALLS UNDER THE REQUIRED CREDIT HOURS FOR FULL-TIME SPONSORSHIP, THE STUDENT WILL BE CONSIDERED PART-TIME (TUITION/BOOKS ONLY).

3.4.2 Required credits for spring and summer for a university term (i.e. May to June or July to August) or registered in a full-time college program;

Category	6 university credit hours or equivalent college program (2 courses – spring term)	9 - 12 university credit hours or equivalent college program (3 to 4 courses spring/summer term)
“First Year” Students	√	√
“Probation 1 st Year” Students	√	√
“Probation Regular” Students	√	√
Special Needs Students	√ Spring/summer	
University students enrolled in 400 or 500 level courses	√	√
Regular University/College Students	√	√

4 Changes in Sponsorship

Throughout the student’s program of studies, there may be changes affecting sponsorship. The following situations may directly affect the student and therefore, students must be aware of the following:

4.1 Appeal to Post-Secondary Institution for Term GPA Under 2.0

When a student receives a final grade that does not meet the required GPA for continued funding, the student may appeal the grade to the Post-Secondary institution.

4.1.1 The student will be placed on suspended sponsorship until the appeal is finalized.

- 4.1.2 If the appeal was successful, sponsorship will resume.
- 4.1.3 If the appeal was unsuccessful, the sponsorship will terminate and the student will not be eligible to re-apply for sponsorship until the three (3) year waiting period has expired. The Post-Secondary institution will be informed of the termination of sponsorship;

4.2 ***Probation***

Probation may be considered for those full-time students who fall under their required GPA only due to **extenuating circumstances**.

- 4.2.1 The Post-Secondary Supervisor may approve probation;
- 4.2.2 The student must sign a contract agreeing to conditions of probation;
- 4.2.3 On a bi-weekly basis and after progress report, including documentation, the student's Counsellor will determine whether the student allowance will be released.
- 4.2.4 The Counsellor is also responsible for the following:
 - 4.2.4.1 Request a transcript at the end of the term;
 - 4.2.4.2 If a student did not meet the criteria for continued sponsorship, the student will be informed, in writing, sponsorship has been terminated and further the student will not be considered for sponsorship until the student has completed a three (3) year waiting period. There will be no appeal for extended probation;
- 4.2.5 During the probationary period, a student may continue to experience extenuating circumstances affecting academic performance; therefore, the student may request deferral to the next September intake before the voluntary withdrawal deadline.
- 4.2.6 Inform the Post-Secondary institution if the student sponsorship has been terminated.

4.3 ***Involuntary/Voluntary Withdrawal from Program***

When a student withdraws from their program of study or was asked to withdraw involuntarily, the student must complete withdrawal forms and forward copies to their Counsellor.

- 4.3.1 Overpayment of student allowances may be:
 - 4.3.1 Referred to proper authorities for possible fraud charges; and/or
 - 4.3.2 Deducted from future student allowances should the student be approved for future full-time sponsorship;
 - 4.3.3 The student will not be eligible to re-apply for sponsorship until a three (3) year period has expired.

4.4 *Voluntary Withdrawal from One (1) or More Courses*

When a full-time student withdraws from a course or courses, the student must complete withdrawal forms and forward copies to OEA.

- 4.4.1 If a student withdraws from 50% of courses and does not inform OEA and continues to receive student allowances, the following may be considered:
 - 4.4.1 Sponsorship may be terminated and the student will not be eligible to re-apply for sponsorship until the three (3) year waiting period has expired and the Post-Secondary institution will be informed of the termination of sponsorship;
 - 4.4.2 The student may be referred to proper authorities for possible fraud charges;
 - 4.4.3 Student allowances received from past sponsorship may be deducted from future student allowances should the student be approved for future full-time sponsorship;

4.5 *Quit*

When a student quits without informing OEA or the Post-Secondary institution, including no response to numerous messages, the student sponsorship will be terminated and may be:

- 4.5.1 Referred to proper authorities for possible fraud charges;
- 4.5.2 Student allowances received from past sponsorship may be deducted from future student allowances should the student be approved for future full-time sponsorship;

- 4.5.3 The student will not be eligible to re-apply for sponsorship until the three (3) year waiting period has expired and the Post-Secondary institution will be informed of the termination of sponsorship;

4.6 Exit Questionnaire

All students who quit or voluntarily withdrew or were involuntary withdrawn from their program of studies must complete an exit questionnaire, Appendix D, page 43. This exit questionnaire is required for statistical purposes and may be useful in the annual review of the Post-Secondary program;

4.7 Change of Program

Full-time post-secondary students who request to change programs may be considered **after** completion of one (1) sponsored academic year and the following conditions must be met:

- 4.7.1 student's academic progress must reflect the required GPA for their program and a full course load from the previous year;
- 4.7.2 student completed the required voluntary withdrawal forms and forwarded to the Counsellor;
- 4.7.3 student months used in the previous program will be applied to the new program. The student must understand and agree, in writing, to this condition;
- 4.7.4 student may deplete student allowances and agree to seek alternative funding for the completion of their new program of studies.

Part-time post-secondary students are not eligible to change programs.

