

# KITIGAN ZIBI EDUCATION SECTOR

# Public University Policy

This modified Policy is in effect August 16, 2021 to August 18, 2023



## POST SECONDARY STUDENT SUPPORT PROGRAM



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## INTRODUCTION

The Kitigan Zibi Education Sector's Post Secondary Student Support Program is designed to assist registered Kitigan Zibi Anishinabeg members to acquire college and/or university qualifications within the designated funding period. It is the hope of the Kitigan Zibi Anishinabeg that such individuals will become economically self-sufficient and may realize their individual potentials for contribution to their Algonquin Nation, to other First Nations and to society at large. *This policy comes into effect August 16, 2021 and remains in effect until August 18, 2023.*

The **Post Secondary Student Support Program Public University Policy** provides for financial assistance (subject to funding availability) to individuals who have been accepted by a public accredited university program which normally requires completion of secondary school as a minimum academic requirement. This includes those persons who are accepted with lesser academic qualifications in recognition of the applicant's maturity and potential for success in their chosen field of study.

The Kitigan Zibi Education Sector Post Secondary Student Support Application and the Application Checklist forms for financial assistance are an integral part of this policy.

For the purpose of this document, any interpretation is that of the Kitigan Zibi Education Sector. All requests for clarification should be immediately directed to the Post Secondary Student Support Program Officer or to the Director of Education.

The Kitigan Zibi Administration Office is situated at 37 Kikinamage Mikan. The mailing address and contact information is:

Kitigan Zibi Education Sector  
Post Secondary Program Office  
41 Kikinamage Mikan  
Maniwaki QC J9E 3B1

Tel: 819.441.1581  
Toll Free: 1.888.440.1275  
Fax: 819.449.1246  
Email: [post.secondary@kza.qc.ca](mailto:post.secondary@kza.qc.ca)

<https://kitiganzibi.ca/education/post-secondary-student-support-program/>

Any modifications to be made to the Post Secondary Student Support Program Policy will be implemented by no later than 60 days after being officially approved by the Kitigan Zibi Anishinabeg Band Council.

The 2022-2023 academic year may be the last guaranteed year of funding as the Government of Canada is currently reviewing the Post Secondary Student Support Program. Please contact the Post Secondary Student Support Program Office for more information.



## 1.0 ELIGIBILITY CRITERIA

To be considered for assistance under the terms of the Kitigan Zibi Education Sector's Post Secondary Student Support Program Public University Program, it is necessary that:

- 1.1 The applicant must be a registered Kitigan Zibi Anishinabeg member and the application must be made to the Kitigan Zibi Education Sector Administration – Post Secondary Student Support Program Office by the deadlines established per each semester;
- 1.2 Students who are receiving or are entitled to funding from the Cree School Board or any other Self-Government agreement are not entitled to receive funding from the Kitigan Zibi Education Sector Post Secondary Program. They must provide a letter from the CSB confirming they are not eligible to receive post secondary funding through their program.

*NOTE: For students who have been funded by the Cree School Board or another band/agency – their semesters or years of study will be considered by the KZES Post Secondary Program.*

AND

- 1.3 The applicant must have attained university entrance requirements through successful completion of secondary school studies and have been accepted for registration by a public Canadian institution through a university application service (OUAC), into a program of studies on campus, which has secondary school graduation or its equivalent as a normal pre-requisite to registration. **Under no circumstances will funding be provided to attend private post secondary institutions;**

OR

- 1.4 As of 2012 - 2013, post secondary studies outside of North America will NOT be funded. Post Secondary Students must make every effort to study in Canada. In limited circumstances, the Kitigan Zibi Anishinabeg Post Secondary Student Support Program will fund studies to a limited extent, if and when a program is not available in a Canadian public institution.
- 1.5 **International studies:** For international studies, students are required to apply early! The funding request must be submitted to the KZES Administration at least 90 days before the start of the fall term. (This provides the necessary time to assess the students post secondary file and will allow time for students to acquire bursaries, scholarships or grants as well as secure their travel visa to travel abroad.



The international funding request is based upon a first come, first serve basis and the applicant's previous experience in the KZES Post Secondary Program would be evaluated. For example, A/R's in owing, success rate in previous attended post secondary programs, Academic Probation etc. will be considered.

- I) Students are expected to apply for as many bursaries, scholarships, awards and grants as possible and continue to do so while being funded for international studies. (This process can take up to 6 – 9 months to obtain.)
- II) The student must complete APPENDIX XV and attach the form with their post secondary funding application.
- III) If and when a student attains a bursary, award, grant or outside sponsorship to attend a public post secondary institution outside of Canada, the KZES Post Secondary Program will only pay the balance of tuition (when there is a tuition balance owing). **There is a \$35,000.00 cap in Canadian funds (CAD) per academic year.** Funding will **NOT** be directly paid to a student who has been awarded bursaries or has obtained a fully paid tuition by some outside funding source. (This is based upon the current funding availability.)
- IV) The applicant must provide an up to date tuition invoice from their post secondary institution to the KZES Post Secondary Student Support Program Office for tuition assistance to be provided.
- V) The KZES Post Secondary Program will fund a maximum of 4 full time students per academic year, for 4 consecutive years in total, to attend post secondary institutions outside of Canada. For doctorate level students, tuition funding may or may not be available for more than 4 years. (Depending on the demand within the Post Secondary Program overall.)

***Please note: Currently the 4 spots for international study have been filled until Fall 2025. The KZES Administration will make an announcement on CKWE radio and in the weekly community flyers when a spot becomes available. A spot may become available if a current international student resigns from their program of studies or is denied continued funding due to not abiding by the Public College or University Post Secondary Student Support Program Policy; or successfully completes their program and graduates.***

- VI) **This request must be pre-approved.** Upon approval there is a \$35,000.00 limit in Canadian funds (CAD) per academic year; this includes any tuition fees, mandatory textbooks/special equipment, materials and living allowances, travel and any other required training expenses.





VII) The program delivery must be on-campus and not distance education or online studies program to receive a monthly living allowance.

AND

- 1.6 Furthermore, the Kitigan Zibi Education Sector Post Secondary Program will only provide funding for recognized Public Post Secondary institutions in North America and abroad. Therefore, private schools (i.e. ‘Centres des formations Professionnelles’) are not covered under the Post Secondary Student Support Program.
- 1.7 The applicant who wishes to obtain funding for a Fast Track and/or a program of studies for which the tuition fees are 10% higher than regular program tuition fees/costs, will have their request reviewed on an individual basis for acceptance or refusal, subject to overall program costs and funding availability for the given fiscal year. The normal funding criteria for allowances may not apply in situations where the tuition and other fees are 10% higher than the regular tuition fees.
- 1.8 For specialized programs or technical programs at the college level and/or university level (in a public institution) in Canada, there will be a limit of \$35,000.00 in Canadian funds (CAD) allocated for the total cost of the tuition for a program. This amount includes tuition, books, equipment and materials and living allowances, travel and all other training expenses and is subject to funding availability for the given fiscal year.
- 1.9 For any programs at the college level or university level (in a public institution) in Canada, there will be a limit of \$35,000.00 in Canadian funds (CAD) allocated for the total cost of the program. This amount includes tuition, books, equipment and living allowances, travel and all other training expenses and is subject to funding availability for the given fiscal year.

*Note: In order to fund as many students as possible in any given academic year, funding for elite schools or elite programs that have high tuition rates are not eligible for approval.*

- 1.10 To be eligible to receive monthly living allowances the student must **NOT** have a balance higher than \$8,000.00 owing to the KZES Post Secondary Student Support Program.

AND/OR

- 1.11 If requesting support for tuition and books only, they must **NOT** have a balance higher than \$500.00 owing to the Post Secondary Student Support Program. In order to receive tuition and books funding, the student must first establish a payment plan with the KZES Post Secondary Student Support Program Office.





*Note: Any fees incurred from a payment plan (i.e.: NSF) will be at the expense of the student. If a student does not honor the payment plan and receives 2 NSF or misses 2 payments, the payment plan is null and void, the financial support will be reversed and the student will be responsible for any tuition or outstanding fees.*

#### 1.12 Selection Priorities:

If support for the number of eligible applicants exceeds the post secondary operating budget, a priority list will be implemented to assist in the approval of applications for funding support. The list, in general, will be based on the following categories and application deadlines will be applied.

- **PRIORITY 1 - *High School Graduates.*** Priority 1 includes recent high school graduates and new students.
- **PRIORITY 2 - *Continuing students*** already being funded through the KZES Post Secondary Program with good or excellent academic standing. A continuing student is a student who is presently enrolled and had successfully completed an academic year in his/her present program for the next academic year.
- **PRIORITY 3 - *Deferred Applicant*** – Are applicants who were denied funding from the KZES Post Secondary Program from the previous academic year due to lack of allocated funding and who have met all the requirements and deadlines for the current academic year.
- **PRIORITY 4 - *Returning students*** and/or students who are moving to a higher level of study after a break in studies and was previously funded by the KZES Post Secondary Program.
- **PRIORITY 5 - *Mature student*** – University or College Preparation UCEP Program or other educational programs deemed as a Priority 4 by the KZES Post Secondary Program.
- **PRIORITY 6 - *Part time students.*** Courses must lead to a certificate, diploma or degree.

**There are no retroactive reimbursements of any kind. Funding as per the KZES Public Post Secondary Policy is made available from the period beginning with the official acceptance of the student's application for funding, and as per the time lines established in this policy.**



## 2.0 FOR APPLICATION & THE PROVISION OF EDUCATIONAL ASSISTANCE

### 2.1 APPLICATION PROCEDURES

All community members who are interested in receiving educational assistance under the terms of this Program are asked to contact the Post Secondary Student Support Program Office at:

Kitigan Zibi Education Sector  
Post Secondary Program Office  
41 Kikinamage Mikan  
Maniwaki QC J9E 3B1

Tel: 819.441.1581  
Toll Free: 1.888.440.1275  
Fax: 819.449.1246  
Email: [post.secondary@kza.qc.ca](mailto:post.secondary@kza.qc.ca)

- Please contact the Post Secondary Program Office in advance for an appointment if you require any assistance with post secondary funding.
- Both the Application Checklist and Funding Application forms can be found by visiting our community website at:

<http://kzadmin.com/KZESPostSecondary.aspx>

- I) The Post Secondary Student Support Program Application Form must be completed in full and returned with the following required documentation indicated on the accompanying Application Checklist.
  - a) All applications for initial, renewed or conditional acceptance shall include a *Letter of Acceptance* from the university which the applicant plans to attend or a document indicating promotion and/or approval to continue studies from the post secondary educational institution which the applicant has most recently attended.
    - If an Acceptance Letter cannot be obtained, then a Letter of Confirmation Appendix V of the Post Secondary Public University Policy must be completed and signed by the designated person from the Office of the Registrar or Administration or a copy of the student's timetable/ schedule will be required.
  - b) Universities that **charge or require a tuition deposit in advance** will be covered by the KZES Post Secondary Student Support Program. Sponsored students through the KZES Post Secondary Program who have paid for their tuition deposit will be reimbursed as long as the official receipt is submitted to the KZES Administration or a copy of the student's timetable/schedule will be required.



Alternatively, a sponsored student is not required to pay for the tuition deposit, but will be required to have forwarded a Sponsorship Letter to the university by the prescribed due date (refer to your institution's due date) in order to avoid losing their seat in their program. A **Sponsorship Letter** is forwarded to the student's institution upon approval of funding and will act as the tuition deposit.

