Student Handbook

TFN Post-Secondary Education Program

August 2015

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Dear Students,

Congratulations on the next step of your educational journey! The Tobique First Nation (TFN) Education Program strongly supports the principles of life-long learning, the treaty right to education at all levels and the need for increased funding support from Aboriginal Affairs and Northern Development Canada (AANDC) for our Post- Secondary students.

The TFN Post-Secondary Education (PSE) Program supports students through funds provided by AANDC through the Post- Secondary Student Support Program (PSSSP) and the University and College Preparation Program (UCEP).

This handbook is designed to inform the students of the TFN PSE Program Guidelines regarding the Post-Secondary Student Support and University & College Preparation Programs.

The handbook also includes information regarding the application process, selection process, appeal process, and student responsibilities.

If, at any time, assistance is required, please do not hesitate to contact the Post-Secondary Education office.

Sincerely,

Darrah Beaver-TFN Education Director

Richard Bernard-TFN Post-Secondary Education Program Manager

WHO IS ELIGIBILE FOR POST-SECONDARY STUDENT SUPPORT (PSSSP)?

In order to be eligible to apply for financial assistance under the Tobique First Nation Post-Secondary Education Program an applicant:

1. Must be a registered Status Indian of the Tobique First Nation ; and
2. Must have resided within Canada for twelve consecutive months prior to the date of application. For students attending institutions outside Canada, the residency provision applies only to their first year of studies, and;
3. Must have met University or College Entrance requirements and have been enrolled or accepted for enrollment in a recognized post-secondary education program of studies;
4. Maintain satisfactory academic standing within that institution;
5. Be at least 18 years of age.

WHO IS ELIGIBILE FOR UNIVERSITY/COLLEGE PREPARATION PROGRAM (UCEP)?

To be eligible to apply for financial assistance under the TFN PSE Program as a UCEP student; the student must meet the above conditions as well as:

- Be accepted for enrolment in UCEP at a Canadian post-secondary institution; or
- Qualify under the mature student admission requirements of the post-secondary institution; and
- Not have been financially supported previously by TFN PSE program. (exemptions to this condition may be made for medical reasons)
- Obtain a statement from the institution offering the program that attests the UCEP program will provide the student the necessary courses to attain the academic level for university or college entrance and the student will be eligible to be accepted as a student of a regular university or college program upon successful completion of the UCEP.

WHICH PROGRAMS OF STUDY ARE ELIGIBLE?

Under the PSSSP and UCEP program, an eligible post-secondary education program is a program of studies:

- For which the completion of secondary school studies, or the equivalent as recognized by the post-secondary institution, is required, and

- Offered by a post-secondary institution that is at least one academic year of duration (as defined by the institution); and

- Delivered at an eligible institution as defined in PSE program guidelines.

- UCEP programs must provide the student with the necessary courses to attain the academic level for university or college entrance

For more information on student admissibility to a program of study, refer to New Brunswick Department of Post-Secondary Education, Training and Labour at www.gnb.ca

WHICH INSTITUTIONS ARE ELIGIBLE?

Eligible post-secondary institutions are degree, diploma or certificate granting institutions which are:

- Recognized by the province and in Canada;

- Educational institutions recognized to deliver post-secondary programs by arrangement within an eligible post-secondary institution.

HOW TO APPLY - NEW STUDENTS

All **first time applicants** must submit to the TFN PSE Program Manager, **no later than June 30th**, a fully completed TFN PSE application package for PSE funding which includes:

- Application for Funding
- Conditions of Agreement
- Student Information Form
- Consent and Direction form
- Student Agreement/Contract

These forms can be found in Appendix A of this handbook.

The applicants are also required to submit the following documentation **with their TFN PSE application package:**

- Copy of Native Status Card;
- Official transcripts (high school or PSE);
- Confirmation of acceptance at a recognized post-secondary institution;
- Courses/Schedule for the upcoming year;

HOW TO APPLY- CONTINUING STUDENTS

All **continuing students** must submit official semester transcript and schedule of courses for next semester for **Fall Semester, no later than June 30th and for Winter Semester, no later than Dec 5th.**

Some exceptions will be made for those students who cannot access official transcripts or schedule of courses by the June 30th deadline. (Specifically, Ontario PSE Institutions)

It is recommended that applicants do not withhold their application pending receipt of the required supporting documentation (i.e. transcripts, letter of acceptance). Applications may be submitted without these documents;

however all supporting documentation must be submitted before final approval is granted. Please notify the PSE Program Manager immediately if courses/schedules and official transcripts are not available by June 30th deadline.