4.8 Defer Sponsorship

Students, in good standing, may be allowed to defer sponsorship for one term or one year but only due to **extenuating circumstances**;

- 4.8.1 If it is a medical reason, a doctor slip is required before deferral is approved.
Prior to returning to Post-Secondary studies, doctor approval is required;
- 4.8.2 All deferral requests must be in writing and withdrawal forms are required for all courses. The student is responsible to re-apply as per application guidelines.

4.9 *Discipline Procedures*

Students may require improvement in behaviour through disciplinary procedures. It is a positive attempt to correct behaviour which may affect sponsorship with the Post-Secondary Program and safeguard staff of OEA.

- 4.9.1 Verbal Warning – a student will be given a verbal warning when a minor problem is identified such as unacceptable behavior toward staff of OEA or staff of an educational institution. This warning (note to file) will remain in the student's file for one (1) year.
- 4.9.2 Written Warning – a student will be given a written warning for more significant negative occurrences while the verbal warning is in effect. The warning will remain in the student's file for one (1) year following the date of the letter.
- 4.9.3 Termination of Sponsorship – a student's sponsorship will be terminated if the student's behavior has not improved during the period of the written warning.
- 4.9.4 A student's sponsorship may be terminated without a verbal or written warning if the student engages in serious unacceptable/ behavior or such as:
 - 4.9.4.1 Repeated lateness and absence from classes;
 - 4.9.4.2 Failure to contact Counsellor upon several requests;
 - 4.9.4.3 Five (5) consecutive days absent without a doctor slip.
 - 4.9.4.4 Attending classes under the influence of drugs and/or alcohol;
 - 4.9.4.5 Falsifying information;
 - 4.9.4.6 Gross misconduct including personal and/or sexual harassment;
 - 4.9.4.7 Destruction of OEA property;
 - 4.9.4.8 criminal action including theft and assault.
- 4.9.5 Students whose sponsorship was terminated for a discipline matter will be eligible to re-apply after a waiting period of three (3) years.

4.10 Special Needs – Students with special needs may affect the number of courses required per term. All special needs must have supportive documentation from a doctor or clinical psychologist. This includes:

- Physical disabilities
- Mental health issues
- Learning disabilities

4.10.1 Full-time students diagnosed with special needs must adhere to the amount of credit hours required for each term.

4.10.2 Part-time students diagnosed with special needs must ensure their program of studies is completed within ten (10) years. If a program is not completed within this time frame, the student sponsorship will be terminated.

5 Priority Listings

5.1 *Post-Secondary*

The Post-Secondary Committee will review applications and make selection of sponsored students within five (5) days following deadlines. The priority list as follows:

- 5.1.1. *Continuing OEA Sponsored Students*** who maintained the required GPA for their programs according to “Grade Comparison Guide”, Appendix C) who were sponsored in the previous academic year and are continuing with their current program of studies and have completed a minimum of 18 credit hours for regular students and 15 credit hours for special needs/graduate students per academic year;
- a) Continuing Students who were funded the previous academic year but did not maintain the required credit hours to be considered full-time and received allowance will be placed as part-time for one term.
- 5.1.2 *Deferred Students*** who were approved for sponsorship but had to defer their sponsorship for one (1) term or one (1) year only due to extenuating circumstances;
- 5.1.3 *High School Graduates, (less than a year)***, on or off reserve, who have been **conditionally or fully accepted** into a university or college program;
- 5.1.4 *High School Graduates, (two (2) years since graduation)*** on or off reserve, who have been **fully accepted** into a university or college program;
- 5.1.5 *Mature Graduate Students, (one (1) year since graduation)***, on or off reserve, who have been **fully accepted** into a university or college program;
- 5.1.6 *Continuing post-secondary students, funded own program***, other than funds from OCN, on or off reserve, for the first or second year either through student loans, scholarships, etc. and have maintained the required GPA including

completion of a minimum of four (4) courses during the past academic year for full-time students and completion of a minimum of two (2) courses for part-time.

5.1.7 *Students who have been out of school for three (3) years or more, on or off reserve or have never been funded by OCN.*

5.1.8 *Students who received OCN funding and waited three (3) years or more, on or off reserve.* These include, students who quit, voluntarily withdrew, and students who were required to discontinue.

5.1.9 *Students who have graduated three (3) years or more, on or off reserve,* regardless of funding resources.

5.2 Applications received may not fall in the priority listing and will not be considered for sponsorship. For example, students who funded their own and did not meet the criteria for sponsorship; post-secondary/trades and technology graduates less than three (3) years; and applicants who do not have an official acceptance letter and/or incomplete applications or students who recently graduated or quit or voluntarily withdrew from a program and accepted in a special program offered within the community who did not complete the 3-year waiting period.

6 Wait List – During the annual selection process, there will be a wait list of 10 students who were not approved for sponsorship due to budget restraints. If a sponsored student deferred or has denied sponsorship, there may be resources available to sponsor additional students. In this situation, the Post-Secondary Supervisor may approve additional students according to the order on the wait list by August 31st of each year.