- c) Sponsored students who withdraw or abandon their program/course after the refund period will have their full term fees invoiced. It is the responsibility of the student to inform themselves of this date. If the student chooses to withdraw after the date as prescribed by the university, then the student may be responsible to pay the full fees for that term and will not be eligible for a refund. Therefore, it is very important to keep these dates in mind to avoid having to repay the Post Secondary Program for tuition fees that have been paid on your behalf.
- d) Additionally, it is the responsibility of the student to **“Officially Withdraw”** from their program of studies at their institution and to provide a copy of the **“Proof of Withdrawal”** to the KZES Post Secondary Student Support Program Office for their file.
- e) For continuing students, document/s indicating promotion and/or approval to continue studies from the post secondary educational institution which the applicant has most recently attended.
- f) The applicant must provide an official copy of their course schedule/timetable from the institution (no hand written timetables or cell phone pictures will be accepted) for the Fall semester or provide a signed and completed Appendix V (a second schedule will be required in January for the Winter semester).
- g) If the applicant is a continuing student, then the original/official academic transcripts from the post secondary institution must be submitted from the previous semester in order to process the student application funding request.
- h) New students and students that are applying after a break in studies are required to submit up to date direct deposit information/or a voided personal cheque from a **Canadian banking institution**. Living allowances and funding will not be released until the direct deposit information is provided if missing from the funding application.
- i) If the applicant is declaring dependents under their charge, then a copy of



the child/ren(s) Medical Card and/or Birth Certificate is required on file. Please note that the parents' names must appear on these supporting documents.

***DELAYS:*** Applications for educational reception require a reasonable delay between time of application and reception of the financial assistance. Delays may be due to the time required for the application to reach us, and the time required to process the application and have the cheque issued.

**II) Once the application has been approved by the Kitigan Zibi Education Sector all students at the university level will:**

- a) Be required to have their own active **Canadian Bank Account** and submit a voided or specimen cheque from the banking institution to the Post Secondary Student Support Program Office. This document must contain the address of the banking institution as well as the address of the student from when the account was opened from. **NO CELL PHONE PICTURES PERMITTED.**

**Note: It is the responsibility of the student to ensure that their banking information is current and correct. Any banking fees incurred from incorrect banking deposit will be charged to the student.**

- b) Receive allowances on a monthly basis at a date established by the Kitigan Zibi Education Sector Administration Office. Appendix XI outlines the Direct Deposit Dates Schedule.

**Under no circumstances will allowances be given other than on the established deposit dates. Please refer to Appendix XI for the direct deposit dates.**

## 2.2 RESPONSIBILITY OF STUDENTS

- I) Students receiving educational assistance under the terms of this Program shall be responsible for satisfying the academic requirements of the institution of higher learning in which they are enrolled and to produce documents at the prescribed time to the Post Secondary Student Support Program Office.
- II) It is the responsibility of the student to inform the Kitigan Zibi Post Secondary Student Support Program Office of any changes that may occur to a student and their status. For example, changes to your course schedule, withdrawals from programs and courses and the number of hours attending per week to ensure the student is still “full time status” if receiving a monthly living allowance.



**III) As per this policy, the minimum number of hours required to remain full time is 12 credit hours per week (a minimum of 4 courses on campus).**

A Doctor's note, sick leave (medical) note does **NOT** justify taking a monthly living allowance (while not attending school). If and when a post secondary student attains a Dr.'s note or a medical note indicating that he/she cannot attend school for 7 days or more, he/she must contact the Post Secondary Office immediately.

AND

The student must either withdraw from his/her studies if the student feels he/she can no longer continue with their full time course load or if the student feels they can continue with their course load the student must create a return to school success plan with their Professors in order to catch up on his/her studies after the absences from school due to the doctor/medical note.

**NOTE: To avoid owing any funding back to the KZES Post Secondary Program for any or all of the funding (i.e.: tuition, books, living allowance), the student must prove their attendance and success rate prior to withdrawing or abandoning their classes (and not wait until later after receiving more living allowances otherwise this will prove neglect on the student's responsibilities).**

If a student decides to drop or withdraw from a class they must ensure that they still have the required minimum of 12 credit hours/4 courses per week, on campus, in classroom instruction. Failure to update the KZES Administration - Post Secondary Office may result in the student in having to repay the Post Secondary Program back due to receipt of unjustified overpayments.

- IV) Parents of post secondary students under the age of 18 years old may request from the Post Secondary Student Support Program Office, for any information at any time concerning their child's funding status with the Kitigan Zibi Education Sector. To do so, a parent must complete and sign Appendix X of the Post Secondary Public University Policy. However, it is not the responsibility of the Post Secondary Student Support Program Office to keep the parents' updated on the status of their child as a student, or to get any other information outside of what is required by the Policy. The parents have the responsibility to ensure that their child provides all necessary academic documentation to the Post Secondary Support Program Office as required for funding purposes.
- V) For post secondary students that are over the age of 18 years of age, a completed *Release of Student Information* form (Appendix XIII) will be required to designate who, other than the student, will have access to the student's post secondary



information at the KZES Administration - Post Secondary Student Support Program Office.

***An additional or a separate release of student information directly from the institution may be required. Living Allowance will not be released unless this step has been completed by the student. The student should contact the KZES Post Secondary Office if assistance is required.***

## 2.3 DATES OF APPLICATION DEADLINES

For September enrolment:	July 1 <sup>st</sup>
For January enrolment:	November 1 <sup>st</sup>
For inter session or summer school:	April 15 <sup>th</sup>

All applications received after this date will be processed by order according to date received and funding availability. Late applications could be subject to late fees and refusal into the program. It is the full responsibility of the student to apply early!

## 3.0 FUNDING

Funds will only be provided to the student when:

- ✓ the KZES Funding Application Checklist is complete along with all required documents;
- ✓ the Funding Application is completed and signed where required;
- ✓ all documentation is provided;
- ✓ once the application is approved by the Kitigan Zibi Education Sector Administration; no sooner than 1 week prior to start date of course/program will the initial living allowance be released or direct deposited. This also includes programs which begin in January.

All students receiving financial assistance under the terms of this program who attend university are hereby obligated to provide the required supporting documents as stipulated in this policy.

**Students failing to produce required documentation at the prescribed time, will have their student allowances withheld until the required information is received by the KZES Post Secondary Office.**

## 4.0 TYPES OF ASSISTANCE - FULL TIME STUDENTS

To be considered as a full time student during the fall and/or winter semester and to





be eligible to receive a monthly living allowance, the student must meet the following conditions and criteria:

Complete and sign Funding Checklist and Application in full and attach the following to your funding application. **Incomplete funding applications will not be processed!**

- I) The student must provide written proof that they are registered full time to attend a public post secondary university institution (On campus). Appendix V must be completed and signed by the designated person from the Office of the Registrar or Admissions if the student does not have a Letter of Acceptance or a copy of their schedule;
- II) the student's course load must only be in one program area and they must be attending only 1 post secondary institution;
- III) the student must be registered and attend regular classes on campus for no less than 12 credit hours per week/4 courses and maintain this course load throughout the semester;

***On-line and Distance Education courses are not considered in the calculations of class hours; "Hybrid Courses" will only be included as part of the total hours per week once confirmation is received from the school or program coordinator confirming which courses is hybrid versus traditional courses. Hybrid courses are a last resort for attaining a credit (traditional on campus courses must be applied for first). There is a limit of one online course out of the 12 credit hours to remain full time per term if the course is only available online.***

Additionally, the student is required to provide a copy of the course registration indicating class and/or credit hours. **Labs and tutorials do not count.**

- IV) at any time during the semester, the Kitigan Zibi Education Sector may ask a student to provide ongoing, documented proof of attendance if it has come into a question as to whether the student has been fulfilling his/her responsibility to attend all classes;
- V) students whom have applied for funding support for a UCEP program must provide the Post Secondary Student Support Program Officer, from the post secondary institution, a statement/training plan which attests that the UCEP program will provide the necessary courses to attain the academic level for university entrance and the student will be eligible to be accepted as a student of a regular university credit. **There is a limit of 16 months to follow a UCEP program and receive funding for living allowances.**

***Under no circumstances will an allowance be issued to the student unless all***





***documentation is received and approved by the  
KZES Post Secondary Student Support Program Office.***

#### 4.1 SPRING AND SUMMER SESSIONS

Living allowances for summer school will only be provided for students who are registered in a continuing condensed program and additional teacher qualifications program. For all other programs, tuition and books for summer school will continue to be funded providing all documentation is received. If and when there is an option for the student to start their studies in the Fall, then the student should follow the Fall and Winter schedule each academic year.

**Fall term: September to December | Winter term: January to April (May).**

**To be considered full time or part time during the Spring and/or Summer semester, the student must complete a new Kitigan Zibi Post Secondary Application to be considered for funding.**

Students who qualify for living allowances must provide the following:

- I) provide written proof (where applicable) that they are registered full time in a post-secondary university program offered in a public post secondary institution. Appendix V must be completed and signed by the designated person from the Office of the Registrar/Admissions or a letter from the Office of the Registrar/Admissions must be provided;
- II) the student's course load must only be in the student's regular program concentration area;
- III) for students who qualify for living allowances, the student must be registered and attend regular classes on campus for no less than 12 credit hours/4 courses per week (and maintain this course load throughout the semester.) Additionally, the student is required to provide a copy of the course registration indicating class and/or credit hours;
- IV) the student is responsible for keeping the Kitigan Zibi Education Sector Office informed of any changes in status. (Example: If student drops one course and therefore does not meet minimum requirements to be considered full time – minimum 12 hours per week);
- V) students not meeting minimum criteria requirements regarding the number of hours per week will be considered to be part time and will only be entitled to funding support for tuition and books only and may owe back funding for



receipt of monthly living allowances while being part time status.

*Note: Full time assistance for inter-session summer school is subject to annual funding availability.*

***Therefore, subject to Sections 4.1 and 4.2, students who maintain a minimum course load and fail any courses must provide proof of attendance and completion of assignments for each failed course. The form that is to be used for submission to the PSSSP Office is Appendix VIII.***

#### 4.2 TUITION ASSISTANCE AND MANDATORY TEXTBOOKS

The assistance shall include student fees for registration, tuition, transcript fees as well as fees for application and enrolment purposes as well as funding for required textbooks.

- I) For applicants attending a school in Canada with tuition fee costs which are over and above the regular annually established Canadian public university program(s) tuition costs will be reviewed on an individual basis and are subject to annual funding availability;
- II) For students studying in the U.S., the maximum amount of tuition paid per year will be \$1,000.00 in Canadian funds (\$500.00 for the Fall semester and \$500.00 for the Winter semester). This is payable at the end of each successful semester only. For students studying internationally, tuition and living allowances will **NOT** be paid for spring sessions or summer sessions (June - August).

Tuition for students studying in the U.S.A. will be reimbursed to the student at the end of the successful semester upon receipt of an official transcript and a copy of the tuition bill for that semester. Tuition reimbursement requests must be made at the end of each session and are **NOT** retroactive.

- III) Retroactive reimbursement payments will not be made for any applicant who has paid for all or part of their studies and who has not made a formal application for funding. Funding becomes available only from the period that the application has been approved for funding by the Kitigan Zibi Education Sector and on the official start and termination dates of the post secondary program of which the student is applying for.
- IV) If and when a student fails a course either on campus, distance learning or online, it will be the student's responsibility to pay the tuition fees to retake the course(s).



- V) If and when a student fails, withdraws or abandons a course and/or online program, they will be responsible to repay back all of the tuition and applicable fees that were paid on their behalf.

#### 4.3 TUTORIAL ASSISTANCE

Universities offer tutoring services at minimal or no cost to students. Therefore, the Kitigan Zibi Education Sector will no longer provide any funding for tutoring services. Please visit the Student Services or Registrar's Office of your institution for further information concerning what is available to students and is provided by the institution.

#### 4.4 MANDATORY TEXTBOOKS & SPECIAL EQUIPMENT

Financial support for required books and limited special equipment will be covered as long as it is considered as mandatory by the university for a student's program of studies. Students must complete Appendix II with the required information and signatures for required textbooks and Appendix III for Special Equipment in order to receive financial assistance or full reimbursement. Furthermore, original/official receipts must be produced for all purchases to be reimbursed. NO CELL PHONE PICTURES PERMITTED.