Upon completion of each term of the Fall/Winter, a transcript of your marks is required in order for financial assistance to continue.

All students are required to have a minimum of 12 credit hours per semester; failing to fulfill these requirements will result in loss of funding/academic dismissal.

All applicants will be assessed with respect to the TFN PSE program guidelines and funding priorities. You will be advised as to the status of your application once this process is completed.

FUNDING PRIORITIES AND SELECTION PROCESS

- Post-secondary student support will be provided to eligible post-secondary education students within the limits of funds provided by Aboriginal Affairs and Northern Development Canada (AANDC***).***
- All applications will be reviewed based upon a "priority funding" system established by the Tobique First Nation. If funding required to support eligible applicants exceeds current PSE operating budget, lower priority applications may be deferred and re-assessed for sponsorship in the next operating year.
- For non-university training programs of one to two years, students will be referred to Tobique Employment & Training and/ or the Department of Post- Secondary Education, Training, and Labour.

The TFN reserves the right to make funding application decisions based on the following funding priorities:

FIRST PRIORITY: Any student who is presently enrolled and has productively completed the previous term in post-secondary studies and is continuing his/her studies in the fall semester. This includes the student who completes an undergraduate degree and continues on to post-graduate studies without a

break in studies. This also includes the student who completes a community college or UCEP program without a break in studies.

SECOND PRIORITY: Any eligible high school graduate, including GED graduates or mature student residing in either A) NB School District #14 or B) All other high school graduates residing outside the NB School District #14 wishing to enroll in university or a UCEP for the first time and have met the requirements for eligibility and application for admission will be a second priority.

THIRD PRIORITY: Any applicant whose application for funding has been deferred or refused due to lack of program funding in the previous year and are re-applying for support will be a third priority. Deferred students will be funded on a first come first serve basis.

If the TFN PSE budget is not exhausted after meeting the first three priorities then under the fourth priority the following applies:

FOURTH PRIORITY: All other students who meet the application and eligibility requirements in this order of priority:

a) Returning Students who reside in TFN that left the program in good standing and have not exceeded the limits of assistance;
b) Mature students residing in the NB School District #14 who have not received funding from the TFN PSE Program;
c) An applicant who is returning to post-secondary studies who has previously dropped out of college or university and has not completed the previous year successfully;
d) Part- time students.

Applications received from eligible students after the post-secondary education budget is exhausted will be deferred until the following year or until the budget for the program is reallocated.

There is no guarantee of funding.

All applicants will be advised in writing as to whether or not they will receive assistance.

TYPES OF ASSISTANCE PROVIDED BY THE TFN PSE PROGRAM

Tuition Support

- Tuition support includes regular tuition fees normally charged by the institution to Canadian students;
- Mandatory registration fees as indicated in the institutions calendar, including mandatory student fees and mandatory testing fees;
- Registration for other program activities e.g, practicums, tutorials and initial professional certification and examination fees;
- Tuition is paid directly to the institute the student is attending.
- Tuition is paid in Canadian dollars.

Book Support

Support for books and supplies will normally cover textbooks and supplies including special equipment officially listed as required by the university or college for a student's program of studies.

- The TFN PSE Program will provide up to $500 for books and supplies each semester;
- An amount in excess of $500, but not over $2,000 may be approved if a student demonstrated need by submitting copies of the course outlines and the prices charged by the institution's bookstore or suppliers.
- Students must submit course outline and receipts for books and supplies over $500 and the TFN PSE Program will reimburse the student.

Residence and Meals

Students who choose residence and meal programs can do so. The amount of allowance will be deducted from the students invoice for residence and meals and the remainder will go to the student. If the amount exceeds the allocated allowance amount, the student is required to cover the balance.