7 Assistance for Full-time Sponsorship

The following assistance is available for full-time students:

7.1 Student Allowances are provided for OEA sponsored full-time students, Student Rates outlined in Appendix A.

7.1.5 A student may claim dependents if relocating without them and the relocation is a requirement of the Post-Secondary institution. Further, the student must be receiving child tax benefits.

7.1.6 Student allowances are paid every second Thursday. The first student allowance will be the first Thursday of the term in which the student has been approved.

7.1.7 The student agrees to:

7.1.7.1 Pay their own living costs, including rent, if applicable;

7.1.7.2 Exclude OEA from any responsibility for debts incurred; and

7.1.7.3 Open an account with Scotiabank, where practical, to ensure efficient manual cheque deposits. Otherwise, all manual cheques will be placed in the regular outgoing mail;

7.1.8 Students receiving income other than child tax benefits over \$650 bi-weekly are not eligible for student allowances;

7.1.9 Students employed part-time may be eligible for student allowances (20 hours or less per week);

7.2 Supplies – students will receive \$50 at the beginning of each academic year to purchase binders, loose leaf, pens, ink, etc.

7.3 Tuition – will be paid directly to the post-secondary educational institution.

Post-secondary tuition will be a maximum of \$3,250 per term or \$6,500 per academic year; except for recognized professional programs; the maximum tuition will be \$10,000 per academic year. (professional programs within Canada are defined within the following link: <https://www.univcan.ca/universities/quality-assurance/>)

7.4 Required Textbooks –Once course registrations are received, students will be provided with textbooks and agree to be responsible for any lost, misplaced, or stolen textbooks. Textbooks may be obtained as per one of the following:

7.4.5 Students may provide a quote for required textbooks and a cheque will be issued in the student's name to purchase the textbooks. Receipts are required;

7.4.6 Students may purchase required textbooks for reimbursement. Receipts are required;

7.4.7 Students may sign for textbooks at bookstore; must be pre-approved by Counsellor;

7.5 Conference/Workshop – a maximum of \$250 may be provided for any conferences or workshops required as part of the student's program of studies.

7.5.5 Assistance is dependent on resources available.

7.5.6 If a student requests to attend a conference or workshop not required by the student's program of studies, \$250 may be provided on a one-time basis only.

7.6 Tutorial Assistance – may be provided and must be pre-arranged with the Counsellor.

7.6.5 Assistance will be dependent upon resources available.

7.6.6 Assistance is limited to three (3) hours per week at \$20 per hour per course;

7.7 Mandatory Supplies/Special Equipment – may be provided such as stethoscopes, calculators, specialized shoes, etc. as part of the student's program of studies;

7.8 Travel – will be provided in the amount of \$100 (one way) for students who relocate for education purposes. Travel is dependent upon distance and is subject to approval of the Post-Secondary Supervisor. Students travelling greater distances via air travel may be eligible for additional funds to a maximum of \$250 (one way). Students travelling less than 200 kms (one way) may be eligible for \$50 (one way). Travel will be automatic for new and continuing students for the beginning and end of the academic year or term

6.8.1 Students must apply for travel assistance prior to the following holidays:

6.8.1.1 Thanksgiving

6.8.1.2 Christmas

6.8.1.3 Easter

6.9 *Moving Costs* –may be provided at the beginning of the program of studies and upon completion of the program of studies at the following rates:

6.9.1 Students relocating within Manitoba may receive a maximum of \$200;

6.9.2 Students required to relocate out of province may receive additional moving costs, at the discretion of the Post-Secondary Supervisor;

6.10 *Child Care Subsidy* – full-time students are eligible for a child care subsidy.

Students with spouses on Employment Insurance, on On-Call, or work from home are not eligible for the subsidy. Students with spouses classified as part-time or casual may be considered. Proof or documentation is required.

6.10.1 Full-time students are eligible for a maximum of \$100 per month regardless of how many dependents receive child care. Copy of receipt is required;

6.11 *Emergency Travel* – is discretionary and may be provided at a maximum of \$200 per trip due to illness or death in the immediate family **only** if emergency travel was not accessed with Opaskwayak Health Authority. Immediate family includes:

6.11.1 Spouse/partner;

6.11.2 Son/daughter, sister/brother;

6.11.3 Parent, grandparent;

6.11.4 Uncle, aunt;

6.11.5 May include dependent spouse's immediate family;

6.12 *Bus Passes or Parking Fees* – will be reimbursed upon a copy of bus pass or copy of parking fee receipt. The bus passes or parking fees must be pre-arranged with Counsellor. The maximum amount reimbursed is \$70 per month;

- 6.13 Cell Phone Usage** – students may request financial assistance of \$30 per month for cell phone usage. Proof of cell phone usage (screen shot of communication with post-secondary institution) is required by the post-secondary institution.
- 6.14 Clothing Allowance for Work Placements** – may be provided up to a maximum of \$200 as required and/or is dependent upon the length of the placement;
- 6.15 Cultural Camps or Field Trips** – required by the program may be provided up to a maximum of \$250 toward the purchase of tents, supplies, travel, etc;
- 6.16 Registered Licensing and/or Registration Fees** – may be reimbursed to the student or paid directly to the registered licensing or certification organization on a one-time basis only. Documentation is required;
- 6.17 Legal Bar Exam** – will be paid for the initial Legal Bar Exam for a student who has recently graduated Law studies. Documentation is required;
- 6.18 Admission Tests** – will be reimbursed on a one-time basis only, ie. LSAT, MCAT;
- 6.19 Testing and/or Assessment Fees** – will be paid with documentation from the Post-Secondary institution;
- 6.20 Copying Fees** – will be reimbursed and receipts are required prior to reimbursement;
- 6.21 Cash Advances** –may be available for full-time students only; once per term;
- 6.21.1** Full-time students - \$500 maximum, to be repaid within 5 pay periods or less;
- 6.21.2** Probation students - \$100 maximum, to be repaid within 2 pay periods or less;