***NOTE: Reimbursements require a minimum 1 week for processing.***

##### I) MANDATORY TEXTBOOKS:

Full time students are advanced monies for required textbooks twice a year. If and when a student's required/mandatory textbooks costs more than what is allocated in a semester, then the student may be reimbursed for the additional costs incurred pending receipt of a completed Appendix II along with all of the original receipts. NO CELL PHONE PICTURES PERMITTED.

- a) For the Fall session the allocation provided is \$550 and it is included with September's living allowance.
- b) For the Winter session, the amount allocated is \$450 and it is included with January's living allowance.

##### II) MANDATORY SPECIAL EQUIPMENT:

For students in college level or university level programs, the maximum amount for mandatory equipment is set at \$1,500 per program. The mandatory equipment must be justified in writing by their Program Coordinator and/or Professors. Attach all original receipts to a completed Appendix III form and submit to the KZES Administration office for reimbursement.



Students can receive up to the amount of \$1,000 towards the purchase of a new laptop or desktop every 4 years of continuous post secondary study or on a case by case basis. No reimbursements for previous purchases will be accepted for this provision. This allocation is meant for the purchase of either a **NEW** desktop system or laptop and not meant for Tablets or iPads.

Furthermore, students must officially register for their studies and start school prior to receiving an advance and/or reimbursement for the purchase of a computer. *This allocation is only available to full time students.*

*Part time students may access a “loaner” laptop for their part time studies. The “loaner” laptops are also available for emergency situations for full time students. (theft or computer no longer functions).*

All reimbursements must include the original/official receipt(s) and completed appendices to be forwarded to the following address for processing:

Kitigan Zibi Education Sector  
Post Secondary Student Support Program Office  
41 Kikinamag Mikan  
Maniwaki, QC  
J9E 3B1

**NOTE: Students are required to seek prior approval from the PSSSP Office before undertaking any purchases.**

***Official/original receipts must be submitted before any reimbursement can be made. No cell phone pictures permitted. Therefore, it is very important to keep your all of your official and original receipts in a safe and organized manner. Failure to provide the official receipts may result in the student having to pay back the post secondary program for the funding if the funds have been advanced. Furthermore, the student will only receive the allocation upon receipt of the completed Appendix II or III along with the original copy of the purchase receipt.***

#### 4.5 TRAVEL ASSISTANCE

- I) Full time students who reside (proof of residency may be required) in the Kitigan Zibi Anishinabeg Community and who are required to live away from the community for the duration of their studies may be entitled to a travel grant for themselves and their legal (biological and/or legally adopted) dependents at the beginning of the academic semester, at the Christmas break and at the end of the academic year;
- II) A maximum of 4 travel grants may be provided per calendar year. This covers the



beginning of the semester (1), Christmas return trip (one to go home - Kitigan Zibi Anishinabeg) and one to return (2) and end of academic year (1);

- III) Travel grants will be equal to the cost of transportation from the Kitigan Zibi Anishinabeg Community to the post secondary institution which is nearest to where the program which the student wishes to take is offered. Travel grants will be offered at the level of the most economic means of transportation;
- IV) Travel grants cannot be made available to anyone other than to the full time student and his/her biological and/or legally adopted dependents who will be residing full time with him/her. *Therefore, no substitutions.*
- V) All travel requests beyond \$2,500.00 require the recommendation from the Kitigan Zibi Education Sector and the written approval of the Kitigan Zibi Anishinabeg Band Council. The request must be made at least one month before the date of travel and all official/original receipts must be submitted to the KZES Administration Office within two weeks of the travel date.
- VI) All original and official receipts are required for reimbursement of travel expenses. The student must forward all original and official receipts to the KZES Post Secondary Office for processing. **No reimbursements will be made if original receipts are not provided.**
- VII) Mandatory trips included in a course:  
All travel grant requests other than those outlined in points I) to IV) will not normally be accepted. Nevertheless, any student studying in Canada who wishes to have a “special situation travel grant” request reviewed, and should address their request to the Kitigan Zibi Education Sector. The request should clearly indicate the reason(s) why the travel grant should be provided as well as the reason it does not fit into the stated travel guidelines.

*Note: There is a \$1,000 limit for mandatory trips. All original and official receipts must be submitted by the end of the semester. Failure to produce the required documentation may result in you having to repay the monies that were advanced to you for the "special situation travel grant".*

#### 4.6 POST SECONDARY ALLOWANCES

Full time students eligible for a monthly living allowance must give the PSSSP Administration 5 working days from the deposit date to ensure that their monthly allowance is received within their bank account. **The Post Secondary Student Support Program Office will NOT re-issue a monthly living allowance or advance within five working days of the deposit date.**



- I) Assistance for living allowances to help cover students living expenses will be provided at the rate indicated in Appendix I. Please refer to APPENDIX XI for the allowance direct deposit dates for 2021-2022 & 2022-2023;
- II) Students enrolled in full time programs who meet the funding criteria must send the Post Secondary Student Support Program Office their original transcripts at the end of each semester and upon request.

The following is the deadline to send in your original transcript without causing a delay in your living allowance deposit dates for 2021-2022:

- From the Summer semester: September 18, 2021
- From the Fall semester: February 19, 2022
- From the Winter semester: June 25, 2022

For the 2022-2023 academic year the deadline to send in your original transcript without causing a delay in your living allowance deposit dates for 2022-2023:

- From the Summer semester: September 16, 2022
- From the Fall semester: February 20, 2023
- From the Winter semester: June 26, 2023

- III) **YEAR LONG COURSES:** Students whose fall session courses which extend into the winter session (year long courses which extend from the fall session into the winter session) must provide the Post Secondary Officer with either completed Appendix XIV – Confirmation of Good Standing forms from each course Professor or a letter from the Department Head or Program Coordinator indicating that the student remains in good standing before any further living allowances will be released. Failure by the funded student to provide the original academic transcripts with the stipulated designated times may result in the student having to repay all the funds that have been provided to the student and the funds paid on their behalf for the stated semester. The completed forms need to be forwarded to the KZES Post Secondary Office along with the submission of their winter term schedule.
- IV) Any documentation required by the KZES Post Secondary Program is to be submitted within two weeks of the transcript due date if the student wishes to receive their living allowance on the established deposit date.
- V) Monthly Living Allowances are issued to the students only for the duration of their full time studies. (For example, if the program finishes on June 7<sup>th</sup> then the student





will receive an allowance for the seven days that they are in school for June.)

- VI) Courses terminating after the third or fourth week into the month will be paid as one full monthly living allowance.

***Failure to report any changes to your schedule to the Post Secondary Office that puts you into part time status is the fault of the student and the student may be required to repay the KZES Post Secondary Program back for the funding that has been provided to them and on their behalf. Under no circumstances will any allowances be issued if these documents are not received by the Post Secondary Student Support Program Office.***

- 4.7 UCEP or University/College preparation courses must be delivered at public recognized institution. The UCEP program must provide the student with necessary courses to attain the academic level for university entrance. To be considered as a full time student while attending a University/College Entrance Preparation Program the student must be registered in at least 3 courses or minimum of 9 hours per week in classroom instruction.

## **5.0 PART TIME STUDIES ASSISTANCE**

- 5.1 Part time students may receive assistance for tuition and the cost of books and special equipment which are mandatory by the university;
- I) Part time students will be supported provided their program of studies is of at least one academic year in duration and leads to a certificate, diploma or degree. All courses taken must be in an accredited program from a public post secondary university institution; this includes credited online and distance education courses and must be attending only one post secondary institution.
  - II) Any part time courses in which the cost is above and beyond the cost of normal accredited part time courses at the post secondary level (i.e. Fast Track courses) will be reviewed individually based on annual funding availability;
  - III) All part time students who receive financial assistance are required to submit a copy of their official transcripts indicating they have completed and have succeeded in their course of study. **Official transcripts must be submitted within 45 days of the end of the course.**
  - IV) All part time students who are allocated funding to cover the cost of tuition





and books for post secondary correspondence courses or on-campus courses from an accredited public post secondary institution and who withdraw from their course(s), must reimburse the Kitigan Zibi Education Sector for all costs incurred on their behalf unless they provide proof (Confirmation of Attendance Letter, Appendix VIII) that they were attending all classes and submitting all assignments on their given due dates.

**If letters and/or proof is NOT received, they will be required to reimburse the Kitigan Zibi Sector any tuition beyond the withdrawal date which must be reimbursed at full cost.**

- V) Parking costs or travel assistance is not available for part time students; nor is local travel.
- VI) All part time students must buy their books, complete Appendix II and return the form along with the original receipts to the Kitigan Zibi Education Sector for reimbursement. Books for part time studies will be done via reimbursements only. There are no advances of funding for books for part time students.

## **6.0 AWARDS, SCHOLARSHIPS & OTHER FINANCIAL ASSISTANCE SOURCES**

- 6.1 Awards and scholarships won by a student for outstanding achievement in competition with other scholars are considered as incentive income and do not affect the computation of assistance benefits to the student unless the student is applying for international studies.
- 6.2 All students funded under the Post Secondary Student Support Program have the responsibility of informing the Kitigan Zibi Education Sector Administration Office in writing if they are receiving financial assistance from other sources. This may affect the level of funding they are entitled to receive. (i.e.: paid apprenticeships, internships or field placements)
- 6.3 Students must immediately inform the Kitigan Zibi Education Sector Administration Office if they terminate their studies or if for some reason they have received an over or non-justified payment of financial assistance. Failure to promptly inform the PSSSP Office of this situation will result in the student owing the Kitigan Zibi Education Sector all or non-justified funds received. Furthermore, all funds owed will have to be fully repaid before future post secondary funding is provided, or a re-payment plan must be established with the Post Secondary Student Support Program Office before any funding shall be approved.



## **7.0 LIMITS OF ASSISTANCE PUBLIC UNIVERSITY OR UCEPP**

### **7.1 LEVEL 2 – UCEPP:**

University/College Entrance Preparation Programs (UCEPP) will only be funded with living allowances for a maximum of 16 months. Furthermore, the student is required to obtain from the post secondary institution, a statement or training plan which attests that the UCEP program will provide the necessary courses to attain the academic level for university entrance and the student will be eligible to be accepted as a student in a regular university credit program upon successful completion of the UCEP program course of studies.

The student must be registered in at least 3 courses or minimum of 9 classroom hours per week to be considered full-time and eligible to receive a monthly living allowance.

### **7.2 Level 2 - Public University – Undergraduate Studies**

Students registered in a Level 2 program may receive up to a maximum of eight semesters (4 academic years) of post secondary student support funding.

- I) Students who never used Level 1 funding may carry over to Level 2 a maximum of 4 semesters.
- II) Students registered in a Level 2 program may receive funding for two additional semesters to complete an Honors Degree;
- III) Students wishing to complete a Bachelor of Education degree may receive up to two additional semesters to complete one such degree (depending on the institution);
- IV) Students registered in a Law (L.L.B) program which normally required a Level 2 degree as condition of acceptance may receive up to a maximum of 6 semesters to complete such program; (Not intended for Bachelor of Education Students who register in Additional Basic Qualification courses (ABQ courses).
- V) Students who successfully completed a Level 2 program and who have not used the maximum basic allocation of eight semesters may carry over to a Level 3 program a maximum of two semesters of unused allocated time.
- VI) Students requiring testing in order to complete their degrees and diplomas will be supported up to three testing attempts for fees that are required for testing. Note: There is a cap at three attempts of testing.



### 7.3 Level III - Public Graduate & Post Graduate/Doctoral Programs

- I) Students registered in a Level 3 Master's Level Program may receive up to a maximum of four semesters of Post Secondary Student Support funding. Students registered in a full time Master's level program must be registered and attending 6 hours of classes (as a minimum) within their institution in order to receive living allowances. The courses must be held on-campus between Monday thru Friday.
- II) Students registered in a Level 3 Doctoral Level Program, may receive up to ten semesters to complete such program. Students must be registered as a full time student and letters from the student's institution or thesis supervisor must be submitted to the KZES Administration along with the funding application for financial assistance.