Tutorials

Tutoring assistance is available to all TFN students. To those students who find themselves having trouble in a given course, it is recommended that tutoring assistance be pursued. To access funding for tutoring, the following two documents must be completed and returned to the PSE Program Manager:

1. A signed letter of recommendation from your professor and;
2. An invoice for tutoring service from your tutor.

Before funds can be disbursed to cover the actual cost of tutoring, the TFN PSE Program Manager must receive both of these documents, completed and signed by the appropriate individuals. Once these documents are received, your request for tutoring assistance will be processed.

Many students tend to wait until just before final exams are upon them before they decide to seek help from a tutor. The earlier you seek help, the greater your success will be.

If you have difficulty locating a tutor, please call the PSE Program Manager for assistance.

Travel Support

Currently, under Third Party Management, the TFN PSE Program cannot support any travel costs at this time.

Living Allowance

- The living allowances will be paid in Canadian dollars regardless of location of the institution
- Living allowances are paid for Christmas and study breaks. Additional time may be allowed for students to settle into accommodations at the place of study at the beginning of the academic year and to move out at the end of the academic year.

- Where two (2) students are married to each other, and have no dependents, the living allowance for each will be calculated as a married student with employed spouse
- Where two (2) students are married to each other and have dependents, one of them will be designated as a married student with employed spouse with dependents; the other will be designated as a married student with employed spouse.
- **Part Time Students:** as defined by the post-secondary institution being attended, may receive assistance for tuition and compulsory fees, and the actual cost of books and supplies listed as required by the institution, but they are not eligible for living allowances or travel costs.
- Students who are working full-time are eligible for tuition and compulsory fees, the actual costs of books and supplies, but are not eligible for living allowances or travel costs.

MONTHLY ALLOWANCE RATES

Single Student	$675/month
With 1 dependent	$1045/month
With 2 dependents	$1205/month
With 3 dependents	$1355/month
Married Student with employed spouse	$675/month
With 1 dependent	$950/month

$50 /month for each additional dependent

MAXIMUM AMOUNTS

The maximum amount payable per year allotted by AANDC to fund one full-time student from the TFN PSE Program for the PSSSP or UCEP is **$12,000 per student** and covers only the eligible expenditures listed:

- The actual cost of tuition and other compulsory student fees;
- Books and required supplies (to a maximum of $2000/yr.)

Any amount over and above the maximum of $12,000/student (which includes tuition and living allowances) is the responsibility of the student.

Note: This is a maximum allowable payment per student. No student is ENTITLED to this amount. The maximum amount was established to ensure that the most extreme circumstances could be funded as necessary. ***The actual amount of funding available to a student will depend on the overall amount of funding available in the TFN PSE program.***

The TFN PSE program DOES NOT COVER:

- The costs of application fees
- The costs of assessment fees if not mandatory;
- Tuition to private, correspondence or training institutions
- Travel
- Moving costs
- Intersession and Summer Sessions

LEVELS OF POST SECONDARY STUDY

Post-secondary student support is provided for three levels of post-secondary study, which are as follows:

Level I: Community College and CEGEP certificate or diploma programs;

Level II: Undergraduate university degree programs; and

Level III: Post-graduate or professional degree programs: Masters and Doctorate degree programs.

LIMITS OF ASSISTANCE (Student months)

a) Assistance for travel and living expenses may be provided to students to complete one program at each Level. Level 2 may include assistance for an additional degree program at the bachelor level which has a prerequisite an undergraduate degree.
b) The duration of assistance in (a) will accord with the official length of the program as defined by the post-secondary institution in which the student is enrolled, while the student is in good standing at the institution.
c) Students enrolled in Levels 1 and 2 may be assisted for up to one additional academic year per level if such an extension is approved in writing by the institution's dean or the head of the department. Students enrolled in Level 3 may be assisted for up to one additional academic year for medical or personal reasons.
d) 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.
e) Students who have completed a Level 2 program, with or without assistance from this program, are ineligible for Level 1 program assistance. Students who have completed a Level 3 program, with or without assistance from this program, are ineligible for Level 1 or Level 2 assistance.
f) Student support will not exceed the limits set out in (b) and (c). Where students change programs within one of the levels, the academic years used from each program within each level will be counted for assistance purposes. Students who become eligible for assistance and who have previously completed a portion of post-secondary studies without assistance from this program may receive assistance for the balance of their program of studies.
g) If the demand from eligible students exceeds the funding available, selection priority criteria will apply as listed in these guidelines

ACADEMIC DISMISSAL

If a student has failed two or more courses during any semester, the student allowance will be halted for the remainder of the semester.