6.21.3 Cash advances will not be approved until the previous cash advance is paid in full;

7 Levels of Education

Students may be enrolled in the following four (4) levels of Post-Secondary:

7.1 UCEP – university/college entrance programs

7.2 Level 1 – community college programs

7.3 Level 2 – university undergraduate (Bachelors) degree programs

7.4 Level 3 – university graduate (Masters/Doctoral) degree programs

8 Length of Sponsorship

Sponsored students are funded for a specific amount of student months:

8.1 Student Allowances - Student months refer to a month a student receives an allowance from OEA. Students are eligible for a certain amount of “student months” to complete their degree, diploma, or certificate ***including four (4) additional months or one term***; for example, if a student is enrolled in a three-year degree (3 years x 8 months per academic year = 24 months plus 4 additional months = 28 months). Proof of graduation is required for the additional 4 months.

8.2 Additional Sponsorship –After graduation, the student is eligible to re-apply for sponsorship.

8.2.1 Once a student graduates, students should work in their field of study for at least three (3) years prior to applying for additional sponsorship.

8.2.2 Post-Secondary graduates may apply to a new program of study or continuance in their natural progression of study after three (3) years. The student will be considered a new applicant.

8.2.3 Graduates may be considered for continued sponsorship IF courses from their present program of studies are transferrable to the new program which **MUST** be a natural progression, (e.g. After Degree Programs, Program Laddering).

8.2.3.1 In addition, these students must declare their intention to pursue an additional program by June 30th when they apply for their last year for continued sponsorship.

8.2.3.2 This does not include Undergraduate or Graduate programs.

8.2.3.3 Students approved for continued sponsorship will be provided with a maximum of sixteen (16) full-time student months. If the program is not completed during this time period, the student may continue as a part-time student toward completion of program.

- 8.3** Students who re-register in a course for the purpose of achieving a higher grade (i.e. from C to higher grade) must pay the tuition
- 8.4** Students cannot register for courses which are not required for graduation in their programs of study. Only courses required for the student's current program will be eligible for sponsorship.

9 Incentives

OEA will provide incentives in the form of scholarships and bursaries for both full-time and part-time students. OCN students, including students not sponsored by OEA, are eligible for one of the following scholarships, with the exception of “First Year Student Scholarship – Level 1 or 2”;

9.1 Scholarship applications, including transcripts must be received by August 31st.

OEA encourages students to apply for other scholarships available and offered elsewhere. Receiving scholarships, outside of the Post-Secondary Program, will NOT affect the amount of funding a student receives from OEA. Scholarships will be dependent on resources as well as the amount of students who apply and qualify.

9.2 Scholarship applications must reflect the past academic year (Fall/Winter) which is September to April for university students and September to May/June for college students.

9.2.1 “Regular” students must satisfactorily complete 24 credit hours as per unofficial transcript. If a “regular” student does not complete 24 credit hours, the student may apply for the part-time scholarship.

9.2.2 “Graduate” or “Special Needs” students must satisfactorily complete 18 credit hours as per unofficial transcript.

9.2.3 The GPA will be based according to Appendix C “Grade Comparison Guide”

9.3 OEA has the following scholarships available for OCN full-time Post-Secondary students:

<i>College – Level 1 – Hilda Young Memorial Scholarships</i>		
Personal Achievement	2.5 to 2.99	\$250
Academic Achievement	3.0 to 3.99	\$400
Excellence Award	4.0 and higher	\$550

9.3.1 Scholarships for University Level 2 or 3

<i>University – Level 2 or 3</i>			
Hilda Young Memorial	Personal Achievement	2.5 to 2.99	\$500
Hilda Young Memorial	Academic Achievement	3.0 to 3.99	\$750
Excellence Award	High Achievement	4.0 and Higher	\$950
Ernest Cowley Memorial	Personal Achievement	2.5 to 2.9	\$1000
Ernest Cowley Memorial	Academic Achievement	3.0 to 3.99	\$1500
Excellence Award	High Achievement	4.0 and Higher	\$1750

9.3.2 First Year Student Scholarship – Level 1 and 2

9.3.2.1 Joseph Albert Ross Memorial Scholarship is an incentive scholarship and will be provided to an OEA full-time sponsored Post-Secondary students who have achieved the highest GPA in their first year of studies in a college or university program. The amount of the scholarship will be **\$500** each and does not limit the student from applying for other scholarships within OEA.

9.3.3 Part-Time Scholarships

OEA has the following scholarships available for part-time Post-Secondary students. Part-time status includes at least 6 to 21 credit hours earned from the last academic year (September to April for university programs or September to May/June for college programs) which may include “Special Needs”, “Graduate”, “Regular”, etc.