### 7.4 Subject to Sections 7.1 and 7.2, the following applies:

- I) Tuition assistance will be provided to students enrolled in all three levels.
- II) Assistance for living allowance, travel and cost of books as outlined in this policy may be provided for each level. Level 2 will include additional assistance for an Honours degree and a professional degree program at the bachelor level which has as a pre-requisite an undergraduate degree;
- III) Students may be assisted in Level 1 studies after dropping out of Level 2 studies. If a student resumes Level 2 studies, the previous time spent at Level 2 will be counted for assistance purposes;
- IV) The Education Sector will not pay any additional fees acquired by a student for repeated failed courses, fees for late registration or any other penalties fees incurred by the student.

## **8.0 TERMINATION OF EDUCATIONAL ASSISTANCE**

8.1 The Kitigan Zibi Education Sector Administration may or will immediately terminate part or all educational assistance to a student who:

- I) becomes a part-time student during the course of the semester. The student must inform the Kitigan Zibi Education Sector Administration Office of any change from full time to part time status.
- II) Part time students may be eligible for the cost reimbursement related to tuition and books only. All guideline requirements remain. (Please refer to Article 5.1);



- III) is regularly absent from one or more of the minimum number of courses required per semester to be considered full time by the institution. Students under this category will be considered to be part time and not eligible for the student allowances. The midterm and term reports will be used to determine if this clause applies. (Refer to section 5.1 III);
- IV) receives an allowance cheque for a period where he/she had become part time, must immediately return this allowance to the Kitigan Zibi Education Sector Post Secondary Student Support Program Office (students must retain at least 12 credit hours per week or 4 courses to be considered as full time);
- V) was on Probation 1, 2 or 3 and is successful in fewer than 75% of the semester courses for which the student had registered. **Probation procedures will be enforced.**
- VI) No further post secondary funding support will be provided to any student who has not fully reimbursed all monies owed which were received as over payment and/or non-justified payments or has not fulfilled their obligation to meet their payment plan previously established and agreed to by both parties, (the student and the Kitigan Zibi Education Sector).

*NOTE: Students who would normally have their assistance terminated under this clause (8.1 IV) may request to have their assistance termination reviewed.*

The student must provide all of the following:

- ✓ a letter addressed to the Kitigan Zibi Education Sector formally requesting review and stating reasons for such review;
  - ✓ a letter from each course professor or Department Head stating that the student had been in attendance throughout all courses and has submitted assignments on due dates;
  - ✓ a letter from the Program Coordinator/Director indicating the student's potential to succeed in the subsequent semester.
- VII) Full time students who are registered at a post secondary university institution but who do not attend classes at the institution or who decide not to attend the institution, must reimburse to the Kitigan Zibi Education Sector Administration Office all post secondary allowances which were received and all tuition costs paid on their behalf. This includes tuition fees, book allowances, incentives and other allowances which may have been paid to the student or to the institution. No further funding will be available until a full reimbursement made or a payment agreement has been established.



***Note: When the student owes more than \$8,000.00 to the Post Secondary Program he/she must pay back at least 50% of the amount owed prior to receiving any funding support from the Post Secondary Program.***

- 8.2 The Kitigan Zibi Education Sector Administration may or will immediately terminate part or all educational assistance to a student who:

Is full time and registered at a post secondary university institution but who do not attend classes at the institution or who decide not to attend the institution must reimburse to the Kitigan Zibi Education Sector Post Secondary Program for the monthly living allowances which were received and all tuition costs paid on their behalf.

- 8.3 This includes tuition fees, book allowances, incentives and other allowances which may have been forwarded to the student or to the institution. Full time students who register at a post secondary university institution, and who withdraw from the institution **MUST:**

1. Immediately inform the Post Secondary Program Office that you are withdrawing from your program in writing with the official last date attending classes.
2. Formally withdraw from their program through the university Registrar's Office and/or by completing the required documentation and then forward a copy of the "Official Withdraw" form to the Post Secondary Program Office. The date will be used in the file review if there will be any amount in owing back to the KZES Post Secondary Student Support Program.
3. Obtain Confirmation of Attendance Letters (Appendix VIII) from all their course professors or program coordinator then immediately forward all information to the Post Secondary Program Office.
4. Once all documentation is received, a withdrawal date will be established and the student will owe the Kitigan Zibi Education Sector part or all of the living allowances received and 100% of the tuition fees paid beyond the established withdrawal date. Please visit your school calendar the Registrar's office for the withdrawal date for no financial penalty.

***If the Confirmation of Attendance letters from the professors or program coordinator are not obtained, the student will owe all tuition costs and living allowances paid on their behalf.***



VII) Students who are successful in fewer than 75% of the courses in which they were officially registered in **MUST**:

1. Obtain Confirmation of Attendance Letters (Appendix VIII) from all their professors or program coordinator for those courses you were not at least 75% successful under the required 12 credit hours/4 courses. ***It is in your best interest to obtain these letters before the session is over.***
2. Immediately forward all information to the Post Secondary Program Office. Students that are unable to provide the necessary official documentation to prove they had been in attendance throughout the course and had submitted assignments on due dates may be required to reimburse all disbursements made to them and on their behalf.
3. If the Confirmation of Attendance letters from the professors or program coordinator are not obtained, then the student will owe all tuition fees and allowances paid on their behalf. A full time or part time funded student who decides to leave their program of post secondary university level studies prior to the completion of their semester and who wishes to receive funding support for future semesters, must provide written proof from the institution that they were in full time attendance during the period of the semester for which they were funded.

**Failure to provide such proof will result in the student owing to the Kitigan Zibi Education Sector all funds received and/or paid on their behalf for the semester they did not complete;**

VIII) Students who provide the necessary written proof and who are funded for a subsequent semester and again leave their program of studies prior to completion will be denied funding for one calendar year. Furthermore, the student will be required to provide written proof from the post secondary institution that they were in regular attendance at the institution.

- 8.5 The Post Secondary Student Support Program Office will only review requests that provide all mandatory information. All requests will be based on their own merit. Subject to approval, the Post Secondary Student Support Program Office reserves the right to ask any student to provide ongoing attendance reports if it has come to their attention that the student has not been fulfilling their responsibility to attend all classes.
- 8.6 If and when a student owes more than \$8,000.00 to the KZES Post Secondary Program, then the student must repay or reimburse at least 50% of their account receivable (A/R) or 50% of the total amount owed to the KZES Post Secondary





Program prior to receiving any further post secondary funding.

**Accounts receivables (A/R's) cannot be delayed or payments to repay an A/R by post secondary students cannot be lower than 30% per month.**

## 9.0 PROBATION

### 9.1 PROBATION 1:

The Kitigan Zibi Education Sector will place a student on Probation 1 if such student is not successful in 75% of their course load. The student must provide a letter or complete Appendix VIII from their course professor(s), indicating their regular attendance and participation for every course **NOT** succeeded under the minimum 12 credit hours/4 courses.

Additionally, the student will be required to sign a Probation Contract Level 1 with the Education Sector indicating their commitment to attend school and meet all requirements for the following semester that the student will be attending. (See Appendix VII).

Students who pass 75% of their course load but who fail a course under the required 12 credit hours (full time status), will not be put on probation but will be required to submit a letter to explain the failure and to justify their attendance (See Appendix VIII).

Failure to provide letters or letter to indicate that the student was attending on a regular basis can result in an overpayment for the period the student did not attend 12 credit hours/4 courses or more of classes per week.

### 9.2 PROBATION 2:

The Kitigan Zibi Education Sector will place a student on Probation 2 if such student is not successful in 75% of their course load for the semester during Probation 1. The student must provide a letter or complete Appendix VIII from their course professor(s), indicating their regular attendance and participation for every course NOT succeeded under the minimum 12 credit hours or 4 courses.

The Kitigan Zibi Education Sector will determine if the reasons given by the student are adequate for authorization of continued funding. Should the Education Sector determine that the student is to be given a second opportunity, after being put on Probation 1, a Probation Contract Level 2 between the student and the Kitigan Zibi Education Sector will be signed following one semester of denied funding for Monthly Living Allowances, to ensure that the student takes advantage of tutors, faculty advisors and study skill lectures.





Should the student again not be successful in 75% of their courses while under Probation Level 2, the student will be required to present all necessary documentation and will be denied further funding for one calendar year.

The student who wishes to reapply for post secondary funding after the one semester of funding (monthly living allowance) is denied due to the student's failure to comply with the probation contract level 1, shall be required to sign the probation contract level 2 before any monthly living allowances will be provided.

### 9.3 PROBATION 3:

If a student, who was denied funding for one calendar year, returns to class a subsequent or future semester and again does not succeed in 75% of the course load undertaken, such student may be denied funding for up to three calendar years, and is put on Probation 3 following up to one calendar year of denied funding. The Student must provide a letter or complete Appendix VIII from their course professor(s), indicating their regular attendance and participation for every course NOT succeeded under the minimum 12 credit hours/4 courses.

Furthermore, the student is required to provide all necessary documentation indicating they were in full time attendance and completed assignments as required.

The student who wishes to reapply for post secondary funding as a full time student after the one calendar year where funding was denied due to the student's failure to comply with the probation contract level 2, shall be required to sign the probation contract level 3.



#### 9.4 PROBATION PERIODS

A student will be placed on Academic Probation after the following has been done:

PROBATION LEVEL 1	
<b>Step 1:</b>	Student submits original transcripts and has not succeeded in more than 75% of the courses for the first time. It is required by the student to provide letters of attendance for each unsuccessful course. <b>Failure to do so may result in funding being owed.</b>
<b>Step 2:</b>	Complete Probation Contract Level 1 with Post Secondary Student Support Program Officer.
<b>Step 3:</b>	Student attends subsequent or another semester; submits original transcripts and has not succeeded in more than 75% of the courses for the second time. It is required by the student to provide letters of attendance for each unsuccessful course. <b>Failure to do so may result in funding being owed.</b>
<b>Step 4:</b>	Student is denied funding of Monthly Living Allowances for one semester.
PROBATION LEVEL 2	
<b>Step 1:</b>	The student applying for funding must sign a Probation Contract Level 2 after the student has been denied funding for one semester.
<b>Step 2:</b>	Student attends subsequent or another semester following one semester of denied funding submits original transcripts and has not succeeded in more than 75% of their courses for the third time. It is required by the student to provide letters of attendance for each unsuccessful course. <b>Failure to do so may result in funding being owed.</b>
<b>Step 3:</b>	Student is denied funding of Monthly Living Allowances for up to one calendar year.
PROBATION LEVEL 3	
<b>Step 1:</b>	The student applying for funding must sign a Probation Contract Level 3 after the student has been denied funding for up to one calendar year.
<b>Step 2:</b>	Student attends subsequent or another semester following up to one calendar year of denied funding, submits original transcripts and has not succeeded in more than 75% of the courses for the fourth time. It is required by the student to provide letters of attendance for each unsuccessful course. <b>Failure to do so may result in funding being owed.</b>
<b>Step 3:</b>	Student is denied funding of Monthly Living Allowances for up to 3 years of the calendar year.

Students must succeed in at least 75% of the courses that they are registered in under the 12 credit hours/4 courses per week requirement. If a student has only 4 courses or the minimum of 12 credit hours per week and is unsuccessful in one course, they still must obtain a completed Appendix VIII – Confirmation of Attendance form for the failed course for up to the 12 hours/4 courses per week.



If a student who has been placed on Academic Probation and has been subsequently successful in 75% of their courses over four semesters such student can have their post secondary file reviewed and considered to remove the probation period.

If the student has withdrawn completely from the education system for duration of three calendar years such student can have their post secondary file reviewed and reconsidered for post secondary funding.