If a student withdraws from courses and does not carry the required number of credits per semester to qualify as full time student, which is **12 credit hours**, the allowance will be halted for the remainder of the semester.

It is the student's responsibility to officially withdraw from classes when not attending classes/programs to avoid financial penalties; it is the student's responsibility to pay the tuition when not sponsored by the TFN PSE Program.

Students in default of obtaining funds under false pretenses or if it is found that you have been in default of the TFN PSE guidelines, could result in no sponsoring from the PSE Program, as well any dollars owing will be forwarded to TFN Finance Department for collection.

APPEAL PROCESS

To ensure fairness and equitable treatment under the PSSSP and the UCEP program, applicants have the right to appeal a decision of the TFN PSE Program. The student may file for an appeal to the PSE Program Manager **only if the denial <u>was not based on lack of funding;</u>**

a) Within 14 days of the letter of denial;
b) Be submitted by the student on his his/her own behalf;
c) Be submitted in writing clearly stating the action or decision of concern together with the student's grounds for grievance;
d) Present the student's own defense or alternative view.

Upon receipt of a grievance, the PSE Program Manager shall:

a) Provide the TFN Director of Education and TFN Band Manager a copy of the grievance;
b) Investigate the complaint with the TFN Director of Education and TFN Band Manager;
c) Provide a Recommendation for Action/Resolution to the TFN Director of Education and TFN Band Manager based on funding availability, local operating guidelines, and National guidelines.
d) If no agreement on recommendation, the TFN PSE Manager will submit all recommendations to Chief and Council for resolution;
e) Provide the student with his/her findings and conclusions, in writing, within 15 working days of receipt of complaint;
f) Keep all copies of relevant materials in the students records

Note: Notwithstanding the right to grieve, as noted above, it should be understood that such a process does not carry the authority to change the federal government's post-secondary funding policies and guidelines.

A student may not appeal to AANDC the administrative decisions and appeal rulings made by the TFN PSE Program appeal process.

- When an application is approved, rejected, or deferred, students will be informed, in writing, if their application for support was approved, or the reasons for rejecting or deferring the application
- Where a student is convinced that the First Nations education department's guidelines are not being fairly applied to his or her situation then the student shall have access to an appeal hearing.
- There is no appeal against refusal of assistance because funds are not available.
- The appeal ruling must be consistent with the intent of the Post-Secondary Student Support Program's policy and guidelines.
- The board's decision is final.

DATES TO REMEMBER

- June 30th is the LAST day to apply for funding for the upcoming academic year;
- June 30th is the LAST day to submit official semester transcripts and schedule of courses for FALL semester for continued funding; (*Special consideration will be given to those students who attend Ontario PSE Institutions and others which do not allow access to schedule of courses or transcripts before the June 30th deadline.)* **Please inform the PSE Program Manager immediately if this applies to you.**
- December 5th is the LAST day to submit official semester transcripts and schedule of courses for WINTER semester for continued funding;
- Monthly allowance cheques will be deposited on the 30th of the previous month; For example, September payment will be deposited on August 30th.

SCHOLARSHIPS, BURSARIES AND AWARDS

This is just a short list of the many scholarships, bursaries and awards available to Aboriginal post-secondary education students.

- Heroes of Our Time Scholarship Awards- www.afn.ca
- Indspire www.indspire.ca
- Foundations for the Advancement of Aboriginal Youth www.ccab.com
- Royal Bank of Canada Aboriginal Student Awards Program http://www.rbc.com/careers/aboriginal_student_awards.html

Students can access a more complete listing of scholarships available for Aboriginal students by accessing the Aboriginal Scholarship Guide at www.ammsa.com or use the Aboriginal Bursaries Search Tool at www.aandc.gc.ca

ABORIGINAL STUDENT ADVISORS

The TFN PSE Program recommends that students utilize student services available to them at the following institutions. Aboriginal Student Advisors can provide academic, financial, and cultural support services to all Aboriginal students.