Level 1	Community College programs	GPA 2.5 to 2.99 \$100	GPA 3.0 to 3.99 \$150	GPA 4.0 ↗ \$200
Level 2	University Undergraduate programs	GPA 2.5 to 2.99 \$250	GPA 3.0 to 3.99 \$300	GPA 4.0 ↗ \$350
Level 3	University Graduate Programs	GPA 2.5 – 2.99 \$400	GPA 3.0 to 3.99 \$450	GPA 4.0 ↗ \$500

9.4 Graduation bursaries for Post-Secondary programs will be provided to students upon completion of their program of studies. An unofficial transcript from the Post-

Secondary institution must be forwarded as proof of graduation. Also, students must complete a “Graduation Request Form”, prior to receiving a bursary. If a student cannot produce an unofficial transcript at graduation, the amount of the bursary will be according to the GPA 2.0 – 2.49 scale. Once the transcript is received and reflects a higher GPA, the student will be provided the difference. Bursary levels are as follows:

Level	Program	GPA 2.0 – 2.49	GPA 2.5 to 2.99	GPA 3.0 to 3.99	GPA 4.0 & Higher
UCEP	Transition or Preparation Year	\$200	\$250	\$300	\$350
Level 1	1 Year Certificate or Diploma	\$300	\$350	\$400	\$450
Level 1	2 Year Diploma	\$400	\$450	\$500	\$550
Level 1 or 2	3 year Diploma or Degree	\$500	\$550	\$600	\$650
Level 2	4 year degree	\$600	\$650	\$700	\$750
Level 2	5 year degree	\$700	\$750	\$800	\$850
Level 2	Post-Bacclaureate	\$350	\$375	\$400	\$425
Level 3	Masters	\$1000	\$1250	\$1500	\$1750
Level 3	Doctoral	\$2000	\$2250	\$2500	\$3000

Students transferring 51% or more credits for completion of a certificate, diploma, post-bacclaureate, or degree will receive half of the entitled bursary.

9.5All OEA sponsored students are eligible for the following:

9.5.1 Graduation Costs will be provided on a one-time basis at a rate of \$300 to offset ALL costs relating to convocation (caps, gowns, pictures, travel, etc.);

9.5.2 Graduations/Convocations – An OEA representative may attend graduations/convocations to encourage and recognize the achievement of an OEA Sponsored Student. Attendance of graduations will be based upon availability of resources. OEA representative include the following:

9.5.2.1 Post-Secondary Counsellor; or

9.5.2.2 Post-Secondary Committee Member; or

9.5.2.3 Board Member

10 Assistance for Post-Secondary Part-time Sponsorship

OEA will fund part-time post-secondary students and selection will be based as per the priority listing. In addition, assistance is dependent upon resources available.

10.1 All part-time students must apply as per the application process as outlined in Section 4 of the Post-Secondary Handbook;

10.2 To be considered for part-time, a student must be registered in:

10.2.1 Twelve (12) credit hours in a regular university academic year – September to April or equivalent college program.

10.2.2 Three to six (3 – 6) credit hours in a regular university spring and/or summer term – May to August or equivalent college program;

10.3 All part-time students must include a detailed track sheet of their program of studies and must include time frames including how many courses per term and graduate date;

10.4 The following assistance may be available for sponsored part-time students:

10.4.1 *Tuition* – is provided in the amount of \$1,625 maximum for each term;

10.4.2 *Required Textbooks* – Once course registrations are received, textbooks will be available through one of the following:

10.4.2.1 Students may provide a quote for required textbooks and a cheque will be provided in the student's name to purchase the textbooks. Receipts are required;

10.4.2.2 Students may purchase required textbooks for reimbursement;

10.4.2.3 Students may sign for textbooks at bookstore; must be pre-approved by Counsellor;

In the event a student loses or misplaces a required textbook, the student will be responsible to replace it;

- 10.5 Clothing Allowance** – may be provided up to \$200 maximum as required and/or is dependent upon the length of the placement;
- 10.6 Moving and Travel Allowance** – may be provided and is dependent on resources;
- 10.7 Child Care Subsidy** –part-time students are eligible for a child care subsidy: Part-time students are eligible for a maximum of \$50 per month regardless of how many dependents receive child care. Copy of receipt is required. Students with spouses on Employment Insurance, on On-Call, or work from home are not eligible for the subsidy. Students with spouses classified as part-time or casual may be considered.
- 10.8 Part-time students may apply for full-time** sponsorship as per application process and will be considered a continuing student, priority 5.1.6, of the priority list;
- 10.9 Masters or Doctoral Part-time Graduate students may apply for a one-time assistance** upon completion of the 1st year of studies with student allowances. Assistance is one thousand dollars (\$1,000) per academic year (September to April).
- 10.10 Students must abide by the rules and regulations** of the declaration which was signed by the student as part of the sponsorship application form (ie. regular attendance, consult with counsellor, meet academic requirements, etc.).