*Certain conditions will apply if approval is given.*

## **10.0 COUNSELLING SERVICE**

- 10.1 A student participating in the post secondary student support program can expect to have two sources of academic and general counselling. Firstly, the counselling services which are available to all students enrolled in institutions of higher learning. As well, in most post secondary institutions there are Indigenous Centres that are able to assist the Indigenous students in acquiring the best advice when it comes to academic advising in post secondary studies. Secondly, a career counselling service is available at the Kitigan Zibi Kikinamadinan.

The contact information is:

Alison Commando,  
Career/Student Counsellor  
41 Kikinamage Mikan  
Maniwaki, QC J9E 3B1

Tele. #: 819-449-1275 ext. 3103 | Fax #:819-449-5503  
Email: alison.commando@kza.qc.ca

## **11.0 ASSESSMENTS/THERAPY**

- 11.1 The KZES does not cover any costs related to any type of personal or educational counselling, as these services are available at the post secondary institution. Students are encouraged to utilize the services at their school/institution.



## **12.0 STUDENT APPEALS**

- 12.1 Should any student be concerned that the preceding regulations and guidelines have not been fairly applied to his or her situation; the student may appeal to the Kitigan Zibi Anishinabeg Band Council for a review of the situation.

Appendix VI must be completed and returned to:

Kitigan Zibi Anishinabeg Band Council  
P.O. Box 309  
Maniwaki, QC  
J9E 3C9

The Kitigan Zibi Anishinabeg Band Council shall provide a written response no later than 40 working days from the receipt of the appeal.

The KZA Band Council may or may not setup an official Appeal Committee. The decision of the Kitigan Zibi Anishinabeg Band Council shall be final and binding.



<b>APPENDIX I</b>	<b>Maximum Levels of Assistance for Living Expenses</b>
<b>APPENDIX II</b>	<b>Mandatory Books</b>
<b>APPENDIX III</b>	<b>Mandatory Special Equipment</b>
<b>APPENDIX IV</b>	<b>Authorization Form</b>
<b>APPENDIX V</b>	<b>Letter of Confirmation (Hours per week)</b>
<b>APPENDIX VI</b>	<b>Notification of Appeal from Student</b>
<b>APPENDIX VII</b>	<b>Probation Contract</b>
<b>APPENDIX VIII</b>	<b>Confirmation of Attendance form</b>
<b>APPENDIX IX</b>	<b>Computer/Laptop Funding Request form</b>
<b>APPENDIX X</b>	<b>Documentation Request form for students under 18 yrs.</b>
<b>APPENDIX XI</b>	<b>Allowance Deposit Dates for 2021 – 2023</b>
<b>APPENDIX XII</b>	<b>Request for Additional/Borrowed Semesters</b>
<b>APPENDIX XIII</b>	<b>Authorization for Release of Student Information</b>
<b>APPENDIX XIV</b>	<b>Confirmation of Good Standing for Year long courses</b>
<b>APPENDIX XV</b>	<b>Student Education Plan for International Study</b>
<b>APPENDIX XVI</b>	<b>Incentives Guidelines</b>
<b>UNIVERSITY SCHOLARSHIP/MONTHLY INCENTIVES APPLICATION FORM</b>	
<b>GLOSSARY</b>	
<b>KZES PSSSP FAQ's</b>	





# **APPENDIX I**

## **MAXIMUM LEVELS OF ASSISTANCE FOR LIVING EXPENSES**

*August 16, 2021 to August 18, 2023*

	Base Allowance ISC	Additional KZA Band	Total Maximum Allowance
<hr/>			
	(Subject to funding availability)		
a) Single Student	\$ 675	\$ 525	\$ 1,200
b) Student with Dependents 1 legal dependent	\$ 1045	\$ 646	\$ 1,691
c) 2 legal dependents (and more)	\$ 1305	\$ 784	\$ 2089

- The Monthly Living Allowance rates indicated above, consists of what is allocated by ISC (Indigenous Services Canada), which is topped up with funds from the KZA Band are subject to annual funding availability.

### **SPECIAL NOTE:**

1. In order for a student to receive funding for a dependent, a medical card and/or birth certificate must be provided for each child. Please note that the parents' names must appear on these supporting documents. If the custody of a child is in question, the Education Sector reserves the right to terminate support for the child until sufficient proof is provided such as a legal court document that states which parent has legal custody.
2. Under the terms of the Post Secondary Student Support Program Public University Policy, a dependent is an individual as per point 1, who is not receiving a post secondary allowance, an in-school allowance, a training allowance or social assistance from the Kitigan Zibi Anishinabeg Band or any other agency. Additionally, the dependent must not be receiving Employment Insurance or be under the care of Social Services.



# APPENDIX II

## MANDATORY BOOKS

Date: \_\_\_\_\_

Term: \_\_\_\_\_

TO: THE KITIGAN ZIBI EDUCATION SECTOR

The following list of books are mandatory for: \_\_\_\_\_

MANDATORY TEXTBOOKS		<i>Include applicable taxes</i>	Cost
1	TITLE: _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S INITIALS: _____ PROFESSOR'S PHONE #: _____		
2	TITLE: _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S INITIALS: _____ PROFESSOR'S PHONE #: _____		
3	TITLE: _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S INITIALS: _____ PROFESSOR'S PHONE #: _____		
4	TITLE: _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S INITIALS: _____ PROFESSOR'S PHONE #: _____		
5	TITLE: _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S INITIALS: _____ PROFESSOR'S PHONE #: _____		
6	TITLE: _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S INITIALS: _____ PROFESSOR'S PHONE #: _____		

TOTAL COST: \$ \_\_\_\_\_

All receipts obtained from the purchase of mandatory books must be returned by the student. Furthermore, students wishing to be reimbursed for mandatory books purchased over and above the initial \$550.00 allocated in September and \$450.00 allocated in January must forward all official receipts to the Kitigan Zibi Education Sector Administrative Office. No reimbursements will be made without receipts. *Please submit all reimbursements directly to the KZES Post Secondary Program before the session ends. All reimbursement requests can be forwarded to: Kitigan Zibi Education Sector, Post Secondary Support Program, 41 Kikinamage Mikan, Maniwaki QC J9E 3B1 or can be put in our Drop Box located outside the KZES Administration at 37 Kikinamage Mikan.*



# APPENDIX III

## MANDATORY SPECIAL EQUIPMENT

Date: \_\_\_\_\_

Term: \_\_\_\_\_

TO: THE KITIGAN ZIBI EDUCATION SECTOR

The following list of Special Equipment are mandatory for: \_\_\_\_\_

MANDATORY SPECIAL EQUIPMENT		<i>Include applicable taxes</i>	Cost
1	ITEM DESCRIPTION: _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S INITIALS: _____ PROFESSOR'S PHONE #: _____		
2	ITEM DESCRIPTION: _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S INITIALS: _____ PROFESSOR'S PHONE #: _____		
3	ITEM DESCRIPTION: _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S INITIALS: _____ PROFESSOR'S PHONE #: _____		
4	ITEM DESCRIPTION: _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S INITIALS: _____ PROFESSOR'S PHONE #: _____		
5	ITEM DESCRIPTION: _____ PROFESSOR'S EMAIL ADDRESS _____ PROFESSOR'S INITIALS: _____ PROFESSOR'S PHONE #: _____		

TOTAL COST: \$ \_\_\_\_\_

All receipts obtained from the purchase of mandatory special equipment must be returned by the student. The maximum amount of funding available for special equipment is \$1,500.00 per program. Furthermore, students wishing to be reimbursed for mandatory special equipment must forward all official receipts to the Kitigan Zibi Education Sector Administrative Office. **No reimbursements will be made without receipts.**

*Please submit all reimbursements directly to the KZES Post Secondary Program before the session ends. All reimbursement requests can be forwarded to: Kitigan Zibi Education Sector, Post Secondary Support Program, 41 Kikinamage Mikan, Maniwaki QC J9E 3B1 or can be put in our Drop Box located outside the KZES Administration at 37 Kikinamage Mikan.*



# APPENDIX IV

## AUTHORIZATION FORM FOR REGISTRATION CONFIRMATION, MARKS & ATTENDANCE

Please indicate term(s):   Fall ☐      Winter ☐      Spring/Summer ☐

University attending: \_\_\_\_\_

This is to certify that I, \_\_\_\_\_ a student attending the  
*Student's name*

above-noted Education Institution give permission to the Kitigan Zibi Education Sector to have access to any document or information in regards to my registration, confirmation, marks and attendance.

In addition, I understand that I may be required to complete an additional form with the university to provide official authorization for the *Release of Student Information*. Living Allowance will not be released until the student has completed this process. All students must provide the KZES Administration permission to access their student academic and financial records.

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Signature of Parent (under the age of 18)*

\_\_\_\_\_  
*Date*

\*\*\*Please contact the Post Secondary Student Support Program Office for further information.



KITIGAN ZIBI EDUCATION SECTOR  
POST SECONDARY PROGRAM  
41 KIKINAMAGE MIKAN  
MANIWAKI QC J9E 3B1

819-441-1581 | [post.secondary@kza.qc.ca](mailto:post.secondary@kza.qc.ca)





# **APPENDIX V**

## **LETTER OF CONFIRMATION**

The following is to confirm that \_\_\_\_\_ is registered as a  
*Student's name and student number*

Full time student at \_\_\_\_\_  
*Name of Institution*

for the \_\_\_\_\_.  
*semester(s)*

This student is registered in \_\_\_\_\_ for a total of \_\_\_\_\_ hours per week, all which  
*No. of Courses*  
are taken on campus, with one institution, and are not delivered through any type of electronic medium.

\_\_\_\_\_  
*Office of Registrar/Admissions*

\_\_\_\_\_  
*Date*



# **APPENDIX VI**

## **NOTIFICATION OF APPEAL**

### **IDENTIFICATION OF STUDENT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Kitigan Zibi Anishinabeg Band Number: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### **PROGRAM OF STUDIES FOLLOWED OR CONTEMPLATED:**

Program of study: \_\_\_\_\_

Level \_\_\_\_\_ of \_\_\_\_\_

Training Institution: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **REASON FOR APPEALING:**

\_\_\_\_\_  
\_\_\_\_\_

### **RELEVANT SECTIONS OF THE POLICY OR GUIDELINES:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*



# **APPENDIX VII**

## **PROBATION CONTRACT**

I, \_\_\_\_\_, accept that due to my failure to meet the academic requirements  
*Student's Name*  
as indicated by the Post Secondary Guidelines for the \_\_\_\_\_, I am being put on Academic  
*Indicate Unsuccessful Term*

Probation by the Kitigan Zibi Education Sector under the following Probation Level:

- LEVEL 1      ☐
- LEVEL 2      ☐
- LEVEL 3      ☐

For the upcoming term, I realize that I must attend all classes and complete all assignments on or before their given due dates. Failure to meet my academic requirements may result in my having to immediately repay all the funds I have received or which have been paid on my behalf by the Kitigan Zibi Education Sector during the semester.

I promise to take full advantage of tutors, faculty advisors and study skill lectures in order to pass a minimum of 75% of my courses as required by the Kitigan Zibi Education Sector. I realize that if I do not meet the minimum requirements as indicated in the Post Secondary Guidelines again, I will be denied funding for:

- ☐ One semester
- ☐ Up to one calendar year
- ☐ Up to three calendar years

All funding will be withheld until the required Probation Contract is signed and returned.

\_\_\_\_\_  
*Student*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Post Secondary Student Support Program Office*

\_\_\_\_\_  
*Date*





# APPENDIX VIII

## CONFIRMATION OF ATTENDANCE

To: Kitigan Zibi Education Sector – Post Secondary Student Support Program Office  
41 Kikinamag Mikan, Maniwaki QC J9E 3B1

Tel: 819.441.1581 • Toll Free: 1.888.440.1275

Fax: 819.449.1246 • Email: post.secondary@kza.qc.ca

Date: \_\_\_\_\_

---

This is to confirm that \_\_\_\_\_ has attended classes on a  
Student's Name  
regular basis and has completed assignments on their given due dates,

☐ until he/she officially withdrew from his/her program on: \_\_\_\_\_.  
Date

☐ for the months of \_\_\_\_\_.