University of New Brunswick
Allan.Sabbatis@unb.ca
(506) 458 7111

Saint Thomas University
Daniel Robichaud danielr@stu.ca
(506) 452 9669

New Brunswick Community College

Fredericton/ Saint John
Jackie.Muise@nbcc.ca
(506) 451 5629
(506) 658 5501

Woodstock
Charlie.Nicholas@nbcc.ca
(506) 325 4982

Miramichi
Constance.Sewell@nbcc.ca
(506) 778 6863

St. Andrews
Kate.Akagi@nbcc.ca
(506) 529 5110

Moncton
Patty.Musgrave@nbcc.ca
(506) 869 6717

APPENDIX A

TFN Post-Secondary Education Program

APPLICATION PACKAGE

CONDITIONS OF AGREEMENT FORM

1. Students must be a resident of Canada 12 months consecutively before applying for school.
2. You must make every effort to successfully complete the course. If problems exist, you must contact the PSE Program Manager immediately for support.
3. You must attend all classes unless excused by the Institution.
4. Absences will be reviewed and investigated and may be grounds for termination if your transcript reflects a problem.
5. Termination will result if you are expelled from your courses; withdraw from the course or complete the course ahead of schedule and no longer require financial assistance.
6. Financial assistance is provided to you on your behalf for actual costs incurred only.
7. You are responsible to ensure that attendance records and/or progress reports are forwarded to PSE Program Manager on a weekly basis or a schedule acceptable by the institute and the PSE Program.
8. If you fail to successfully complete your course for reasons unacceptable to the program, you may be require to repay some or a portion of financial assistance provided to you by our department for purposes of this agreement.
9. Any financial assistance paid to you is subject to the availability of funds provided by Canada to the TFN and may be cancelled or reduced if TFN funding is cancelled or reduced.
10. You must achieve an academic average acceptable by the school each semester to maintain your financial assistance. However if you do not achieve this you will be put on academic probation for the following semester. If your grades do not meet the required average by the following semester your funding will be terminated.
11. You are required to submit a completed application for financial assistance for each semester you are attending at a Post-Secondary institute. Please consult the application process section to ensure that these applications are submitted according to our policy deadline dates.
12. You cannot chance schools in the middle of your school year and any changes must be approved through the service provider.
13. School must be on the list of institutes accepted by TFN.

Please sign at the bottom to prove you have read and agreed to the above mentioned conditions.

Signature_____ Date:_____

APPLICATION FOR FUNDING FORM

NAME:_____

ADDRESS:_____

BAND #:_____

HOME PHONE #:_____ **ALTERNATE #:**_____

EMAIL ADDRESS:_____

SIN:_____

INSTITUTE APPLIED TO :_____

DESIRED MAJOR:_____

YEAR OF STUDY:_____

DATE:_____

STUDENT SIGNATURE:_____

STUDENT INFORMATION FORM

FULL NAME:_____

LAST FIRST MIDDLE

BAND #:_____

ADDRESS:_____

HOME PHONE #:_____ **ALTERNATE #:**_____

EMAIL ADDRESS:_____

SIN:_____

DATE OF BIRTH:_____

MARITAL STATUS (circle one): Single / Married/ Common Law

SPOUSE'S NAME:_____

IS SPOUSE EMPLOYED? (Circle one): YES NO

SPOUSE EMPLOYER NAME:_____

SPOUSE EMPLOYER PHONE #:_____

FAMILY INFORMATION

DEPENDENTS:

NAME:_____ **DATE OF BIRTH:**_____

NAME:_____ **DATE OF BIRTH:**_____

STUDENT AGREEMENT/CONTRACT

This is a letter of agreement/contract between _____

(**Print Name)**

And the Tobique First Nation (TFN) Post-Secondary Education (PSE) Program.

I hereby declare that I have discussed the guidelines with the TFN PSE Program Manager and am fully aware of my responsibilities as a student receiving post-secondary educational funds.