11 Special Programs

Students enrolled in Special Programs (e.g. modular programs) may be eligible for the following types of assistance and will be dependent upon available resources;

11.4 Required travel will be \$200 for each trip;

11.5 Student allowances may be provided but is dependent upon financial situation of the student;

11.6 Tuition and Textbooks;

In an effort to maintain fairness and accountability in regards to sponsorship, students who recently graduated, voluntarily withdrew, or were asked to withdraw and didn't complete the 3 year waiting period are not eligible for sponsorship for special programs. They must wait the 3 year waiting period.

All requests must be approved by the Post-Secondary Supervisor.

12 Assistance – One-time Basis Only

On occasion, post-secondary programs may be offered or promoted on a sporadic basis throughout the calendar year. As a result, some students do not have the opportunity to apply according to the handbook guidelines or could not secure alternate funding to assist with their program of studies. Therefore, these programs may be considered throughout the academic year. Maximum amount of \$1,000 may be approved and is dependent upon resources available.

Assistance may be approved by the Post-Secondary Supervisor for one of the following:

12.1 One or two pay periods for a student allowance;

12.2 Tuition/books for one (1) or two (2) courses.

All one-time funded students will be encouraged to apply for sponsorship as per the application process.

13 Appeal Process

To ensure fairness and equitable treatment, the OEA Board of Directors has adopted an appeal process for sponsorship applicants and students with respect to the application of this handbook. **There is no appeal if an applicant was not sponsored due to lack of funding.**

13.1 Appeals must be submitted within four (4) weeks of the decision being appealed, or no later than four weeks after receiving notification from a Post-Secondary Program.

13.2 Students will only be allowed two (2) appeals during their program of studies.

13.3 Students within the vicinity are encouraged to attend the appeal hearing. For those who reside out of the vicinity of OCN/The Pas, two hundred dollars (\$200) may be available for travel to the appeal hearing. However, attendance at the appeal hearing is not mandatory. The student may request a conference call;

13.4 The following situations will be grounds for an appeal process:

13.4.1 student believes his/her application has been unfairly denied;

13.4.2 student sponsorship has been terminated;

13.4.3 student believes that a decision relating to the handbook has been unfair or unequal, or has produced an unfair or unequal result.

13.5 The appeal process is as follows:

13.5.1 Student must contact, in writing, the Counsellor of their intent to appeal;

13.5.2 Student must include the following information;

13.5.2.1 Contact information including address, telephone number, email address, etc;

13.5.2.2 Post-Secondary institution attended and program of studies enrolled in, and;

13.5.2.3 Reason for the appeal, citing the relevant sections of the Post-Secondary Handbook;

13.5.3 Counsellor will confirm receipt of the appeal request, in writing;

13.5.4 Counsellor will arrange the appeal hearing with the Post-Secondary Committee;

13.5.5 Decision of the appeal will be made by the Post-Secondary Committee;

13.5.6 If the student is not in agreement with the outcome, the student has the option of appealing to the OEA Board of Directors. Appeals to the Board of Directors must be within two (2) weeks of the decision of the Post-Secondary Committee.

13.5.6.1 All pertinent information will be forwarded to the Board of Directors' next monthly meeting;

13.5.6.2 The student has the option of attending the meeting or arrangements for a conference call.

13.5.6.3 The Board of Directors decision will be final;

13.5.7 Counsellor will document the decision and forward to the student.

14 Amendments Revisions to Post-Secondary Handbook

Revisions to the Post-Secondary Handbook will be completed as needed or once every year.

14.1 The Post-Secondary Committee of the Board of Directors will review, along with the Counsellors, any revisions

14.2 Revisions will be presented to the OEA Board of Directors for review and approval;

14.3 Approved revisions will be incorporated into the Post-Secondary Handbook including the OEA website.

APPENDIX "A"

Student Rates for Allowances Paid Every Second Thursday	Per Pay Period
Single Student	650.00
Single Student with one (1) dependent	690.00
Single Student with two (2) dependents	795.00
Single Student with three (3) dependents	895.00
Married/Common-law Student with Full-time Employed Spouse	650.00
Married/Common-law Student with Full-time Employed Spouse with one (1) dependent	650.00
Married/Common-law Student with Full-time Employed Spouse with two (2) dependents	680.00
Married/Common-law Student with Full-time Employed Spouse with three (3) dependents	795.00
Married/Common-law Student with Unemployed Spouse	690.00
Married/Common-law Student with Unemployed Spouse with one (1) dependent	795.00
Married/Common-law Student with Unemployed Spouse with two (2) dependents	895.00
Married/Common-law Student with Unemployed Spouse with three (3) dependents	920.00
Foster child(ren) cannot be claimed as a dependent(s).	
Add \$25 per pay period for each additional dependent thereafter. Students must notify OEA when a dependent reaches 18 years of age.	
Students cannot claim a spouse as a dependent if the spouse does not meet the legal definition of common-law.	

APPENDIX “B”

Definitions

academic year – refers to a school year within a university or college (usually September to April for university and September to April, May or June for a college program).