Professor's Signature: \_\_\_\_\_

Professor's Name &  
Telephone Number: \_\_\_\_\_

Student Name: \_\_\_\_\_

Course: \_\_\_\_\_

Term/Semester: \_\_\_\_\_

**Note: This form must be fully completed in order for it to be accepted.**



# **APPENDIX IX**

## **COMPUTER/LAPTOP FUNDING REQUEST**

I, \_\_\_\_\_, do hereby wish to make a request for a computer/laptop  
*Student's name*  
funding as per the Post Secondary Student Support Policy I understand the maximum amount  
for this funding is up to \$1,000.00 to purchase a new laptop or desktop system.

The following is attached:

- ☐ Purchase Receipt
- ☐ Rental Contract
- ☐ Lease Contract

The reimbursement is to be made to: \_\_\_\_\_  
*Name*

- ☐ Student
- ☐ Parent/Guardian
- ☐ Other Individual

\_\_\_\_\_  
*Student's Name*

\_\_\_\_\_  
*Date*



# **APPENDIX X**

## **DOCUMENTATION REQUEST FORM**

*(For parents of students under 18 years old)*

**Note:** Parents of students under the age of 18 years old may ask the Post Secondary Student Support Program Officer for any information concerning their child's funding status with the Kitigan Zibi Education Sector. It is not the responsibility of the Post Secondary Student Support Program Officer to keep the parents updated on the status of their child as a student outside the normal information required for funding purposes. The parents have the responsibility to ensure that their child(ren) provides all the necessary academic documentation to the Post Secondary Student Support Program Officer.

Although, if parents would like us to give them a copy of documents, we can do so providing the student has submitted them to us.

Yes, I would like the Post Secondary Student Support Program Officer to provide me with the following documents: (Please place a check mark in the appropriate space)

☐ Transcripts

☐ Schedule

---

*Signature of Parent*

---

*Date*

---

*Signature of Student*  
*(Under 18 years old)*

---

*Date*



# **APPENDIX XI**

## **MONTHLY DEPOSIT DATES FOR STUDENT LIVING ALLOWANCES 2021 - 2022**

### **Deposit Date**

For all students beginning in  
August or September and  
whose file is complete:

**1 week prior to the official start date  
(September allowance)**

October 2021 allowance:

**September 22, 2021**

November 2021 allowance:

**October 20, 2021**

December 2021 allowance:

**November 24, 2021**

January 2022 allowance:

**December 22, 2021**

February 2022 allowance:

**January 19, 2022**

\*March 2022 allowance:

**February 16, 2022**

**\*March allowance will only be issued to students who have submitted Fall 2021 transcripts and Winter 2022 schedule, and who continue to be eligible for funding as per the *Post Secondary Student Support Program Policy*.**

April 2022 allowance:

**March 23, 2022**

\*\*May 2022 allowance:

**April 20, 2022**

**\*\* May allowances are allotted only to those students whose program continues full time into the month of May. The amounts will differ according to termination dates.**

**All students are requested to provide the Post Secondary Student Support Program Officer with a void cheque for direct deposit which includes both the student's address as well as the Bank's branch address.**

**Regardless of the reason put forth, monthly allowances shall NOT be deposited other than on the stipulated dates.**



## MONTHLY DEPOSIT DATES FOR STUDENT LIVING ALLOWANCES

### 2022 - 2023

#### Deposit Date

For all students beginning in  
August or September and  
whose file is complete:

**1 week prior to the official start date**  
(September allowance)

October 2022 allowance:

**September 21, 2022**

November 2022 allowance:

**October 19, 2022**

December 2022 allowance:

**November 23, 2022**

January 2023 allowance:

**December 21, 2022**

February 2023 allowance:

**January 25, 2023**

\*March 2023 allowance:

**February 22, 2023**

**\*March allowance will only be issued to students who have submitted Fall 2022 transcripts and Winter 2023 schedule, and who continue to be eligible for funding as per the *Post Secondary Student Support Program Policy*.**

April 2022 allowance:

**March 22, 2023**

\*\*May 2022 allowance:

**April 19, 2023**

**\*\* May allowances are allotted only to those students whose program continues full time into the month of May. The amounts will differ according to termination dates.**

**All students are requested to provide the Post Secondary Student Support Program Officer with a void cheque for direct deposit which includes both the student's address as well as the Bank's branch address.**

**Regardless of the reason put forth, monthly allowances shall NOT be deposited other than on the stipulated dates.**

# APPENDIX XII

## REQUEST FOR ADDITIONAL / BORROWED SEMESTERS

**NOTE: The number of semesters allocated at a University Level 2 is eight (8) semesters. The number of semesters allocated at a University Level 3 Master's program is four (4) Semesters and a Level 3 Doctoral program is ten (10)**

I, \_\_\_\_\_ would like to request \_\_\_\_\_ semester(s) for the:  
*Student's name* *# of semesters*

☐ Fall ☐ Winter ☐ Spring/Summer: \_\_\_\_\_ session in the:  
*Year*

☐ Level 2 ☐ Level 3 Master's program or ☐ Level 3 Doctoral program.

I understand that to be considered for this special request, one of the following criteria/situations must be met by me: please indicate with a ☒)

- I) ☐ I am currently registered in a Level 2 University Program;
- I have never used Level 1 Funding. I would like to request carrying over 4 semesters to Level 2.
  - I have successfully completed a Level 1 College program and have not used the maximum basic allowance of 6 semesters. I would like to carry over to a Level 2 University program 2 semesters of unused allocated time.

I understand that this is the maximum allocated time I could transfer from Level 1 to Level 2. I am aware that this is subject to annual funding availability. I understand the purpose of the above mentioned reason and believe I meet this criteria.

I also understand that I am transferring from Level 1 to Level 2 studies and this may impact my access to funding at Level 1 should I decide to return to a college program.

- II) ☐ Level 2: I am currently registered in a Level 2 University program and I would like to request up to 2 additional semesters from the Level 2 University funding to complete an Honours degree. I am aware that this is subject to annual funding availability;
- III) ☐ Level 2: I am currently registered in a Level 2 University program and I would like to request up to 2 additional semesters from the Level 2 University funding to complete a Professional degree - Bachelor of Education. I am aware that this is subject to annual funding availability; ☐

OR

- IV) ☐ Level 2: I am currently registered in a Level 2 University (Law L.L.B.) program which normally requires a Level 2 degree as condition of acceptance and I would like to request up to 6 additional semesters from Level 2 University funding to complete such program.

I am aware that this is subject to annual funding availability; ☐

- V) ☐ Level 2: I have successfully completed a Level 2 program and I have not used the maximum basic allocation of 8 semesters, I would like to carry over to a Level 3 program a maximum of 2 semesters of unused allocated time. I am aware that this is subject to annual funding availability;
- Annexed is proof of Level 2 University program completion ☐
- I am aware that this is subject to annual funding availability; ☐

\_\_\_\_\_  
Students Signature

\_\_\_\_\_  
Date

### ADMINISTRATIVE USE ONLY:

- ☐ Approved  
☐ Denied



# **APPENDIX XIII**

## **KITIGAN ZIBI EDUCATION SECTOR POST SECONDARY STUDENT SUPPORT PROGRAM**

### **AUTHORIZATION FOR RELEASE OF STUDENT INFORMATION** **Complete this form if you wish to have an individual(s) to have access to your personal/financial post secondary information.**

The Kitigan Zibi Education Sector abides the confidentiality of student records and information through an Oath of Confidentiality which binds all its employees as defined in the Kitigan Zibi Anishinabeg Human Resources Policy in order to protect the privacy of personal information held on student records and information. This policy is supported by The Personal Information Protection and Electronic Documents Act (PIPEDA).

In compliance with PIPEDA\* and the Kitigan Zibi Human Resources Policy, the Kitigan Zibi Education Sector Administration and the Post Secondary Student Support Program Office cannot release or divulge any information without the written authorization of the student. Completion of this form authorizes the release of information as specified by you.

PLEASE PRINT CLEARLY

I, \_\_\_\_\_ give my consent to the KZES/Post Secondary Student Support Program Office to release information regarding my academic file, application information, confirmation of acceptance, program of study/courses, academic records and/or funding information as requested to:

Name: \_\_\_\_\_ Date effective: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Date effective: \_\_\_\_\_

Relationship: \_\_\_\_\_

I am aware that this authorization is valid unless otherwise specified in writing to the Post Secondary Student Support Program Office.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*More information on PIPEDA can be found by visiting the Government of Canada's website:  
<https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/>



# **APPENDIX XIV**

## **CONFIRMATION OF GOOD STANDING FOR YEAR LONG COURSES**

This is to confirm that \_\_\_\_\_ is currently a student in  
*Student's name and number*

good standing in the \_\_\_\_\_ course and will be returning to the  
*Name of course / course code*

Winter session as a successful student.

\_\_\_\_\_  
*Professor's Signature*

\_\_\_\_\_  
*Date*

Professor's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Professor's Email: \_\_\_\_\_

Student Name: \_\_\_\_\_

Course: \_\_\_\_\_

Term: \_\_\_\_\_

**Note: This form must be fully completed in order for it to be accepted.**





# APPENDIX XV

## STUDENT EDUCATION PLAN FOR INTERNATIONAL STUDY

*This Appendix must be completed and attached to your Post Secondary Funding Application.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

PROGRAM TYPE: (PLEASE CIRCLE ONE)	College	Bachelor	Master
	PHD/Doctorate	OTHER: _____	
PROGRAM NAME:			
INSTITUTION:			
INSTITUTION ADDRESS:	STREET #:	CITY:	
	PROVINCE/STATE:	COUNTRY & POSTAL CODE:	
LENGTH OF PROGRAM:	YEARS:	START DATE:	END DATE:
WHAT YEAR OF STUDY ARE YOU CURRENTLY IN? (PLEASE CIRCLE ONE)	<b>1<sup>st</sup></b> <b>2<sup>nd</sup></b> <b>3<sup>rd</sup></b> <b>4<sup>th</sup></b> Other: _____		
HAVE YOU APPLIED FOR BURSARIES, SCHOLARSHIPS OR GRANTS? IF YES, PLEASE INDICATE THE AMOUNT TO BE AWARDED.	Bursaries, Scholarships & Grants applied to (Use additional paper if needed): 1. _____ \$ _____ 2. _____ \$ _____ 3. _____ \$ _____		
IF NO, CAN YOU PROVIDE A BRIEF EXPLANATION OF WHY?			
ARE YOU CURRENTLY ON ACADEMIC PROBATION?(PLEASE CIRCLE ONE)	Yes	No	Not Sure
DO YOU CURRENTLY OWE THE KZES PSSSP FOR ANY PAST FUNDING? IF YES, WHAT IS YOUR CURRENT BALANCE? \$ _____			

### SCHOLARSHIP APPLICATION CRITERIA:

The **INTERNATIONAL FUNDING** request is based upon a first come, first serve basis and the applicant's previous experience in the KZES Post Secondary Program will be evaluated. For example, A/R's in owing, success rate in previous attended post secondary programs, Academic Probation etc. will be considered.

The KZES Post Secondary Program will fund a maximum of 4 full time students per academic year, for up to 4 consecutive years in total, to attend post secondary institutions outside of Canada. For doctorate level students, tuition funding may or may not be available for more than 4 years. (Depending on the demand within the Post Secondary Program overall.) Applications for international study must be submitted on an annual basis. The application must be submitted every year to be reviewed. The student must remain in good standing with their institution and with the KZES Post Secondary Program for the duration of their international studies.

**Please note:** Currently the 4 spots for international study have been filled until Fall 2025. The KZES Administration will make an announcement on CKWE radio and in the weekly community flyers when a spot becomes available. A spot may become available if a current international student resigns from their program of studies or is denied continued funding due to not abiding by the Public College or University Post Secondary Student Support Program Policy or is a successful graduate.