I assume full responsibility for satisfying the academic requirements of the institution of record and for managing my funding in a responsible and capable manner.

Should I voluntarily discontinue my studies, or have my academic activities discontinued by the institute attended, I will not be considered for subsequent funding until the matter is resolved with the TFN PSE Program Manager.

I understand that the TFN PSE Program is not obligated to honor any tuition, fees, residence or other debts for which I have received payment and for which I am in default.

I am required to carry 12 credit hours per semester to be considered a full-time student and to receive any monthly allowance, unless approved otherwise.

Student Signature:_____

Date: _____

TFN PSE Program Manager:_____

Date:_____

CONSENT & DIRECTION FORM

Tobique Post-Secondary Education
13100 Route 105
Tobique First Nation, NB
E7H 3Y2
(506) 273 5543
Fax: (506) 273 5547
Email: rbernard1@outlook.com

Consent & Direction

To:_____ (Name of Educational Institute)

I, _____ authorize the above institute to release any pertinent information from my records that the Tobique Post-Secondary Education Department may require from time to time. This may include, but is not limited to academic and/or financial information for this academic year _____.

STUDENT NUMBER:_____

STUDENT MAJOR:_____

STUDENT SIGNATURE:_____

DATE:_____

10 Tips for First Year University Students from yconic.com

1. **Don't Overcommit:** Start with school and a couple Extra Credits. Add more if you have the time for it but don't start September with school, 10 ECs and a job. (posted by: inthemaking)

2. **Buy Used Textbooks:** Buy used textbooks (from previous students…) or find them online for free (Google Scholar, torrents, etc). (posted by: inthemaking)

3. **Drag Yourself to Class:** Yes, some profs post all of their notes online (although most of my profs only included outlines, you actually had to go to class to get the full notes) and yes, you can get notes from your friends/classmates. But reading the notes is not the same as actually going to class. Many profs will give subtle hints about what they will test in exams during class. For example, if a prof repeats something several times, you can bet it is important, and will likely show up on the exam. Similarly, you can often pick up on a prof's body language, as to what they consider important. Those types of things you can't get from notes. Other profs will do more examples of problems in class than will appear in the posted notes. (posted by: CatRunner)

4. **Take Notes**: If you have profs that post notes online, I recommend printing them and writing over them during lectures. (posted by: aimango). Review the lecture notes that you have made. It doesn't have to be right after, but try and do it before you have the next lecture for the particular classes. (posted by: MargaretClaire)

5. **Find Someone Worse Off Than You Are**: I teach prep sessions … I tell my students that they should find a friend who's in the same class as they are and who is horribly horrible screwed for the test and say "hey, let's study together". The friend who is screwed will probably have lots and lots of questions. And your success (or not) in explaining them will be a good indication of how well you understand the material. (posted by: jplank)

6. **Don't Wait:** As soon as you feel yourself falling behind, do something about

it immediately. Reread lecture notes, ask a friend, read the textbook, do extra practice, go to office hours/tutorials etc. Don't wait till right before the midterm/exam to deal with it. (posted by: inthemaking)

7**. Beware of the Lost Hours**: Try not to schedule 1 hour breaks in between classes (too little time to go home but not enough time to actually do anything productive unless it's for a lunch break). Better to get them done all at once (but not more than 3-4 consecutive classes) or have bigger breaks in between. (posted by: inthemaking)

8. **Don't Be Afraid to Ask for Help:** Make use of all the services that your university offers. Most universities have centres that help students with time management, study skills, writing skills, etc. Make use of these resources! (posted by: CatRunner)

9**. Sleep**: Make sure you get the hours you need, and set a consistent time to wake up every day to maintain a routine. It will keep your energy up so you can get more out of your studying and classes. This can be really challenging in rez, where a lot of people stay up past 2 most nights, but you've got to do what's best for your health and school. (posted by: freebird)

10. **Don't Live on Junk Food**: Try to eat healthy, even if you are living in rez. It can be tough, but it will help you to stay healthy and give you energy for all your studies. Also try to get some exercise in - schedule it in like anything else. That will also help keep you healthy and energized. (posted by: CatRunner)