Board of Directors – are the directors of Opaskwayak Educational Authority Inc., as elected every three (3) years by the membership of the Opaskwayak Cree Nation.

common-law – In order for a couple to have common-law standing in Manitoba, they must be living together in a conjugal relationship for three years or more, or one year with a child. In Manitoba, the couple could register their common-law relationship at the Vital Statistics Registry.

continuing students – are students who are already sponsored by OEA and are continuing into their next academic year of their program.

convocation – the ceremony held at the university/college to formally acknowledge graduation of student in their respective programs of study.

Counsellor – is an employee of OEA who is responsible in assisting OCN band members to gain access to Post-Secondary institutions and to support students throughout their studies to obtain their goal to graduate with the qualifications and skills needed to pursue individual careers.

deferred – students who have been approved for sponsorship may defer their studies to the next term or next academic year which will only be approved for compassionate reasons. A deferred student’s status will only be applicable for the next term or next academic year. If the student doesn’t return within this time period, the student will have to re-apply as a new student.

dependent – means a person under the age of eighteen (18) who is totally dependent on the Post-Secondary student, permanently resides with the student, and the student has legal custody.

dependent spouse – a spouse who is unemployed and residing permanently with the student.

E&T – Employment and Training

eligible – qualified or suitable to participate.

employed full-time – refers to students employed 35 hours per week.

employed part-time – refers to students employed 20 hours or less per week.

Ernest Cowley – at the time of his passing, Ernest Robert Cowley was Secretary Treasurer of Opaskwayak Educational Authority Inc. He was a grade 12 graduate of Frontier Collegiate, Cranberry Portage, Manitoba. Ernest pursued his interest in the field of accounting by taking his Post-Secondary studies at Keewatin Community College, The Pas, Manitoba. Ernest worked in many of the accounting departments within Opaskwayak Cree Nation; however, his aspiration was to ensure youth knew the importance of staying in school.

extenuating circumstances – are compassionate and unplanned events of a significant nature and may include medically diagnosed condition or illness, death in the family or accidental injury.

full-time student – registered in a full-time course load for one academic year (according to OEA's Post-Secondary Handbook)

Graduate student – is a student in the Masters program or the Doctor of Philosophy program.

good standing – refers to students who have complied with OEA's rules and regulations including regular attendance, maintaining required GPA, maintaining required course load, regular contact with Counsellor, etc.

GPA (Grade Point Average) – is the grade assigned to the student by the Post-Secondary institution of registry for the average graded achievement of all courses undertaken in an academic year. Where a grade point average is assigned by the institution, they will do the equivalency conversion to A, B, etc.

graduation – the completion of program of study.

Hilda Young – was one of the first Post-Secondary Counsellors and Home School Coordinators for the Opaskwayak Educational Authority Inc. known, at the time, as The Pas Indian Band. She also did the same work with Kelsey School Division. Furthermore, the day care center on OCN was named in her honour. Mrs. Young

worked tirelessly to promote education and encourage students of OCN to stay in school.

income – money received, on a regular basis, for work, employment insurance, pension, investments, etc.

involuntary withdrawal – is similar to “required to discontinue” (RTD) – the student is placed on involuntary withdrawal when the student’s progress is deemed unsatisfactory to continue with the program of studies.

Joseph Albert Ross – was a leader for the community of OCN. He played a key role in education and the school which bears his name is the end result of his enthusiasm and determination. He was always very passionate about OCN members completing high school and continuing on to a higher education. Joe was the founder of the Opaskwayak Indian Days. He was also a traditional man who maintained his cultural values like hunting and fishing. He was a devoted husband and father and a well-respected man.

modular program – students may be funded on a part-time basis to attend classes one week per month to complete a particular program of studies with a public accredited Post-Secondary institution.

OCN – Opaskwayak Cree Nation

OEA – Opaskwayak Educational Authority Inc.

OEA Board of Directors – is elected members of OCN who is responsible for the overall operations of OEA.

on-reserve students – refers to applicants residing on OCN.

off-reserve students – refers to applicants residing off OCN.

part-time student – registered in a part-time course load for one academic year (according to OEA’s Post-Secondary Handbook).

private Post-Secondary institutions –institutions that receives less than 50% of its core funding from government agencies, it does not refer to the degree of government direction or regulation and is controlled by private individuals by a non-governmental agency. They are usually supported and operated primarily by elected or appointed officials and receive the majority of its funding from the student fees, and from sources other than the governments.

Post-Secondary– refers to a program of studies offered by a Post-Secondary institution for which the completion of secondary school or equivalent is a prerequisite.

Post-Secondary Committee – is an appointed sub-committee of the Board of Directors and responsible for reviewing applications, on a yearly basis, and selecting students to be sponsored by the Post-Secondary Program, review appeals which may be forwarded to the Board of Directors for their decision, and review the Post-Secondary Handbook on a regular basis.

Post-Secondary Student Support Program and University and College Entrance Preparation Program - National Program Guidelines 2016-2017 – refers to a manual for administering organizations (such as OEA) with guidelines and procedures for Post-Secondary programs by Indigenous Northern Affairs Canada.