- **This request must be pre-approved.** Upon approval there is a \$35,000 limit in Canadian funds (CAD) per academic year; this includes any tuition fees, required textbooks/special equipment, materials and living allowances, travel and any other required training expenses.
- The application for International study must be made at least 90 days before the start of the term.
- The program delivery must be on-campus and not distance education or online studies program to receive a monthly living allowance.
- All applicants are expected to apply for as many bursaries, scholarships, awards and grants as possible. The student must complete APPENDIX XV and attach the form with their funding request for international study.
- If and when a student attains a bursary, award, grant or outside sponsorship to attend a public post secondary institution outside of Canada, the KZES Post Secondary Program will only pay the balance of tuition (when there is a tuition balance owing). **There is a \$35,000.00 cap in Canadian funds (CAD) per academic year.** Funding will **NOT** be directly paid to a student who has been awarded bursaries or has obtained a fully paid tuition by some outside funding source.
- The applicant must provide an up to date tuition invoice from their post secondary institution to the KZES Post Secondary Student Support Program Office for tuition assistance to be provided.

### **ESTIMATED COST OF PROGRAM**

NOTE: THIS SECTION MUST BE FILLED OUT – ESTIMATED COSTS CAN BE FOUND VIA FINANCIAL SERVICES AT YOUR POST SECONDARY INSTITUTE. ATTACH ANY SUPPORTING DOCUMENTATION OR WEB LINKS IF AVAILABLE.

**Semester Start Date:** \_\_\_\_\_

**Semester End Date:** \_\_\_\_\_

**REQUEST: (please circle)    Living Allowance            Books            Tuition**

<b>TUITION Approx. in CAD</b>	<b>Semester/Term 1:</b>	<b>Semester/Term 2:</b>
	\$	\$
<b># OF DEPENDENTS:</b>	<b>WILL YOU REQUIRE TRAVEL ASSISTANCE?</b>	
	<b>Yes</b>	<b>No</b>
<b>OFFICE USE ONLY:</b>		
<b>Total Cost of Applicant:</b>		

### **STATEMENT OF ACCURACY FOR STUDENTS**

I hereby affirm that all the above stated information provided by me is true and correct to the best of my knowledge.

I hereby understand that if chosen as a scholarship winner, according to the KZA Post Secondary Scholarship Fund program policy, it is my responsibility to submit to the Kitigan Zibi Education Sector (KZES), the required documentation by the prescribed time. No later than 90 days before the start of the term.

I hereby understand I will not submit this application without all required attachments and supporting information. I understand this funding is awarded yearly (up to \$35,000) and I must re-apply for the scholarship with supporting documents and by the time line established to receive funding applications. Incomplete applications or applications that do not meet eligibility criteria will not be considered for this scholarship.

Signature of scholarship applicant: \_\_\_\_\_ Date: \_\_\_\_\_

MAIL COMPLETED APPLICATION PACKAGE TO THE KZES ADMINISTRATION OFFICE AT:

KZES Post Secondary Program  
41 Kikinamage Mikan  
Maniwaki Qc J9E 3B1

*REMINDER: Applications must be received by the KZES Administration no later than 90 days before the start of the term.  
There will be no exceptions!*

# **APPENDIX XVI**

## **STUDENT INCENTIVE GUIDELINE**

The following post secondary student incentive guidelines form an integral part of the Kitigan Zibi Education Sector's Post Secondary Student Support Program Guidelines.

### **Introduction:**

The purpose of the Post Secondary Student Support Incentives Program in the university level is:

To recognize and provide scholarships to students in the areas of: Medicine, Dentistry, Pharmacy, Optometry, Psychology - Level 3 only, Finance, Accounting, Engineering, Law-LLB (Lawyer), Education (B.Ed. level), Public/Business Administration/Management, Speech Language Pathology, Linguistics, Veterinary Science, Computer Science, Social Work (BSW level), Nursing (BSN level), Geology, Forestry, Environmental Studies, Mathematics-Science, Physics-Science, Physiology and Physiotherapy (Level 2-3 students only);

Note: Level 2: University Undergraduate | Level 3: Graduate - Doctorate Level

### **Section 1**

- I) To recognize and provide scholarships to students in the areas of: Sciences (Bachelor or Masters), Bachelor or Masters in Commerce, Bachelor or Masters in Public/Business Administration or Management, Education (B.Ed. level), Finance, Accounting, Medicine, Dentistry, Pharmacy, Optometry, Law-LLB (Lawyer), Speech Language Pathology, Linguistics, Veterinary Science, Computer Science, Engineering, Geology, Mathematics, Forestry, Environmental Studies, Social Work (BSW level 3-4 year program), Nursing (BSN level 3-4 year program), Physiotherapy and Physiology (level 3).
- II) To recognize and provide scholarships to students who are registered at the Doctorate level (Ph.D.) who are registered full time in their doctorate studies, attending on campus, and in good standing.

The Kitigan Zibi Education Sector may award scholarships as follows:

- A. Full time students currently receiving assistance under the Post Secondary Student Support Program are eligible to apply forth for this scholarship. This incentive is limited to Level 2 and 3 students only and specifically in the previously identified areas. (Subject to funding availability);
- B. Post Secondary students who have successfully completed one full year of successful study in the designated fields may apply for a monthly scholarship of \$150.00 beginning from their second year of program study. This scholarship allocation will be awarded to students who continue to remain full time, succeed in 75% of their courses and remain in their program concentration. This scholarship shall not exceed \$1,200.00 per calendar year, \$150.00 per month from September – April only. Students who have applied and are in the process of receiving monthly scholarship but who do not meet the basic criteria will have their scholarship discontinued. You must re-apply for this scholarship every year by attaching it with your funding application.

**Applications for this scholarship must be made on an annual basis.**



- C. Bachelor of Education Students who are registered in their final year of study in their B.Ed. program of studies shall receive, for practicum purposes, \$250.00 at the start of the fall semester and \$250.00 at the start of their winter semester.
- D. Post Secondary students who have successfully completed a degree in the designated areas as per Section 2 (I) may apply for a graduation scholarship of \$500.00. This scholarship will only be granted once at Level 2 or 3.

## Section 2

In recognition of post secondary students who have completed their requirements for university graduation, the Kitigan Zibi Education Sector may award graduation scholarships [subject to funding availability] to full time post secondary students at the university level. The graduation scholarships to be awarded shall be in the amount of \$500.00. The scholarships will be awarded as follows;

- I) Full time students currently receiving assistance under the KZES Post Secondary Student Support Program are eligible to apply for a scholarship in recognition of their graduation from their program of studies.
- II) The graduation scholarship to be awarded is in the amount of \$500.00.
- III) The student must make the request in writing and provide an official academic transcript for the graduation scholarship to be considered.

## **Conclusion:**

The future of our community lies in a new generation that has a solid education and one which understands and is proud of its Indigenous roots. The formal recognition of our post secondary students is one way for the community to acknowledge their dedication and to demonstrate that we will actively support them in achieving their goals. Post Secondary studies are challenging but they can be made achievable by a community that recognizes the many hurdles that our community members must go through to succeed at the Post Secondary level.

***There shall be no retro-active review of scholarship applications.***

**All scholarships are subject to funding availability.**

# KITIGAN ZIBI EDUCATION SECTOR PUBLIC UNIVERSITY SCHOLARSHIP APPLICATION FORM

NAME: \_\_\_\_\_

ACADEMIC YEAR: \_\_\_\_\_

INSTITUTION: \_\_\_\_\_

PROGRAM: \_\_\_\_\_

I, \_\_\_\_\_ wish to apply for:

☐ Monthly incentive for designated programs:

- ☐ Medicine
- ☐ Dentistry
- ☐ Pharmacy
- ☐ Nursing - (BSN) Level
- ☐ Law – LLB Lawyer
- ☐ Psychology – Level 3
- ☐ Optometry
- ☐ Engineering
- ☐ Education

- ☐ Social Work
- ☐ Speech Language Pathology
- ☐ Linguistics
- ☐ Business Management
- ☐ Public/Business Administration
- ☐ Finance
- ☐ Accounting
- ☐ Veterinary Science

- ☐ Computer Science
- ☐ Geology
- ☐ Forestry
- ☐ Environmental Studies
- ☐ Mathematics - Science
- ☐ Physics – Science
- ☐ Speech Language Pathology
- ☐ Physiology & Physiotherapy  
*Level 2-3 students only*

☐ Graduation scholarship

Name of Institution: \_\_\_\_\_

Academic year: \_\_\_\_\_ Conferred date: \_\_\_\_\_

I have enclosed my official transcript: ☐ yes ☐ no

*Signature*

*Date*

**THE POST SECONDARY STUDENT INCENTIVES PROGRAM WILL ONLY PROVIDE SCHOLARSHIPS TO THOSE STUDENTS THAT HAVE FORWARDED ALL THE OFFICIAL AND REQUIRED DOCUMENTATION TO THE KZES POST SECONDARY STUDENT SUPPORT PROGRAM OFFICE.**

**THE POST SECONDARY STUDENT INCENTIVES PROGRAM CAME INTO EFFECT ON SEPTEMBER 1<sup>ST</sup>, 1994. THIS PROGRAM IS NOT RETRO-ACTIVE AND IS SUBJECT TO THE ESTABLISHED APPLICATION DATES AS WELL AS TO ANNUAL FUNDING AVAILABILITY.**

**KITIGAN ZIBI EDUCATION SECTOR**



# GLOSSARY OF TERMS

- 1) “Academic Probation” means a student may be put on a contractual agreement as determined by the Post Secondary Student Support Program Officer based on individual needs, midterm marks and on a case-by-case basis when the student fails to meet the minimum requirements as outlined in the Post Secondary Policy.
- 2) “Academic Year” is as defined by the Post Secondary Institution, but will not be less than eight months or 32 weeks.
- 3) “Accounts Payable” is a financial account that indicates the amount of money owed by an individual to their creditors.
- 4) “Accounts Receivable” is a financial account that indicates the amount of money that has been provided or owed unjustified overpayments.
- 5) “Books & Supplies” means textbooks and supplies or equipment (such as special clothing/ footwear/ accessories, or art materials, etc.) which has been certified as a requirement of the student’s Program of Study.
- 6) “Canadian Public Institution” is a post-secondary institution that receives the majority of its funding from federal and provincial governments.
- 7) “Continuing Student” means a student that is currently enrolled or plans on continuing their program of studies.
- 8) “Council” means the duly elected Chief and Council of the Kitigan Zibi Anishinabeg.
- 9) “Dependent Child” means a child who is under the age of 18 years, and is a registered member of the Kitigan Zibi Anishinabeg, and is financially reliant upon the student.
- 10) “Diploma” refers to a diploma received for completion of a college diploma program, usually 2 years in length.
- 11) “Fast Tracking” means to complete course of study within a shorter time frame that may include summer courses. This allows the student to complete diploma or degree requirements outside the regular academic year, which are fall and winter semesters only.
- 12) “Field of Study” means a general career area, in which there may be several specific Programs of Study, and different Levels of Education.