Regular student – students who are not classified as probation, special needs, or graduate students.

program of studies – refers to a program offered by an Post-Secondary institution other than Trades & Technology (vocational) as per INAC Guidelines – Section 4.3 Eligible Programs, Post-Secondary Student Support Program and University and College Entrance Preparation Program – National Program Guidelines 2016-17.

program laddering – graduates of certificate, diplomas, or degree programs can prepare students for higher education through natural progression and may register for the next “step” toward their overall educational goal. This does not include Graduate programs.

public Post-Secondary institution - institutions that are recognized by the government as maintaining standards that qualify graduates for admission to higher or more specialized institution or for professional practice and where by tuition costs are controlled and partially funded by the government.

quit – to discontinue without informing OEA or the Post-Secondary institution completing the proper voluntary withdrawal forms.

residence - housing or a unit of housing provided for students.

sessional – refers to a regular academic year from September to April or June.

Special Needs student – is a student who has a confirmed disability which includes physical, mental health, or learning disability. This must be confirmed by a doctor or clinical psychologist.

spouse - is defined as the person who is married to the other person.

strategic studies - refers specifically to a program of studies in the areas of commerce, public or business administration, economics, applied and physical sciences, mathematics, computer science, forestry, and engineering.

track sheet – a Post-Secondary institution’s form outlining all required courses and elective courses for a program of studies and should include which courses will be completed each year.

transfer of credit – students may apply to another university/college in order to access credit which can be legally transferred to their program of studies.

–is education within schools that prepares people for a specific trade. It directly develops expertise in techniques related to technology, skill and scientific technique to span all aspects of the trade.

Undergraduate Student – is a student in a Bachelor’s degree program.

work placement – includes practicum placements, field placements, clinical placements, etc.

APPENDIX "C"

Grade Comparison Guide

It has been designed to assist institutions in comparing the grading system. This is a guide only and should be used in conjunction with transcripts and grading description found in the calendars of institutions.

4 Point	Alpha	Percentage Pass 50%	Percentage Pass 60%	9 Point
		100	100	
		99	99	
		98	98	
4	A+	97	97	9
3.9	A	90	90	8.7
3.7	A-	83	83	8
3.3	B+	77	78	7.3
3	B	70	75	6.5
2.7	B-	66	72	6
2.3	C+	62	68	5.5
2	C	58-59	65	5.1

Appendix "D"

Exit Questionnaire

1. The reason(s) for incompleteness of program: (check all that apply and explain)

- lack of support from significant other and/or family
- lack of support from post-secondary program (financial, counselling, etc.)
- lack of support from program of studies (instructor/s and/or educational institution)
- child care issues and/or family responsibilities
- change in career focus
- job offer
- work responsibilities
- not academically prepared for post-secondary
- other; please explain:

2. Do you have any recommendations for improvement of the Post-Secondary Program?

Appendix E

Seven (7) Teachings

Humility - tapatênimisôwin

Not to think highly of yourself
We are all equal – there is no one above another;

Symbol: beaver

Respect -kistênimiwêwin

Honor instilled in you
Living out the values you were taught;

Symbol: child helping Elder

Honesty/Truth - tâpokënimiwâwin/ tapwêwin

Having trust in what a person says /learning from experience &how it is done
To be honest to others and to be honest to yourself

Symbol: wolf

Faith - aspênimôwin

Believing in the higher power; Creator
One who has a belief that is based on their faith

Symbol: robin

Wisdom -nipokawin

The knowledge one has from life experiences
Life long learning

Symbol: eagle

Courage/Bravery - sôkitêhewin

Believing in one's self to move forward/goals
To be strong from the heart

Symbol: muskrat

Love -sakîwêwin

Our first love must be to the Creator
When you have love for the Creator, then you have love for yourself.
If you have love for yourself, then you will do good for yourself and others.

Symbol: kokum and child holding hands

Appendix "F"

Reference to Post-Secondary – OEA Financial Policy

Post Secondary

13. Post Secondary Rates
 - A. Supplies
 - i. \$50.00 beginning of September
 - B. Book money
 - i. Quote for required texts or reimbursement of receipts or arrangements will be made at bookstores.
 - C. Conference/Workshop as required for program
 - i. Meals \$40.00 per day
 - ii. Accommodations \$90.00
 - iii. Mileage \$100.00 (discretionary dependent upon distance)
 - D. Conference/Workshop
(Only once per student for duration of program, for non-related program studies)
 - i. \$250.00 maximum
 - E. Cultural Camps
 - i. \$250.00 maximum (dependent upon length, distance, etc)
 - F. Tutorial Assistance
 - i. \$20.00 per hour per course, maximum of 3 hours per week
(Must be approved by Post-Secondary Supervisor)
 - G. Travel -Christmas, Thanksgiving, Easter
 - i. \$200.00 per student (per trip) (discretionary dependent upon distance)
 - H. Moving Costs
 - i. \$200.00 (within province-discretionary dependent on distance)
 - I. Child Care Subsidy
 - i. \$100.00 per month maximum for full-time students
 - ii. \$50 per month maximum for part-time students
 - J. Emergency Travel
 - i. \$200.00 per trip (discretionary dependent on distance)
 - K. Bus Pass/Parking reimbursement
 - i. \$70.00 maximum per month

- L. Clothing Allowance
 - i. \$200.00 maximum (dependent on length of placement)

- M. Student Cash Advances
 - i. \$500.00 maximum (probationary students \$100.00)