- 13) "Full-time Student" is a student, who in each term or semester has a minimum of 12 hours of classroom instruction per week/4 courses and is eligible to receive Monthly Living Allowances.
- 14) "Full Program Load" refers to the total number of courses required in any given year to complete a program in the normal length of time prescribed by the post-secondary institution.
- 15) "Hybrid Course" means a blended delivery course. A 60-hour course is 4 hours a week and a 45-hour course is 3 hours a week "classroom" time. The classroom may be in a room, online or in groups.
- 16) "KZES" means the Administration of the Kitigan Zibi Education Sector.
- 17) "Living Allowances" means that part of the Post Secondary funding which is paid monthly to full time students only.
- 18) "Level of Education" refers to different categories of college, university undergraduate, & university graduate studies, each having distinct entrance requirements.
- 19) "Mature Student" is as defined by the Post Secondary Institution they are applying to.
- 20) A doctor's note, sick leave (medical) note does NOT justify taking a monthly living allowance (while not attending school). If and when a Post Secondary student attains a doctor's note or a medical note indicating that he/she cannot attend school for 7 days or more, he/she must contact the Post Secondary Office immediately.
- 21) "Member" means a person whose name appears in the Membership Register of the Kitigan Zibi Anishinabeg.
- 22) "Non-justified Payment" or "Over Payment" means any monies that have been provided to a student that was either in error or due to lack of information received by the KZES Post Secondary Student Support Program Office.
- 23) "Part Time Student" is a student that attends a post secondary institution under 12 credit hours per week/4 courses.
- 24) "Post Secondary Education" means an accredited program of study offered by a post secondary institution, which requires at a minimum a Secondary 5 or Grade 12 diploma, or its equivalent, as an entrance requirement.



- 25) "Post Secondary Institution" means a degree, diploma, and certificate granting institution, which is recognized by the Province. This includes private institutions, which are affiliated with, or delivering accredited Post Secondary programs for a public Post Secondary institution.
- 26) "Post Secondary Student Support Program Application" is a form which is distributed by the Kitigan Zibi Education Sector – Post Secondary Student Support Program. When complete, it outlines the information required in order to be considered for Sponsorship.
- 27) The funding application package includes a clear listing of the 'Terms & Conditions' that will apply if the Sponsorship is approved.
- 28) "Post Secondary Funding Contract" refers to the contractual agreement made between the "student" and the "KZES" and the requirements of the student who accepts funding through the KZES Post Secondary Student Support Program otherwise known as Section B in the funding application.
- 29) "Post Secondary Student Support Program Officer" or PSSSPO is the person responsible for the funding/academic support of Kitigan Zibi Anishinabeg post secondary students.
- 30) "Proof of Residency" can be requested for Xmas travel. A copy of the student's Income Tax Return or the student has children as dependents, the address is where the children attend school.
- 31) "Program of Study" includes only accredited Post Secondary Education courses which lead to a certificate, diploma, or degree, and which require the applicant to hold a Grade 12 Diploma, or its equivalent.
- 32) "Resident" means a 'Member' of the Kitigan Zibi Anishinabeg whose principal residence remains in Kitigan Zibi Anishinabeg while the student is temporarily away for post secondary studies.
- 33) "Semester" refers to a part of the Academic Year, as defined by the Post Secondary Institution. Semesters usually cover the periods from September to December (Fall), January to April (Winter/Spring), and May to August (Spring/Summer).
- 34) "Sponsorship" means the financial support that has been approved by the Kitigan Zibi Education Sector for an eligible Member to fund the costs of his/her Post Secondary Education such as tuition fees, books, travel and monthly living allowance (when applicable).

- 35) "Term" means a semester when referring to College institutions and the 'Academic Year' when referring to University institutions.
- 36) "Tuition" includes academic fees charged to the student upon his/her acceptance into a Program of Study.
- 37) "University/College Entrance Preparation Program" means a student applying for assistance in UCEPP is required to obtain from the post secondary institution a statement/academic plan which attests that the UCEPP program will provide the necessary courses to attain the academic level for university entrance and the student will be eligible to be accepted as a student of a regular university credit program upon successful completion of the UCEPP course of studies. There is a 2-year limit (16 months) to receive Monthly Living Allowances while taking the UCEPP studies.
- 38) "Wait List" means that a Selection Committee will create a wait list of a certain amount of students each year. Students whose names appear on the wait list will be notified as spaces become available. If students on the wait list are not sponsored within the academic year, they must re-apply.



## **KZES Post Secondary Student Support Program (PSSSP)**

### **FREQUENTLY ASKED QUESTIONS**

#### **Q: I RECEIVED AN ACCEPTANCE LETTER FROM MY COLLEGE/UNIVERSITY OF CHOICE, WHAT NEXT?**

**A:** If you've been accepted to attend your College/University of choice, the next step is to submit a Post Secondary Funding Application to the KZES Post Secondary Student Support Program (PSSSP) office.

The Application form is accessible online at [kitiganzibi.ca](http://kitiganzibi.ca) and can be filled out **electronically** and submitted by email to: [post.secondary@kza.qc.ca](mailto:post.secondary@kza.qc.ca)

If you prefer to submit your documents **in person**, you can submit them (in a sealed envelope) to the attention of Cindy Jerome at the KZES Administration office at 37 Kikinamage Mikan by using the Drop Box.

#### **Q: HOW OFTEN DO I NEED TO SUBMIT AN APPLICATION TO THE PSSSP OFFICE?**

**A:** Students attending during the Fall & Winter sessions must re-apply by submitting a new funding application each year. If a student intends to continue into the Spring/Summer months (May – August), they must also submit a **NEW** funding application prior to the deadline.

<b>Dates of Application Deadlines</b>	
For September enrollment	July 1 <sup>st</sup>
For January enrollment	November 1 <sup>st</sup>
For Spring/Summer enrollment	April 15 <sup>th</sup>

#### **Q: IF MY PROGRAM IS BEING DELIVERED THROUGH ONLINE STUDIES, WOULD I BE ENTITLED TO A MONTHLY LIVING ALLOWANCE?**

**A:** If the program is being delivered online due to COVID-19, then you are entitled to receive a monthly living allowance. However, if and when the Program moves back to campus full-time, you will be required to attend on-campus courses to maintain your eligibility for living allowances.

## Q: WHAT IF I NEED A LAPTOP OR SPECIAL EQUIPMENT FOR MY PROGRAM (I.E. CAMERA, MICROPHONE, MACBOOK, ETC.)?

**A:** Before purchasing a new computer, you must get approval from the PSSSP Office. There are 2 types of funding available to **full-time** students for required special equipment:

- 1) Laptop funding - ALL Post Secondary students who have been accepted for funding are entitled to a maximum of **\$1,000** for the purchase of a **NEW** computer/laptop; this funding is available **ONCE** in their lifetime and is done by reimbursement only (no advances). The laptop/PC purchased must be **NEW** and not used or pre-owned. Attach the official receipt to a completed and signed Appendix IX for reimbursement;
- 2) If a student must purchase additional special equipment\* which are deemed as mandatory for their Program (i.e. a Macbook, Camera, etc.), then they can access the 'Special Equipment' funding, which provides up to a maximum of **\$1,500** per program. ***The student must provide proof showing that the equipment needed is required for their Program.*** Attach the official receipt(s) to a completed and signed Appendix III for reimbursement;

***\*Note: second-hand/used computers or equipment purchased by the student are not eligible for reimbursement;***

**\*\*PART-TIME STUDENTS ARE NOT ELIGIBLE TO RECEIVE THE LAPTOP FUNDING NOTED ABOVE. HOWEVER, THERE ARE LAPTOPS AVAILABLE TO BORROW FROM THE KZES ADMIN OFFICE. CONTACT THE PSSSP OFFICE FOR MORE INFORMATION.**

## Q: HOW MANY COURSES MUST I PASS EACH TERM TO REMAIN IN GOOD STANDING WITH THE KZES PSSSP?

**A:** Students must ensure to be at least **75%** successful in their course load each term/session. The calculation is based on the number of courses a student is enrolled in for the term.

**IF A STUDENT WANTS TO ENSURE FULL-TIME STATUS FOR LIVING ALLOWANCES, THEY MUST MAINTAIN A SCHEDULE OF 12 CREDIT HOURS OF CLASS TIME/4 COURSES PER WEEK.**

***Example:*** A student taking 4 courses (3 credit hours of class time each per week) who have failed 1 course out of those 4, **MUST** obtain proof of participation/attendance from their professor for the 1 Failed course.

**\*\*\* IMPORTANT NOTE FOR ALL SPONSORED STUDENTS \*\*\***

**To ensure continuance of funding from the PSSSP, all students are to submit their final grades following each term.**

**Q: I DECIDED THAT I WANT TO SWITCH/DROP COURSES, WHAT SHOULD I DO?**

**A:** If its the beginning of the term, and the final date to drop courses hasn't passed yet, then students are free to make changes to their schedule **as long as they remember to retain a minimum of 12 hours of classes per week (4 courses)**. Once your Schedule is finalized for the term, you must forward it to the PSSSP office (by email) to update your student file.

If the date to drop courses has passed, then the student must continue in their course load as is, otherwise, any tuition fees incurred for dropped courses will be the responsibility of the student to pay. Therefore, it is **VERY IMPORTANT** to pay attention to the academic deadlines that are set by your College or University.

**Q: I'M HALF-WAY INTO THE TERM AND I MAY FAIL A COURSE(S), WHAT SHOULD I DO?**

**A:** If a student is failing a course or courses, they must ensure that they obtain proof that they still participated and completed assignments in up to 75% of their courses for that term. Appendix VIII (*'Confirmation of Attendance' Form*) must be submitted by the student for failed courses. Not all failed courses require a 'Confirmation of Attendance Form'. The form is only required for the amount of courses that amount to 75% of the students course load. This means that if a student is taking 5 courses and fails 1 course, they are OK and do not need to provide proof of attendance since they were 80% successful.

If students are unsure about how many letters they need to provide, they can contact the PSSSP office by email/phone to get clarification on what is expected.

For this reason, attendance and/or communication with teachers/professors throughout the term is a good practice for students to have, so in the event that they fail then at least they can show they still participated in the course. **Letters/Emails from the Professors' need to be obtained by the student for each of the failed courses.**

**Q: WHAT IF I GET SICK OR AN UNEXPECTED CIRCUMSTANCE HAS CAUSED ME TO ABANDON MY STUDIES AND I CAN NO LONGER ATTEND CLASSES OR DO MY ASSIGNMENTS?**

**A:** Students must notify the PSSSP office (by email/phone) as soon as they become aware or have decided that they cannot continue on with their studies due to unforeseen circumstances. The student will be required to formally withdraw from the College/University by notifying the Registrar's Office or 'Student Services'. Refer to your school's website to determine HOW & WHEN\* to formally withdraw. After this is done, the student must notify the PSSSP Office (by phone or email) of the date that they officially withdrew. Depending on which point this occurs in the term a student may need to provide proof that they attended up until the date of withdrawal.

**\*Note:** Pay attention to your schools Withdrawal dates & deadlines. These are usually listed on your course schedule or on your schools' website. Any funding received after the withdrawal date must be returned to the KZES PSSSPO.

**Q: WHAT IF SOME OF MY COURSES ARE YEAR LONG, AND MY FINAL GRADES WON'T BE AVAILABLE TILL THE FOLLOWING TERM?**

**A:** Submit Appendix XI 'Confirmation of Good Standing for Year Long Courses' Form, found at the end of the KZES PSSSP Policies. The form must be signed by your professor(s) for each year long course to show that you are actively participating in and passing the course. Ensure to include your professor's contact info (email/phone) on the form, as well as the course code or name of the course.

**Q: WHAT IF I DIDN'T RECEIVE MY MONTHLY LIVING ALLOWANCE OR THE AMOUNT I RECEIVED WAS LOWER/HIGHER THAN USUAL?**

**A:** Living allowances are deposited on the set Monthly deposit dates. Refer to Appendix X of the PSSSP College/University Policy. If the amount you received was different than usual, please contact the PSSSP Office by phone or email; Its possible your funds were deducted by the KZA Finance Office to pay off an existing loan or Accounts Receivable (A/R).

**Q: WHAT IF MY BOOKS COST MORE THAN THE ADVANCE PROVIDED TO ME (\$550 FALL / \$450 WINTER)?**

**A:** Keep all your original / official receipts and submit them to the PSSSP Office once all your books have been purchased. Ensure to provide the original receipts along with the “Mandatory Books - Appendix II” Form. Any amount spent over the advance will be reimbursed to you by direct deposit within 5-7 business days.