



Kanesatake Education Center
14 Joseph Swan Road
Kanesatake. Quebec. J0N 1E0
(450) 479-8358

**POST – SECONDARY STUDENT HANDBOOK
POLICY DOCUMENT**

Applicants are to read the policy carefully and completely as it has been revised. The Kanesatake Education Center shall apply the policy strictly, but fairly, as requests are numerous and funds are limited. Please note that not all students may be funded in whole or in part.

Approved by Mohawk Council of Kanesatake

BCR#013.1516.00069

January 2017

POST – SECONDARY STUDENT HANDBOOK
POLICY DOCUMENT

TABLE OF CONTENTS

Introduction	Page 2
Objectives	Page 2
Local Guidelines	Page 2
Eligible Programs	Page 3
Eligible Institutions	Page 3
Student Eligibility	Page 3
Selection Priority	Page 4
Time and Funding Limits	Page 4
Eligible Expenditures	Page 6
Living Allowances	Page 6
Application Requirements	Page 7
Appeal Process	Page 7
Contact Information	Page 7
Deadlines	Page 8
Important Summary Notices	Page 8
Glossary	Page 9

POST-SECONDARY PROGRAMS

INTRODUCTION

Aboriginal Affairs and Northern Development Canada (AANDC) provides post-secondary education support to eligible participants through the Post-Secondary Student Support Program (PSSSP) and the University and College Entrance Preparation Program (UCEP).

The Kanesatake Education Center (KEC) is supportive of our students who wish to pursue a post-secondary education. The KEC will provide information, manage resources and implement administrative procedures for the achievement of these programs. Interested students are to seek further information by visiting or calling the KEC.

OBJECTIVES

- Post-Secondary Student Support Program (PSSSP)
The program's objectives are to increase post-secondary enrollment, to increase graduation rates and to improve the employability of First Nations students by providing them with funding to access educational opportunities.
- University College Entrance Preparation Program (UCEPP)
The program's objectives are to provide financial support to First Nations students who are enrolled in university and college entrance preparation programs offered in Canadian post-secondary institutions and to enable them to attain the academic level required for entrance into degree and diploma credit programs.

LOCAL GUIDELINES

The Kanesatake Education Center shall administer the PSSSP and the UCEP programs by:

- distributing, when requested, the Post-Secondary Student Handbook to all applicants
- ensuring the eligibility status of each applicant
- receiving the official letter of acceptance from the institution
- allocating the funds received from AANDC according to the KEC selection priority criteria
- creating an appeal process

ELIGIBLE PROGRAMS

An eligible Post-Secondary program is one:

- 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 **and**
- delivered at an eligible institution

An eligible UCEP program is one:

- that provides the prerequisites and/or supporting courses for students to attain the academic level required for entrance into a college, CEGEP or university program **and**
- delivered at an eligible institution

ELIGIBLE INSTITUTIONS

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

- recognized by the province or territory **or**
- recognized educational institutions to deliver post-secondary programs by arrangement within an eligible post-secondary institution
- application fees to post-secondary institutions are not reimbursable by the KEC

STUDENT ELIGIBILITY

Each application is unique and, as such, will be reviewed individually to determine eligibility. Students will be treated with respect, fairness and confidentiality

The eligibility guidelines as outlined in the National Program Guidelines state that applicants must:

- be a registered band member of Kanesatake and have been a resident in Canada for 12 consecutive months prior to the date of application for funding **and**
- provide documentation from an eligible post-secondary institution indicating acceptance into either a degree, diploma or certificate program, or a UCEP program **and**
- maintain continued satisfactory academic standing within that institution

Page 3 of 9

- UCEP students must also obtain from the post-secondary institution offering the program a statement that attests the UCEP program will provide the student with 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 credit program upon successfully completing the UCEP course of studies.

SELECTION PRIORITY

The KEC selection criteria are based on the following order of priority:

- continuing students (students already funded through PSSSP)
- recent secondary school graduates
- deferred students (eligible but not previously funded due to limited funds)
- new students already studying at a post-secondary level but not previously funded
- returning students (those who left the program and now wishing to return)
- part time students

TIME AND FUNDING LIMITS

AANDC includes limits on the time and the funding allowed for each program.

- UCEP program funding is limited to one (1) academic year
- There are **four (4) levels** defining time limits. To be considered for continued support in any of these levels (as described below), a student **MUST** be in satisfactory academic standing with the institution.
 - **Level 1 – Community College Certificate or Diploma Program**
 - Eligible students are those who have never taken a post-secondary program before as well as those who were previously enrolled in, but did not complete a Level 2 program
 - Ineligible students are those who have completed a Level 1, 2, 3 and/or 4 program
 - Students may receive financial assistance to complete a maximum of one (1) program at Level 1, the length defined by the institution
 - Students with good academic standing may request additional financial assistance for up to one academic semester

- **Level 2 – Undergraduate University Program (certificate, diploma or degree)**

- Eligible students are those who have never taken a post-secondary program before as well as those who have completed a program at Level 1 only and those who were previously enrolled in, but did not complete a Level 2 program
 - Ineligible students are those who have completed a Level 2, 3 and/or 4 program
 - Students may receive financial assistance to complete a maximum of one (1) program at Level 2, the length defined by the institution
 - Students with good academic standing may request additional financial assistance for up to one academic semester
- **Level 3 – Advanced or Professional Programs (eg Dentistry, Medicine, Law, Masters)**
 - Eligible students are those who have never taken a post-secondary program before as well as those who have completed a program at Levels 1 and/or 2 and those who were previously enrolled in, but did not complete a Level 3 program
 - Ineligible students are those who have completed a Level 3 or 4 program
 - Students may receive financial assistance to complete a maximum of one (1) advanced or professional degree program, the length defined by the institution
 - Students with good academic standing may request additional financial assistance for up to one academic semester
- **Level 4 – Doctoral Program**
 - Students may receive financial assistance to complete a maximum of one (1) doctoral program, the length defined by the institution
 - Students with good academic standing may request additional financial assistance for up to one academic semester

Where students change programs within one of the levels or temporarily pause their studies, the academic years or semesters used for 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 but will not be reimbursed for previous expenses.

If the demand from eligible students exceeds the funding available, priority selection criteria will apply (see page 4 – Selection Priority)

**ALL FUNDING WILL BE PAID IN CANADIAN DOLLARS
REGARDLESS OF THE LOCATION OF THE INSTITUTION**

- Books, supplies and tuition fees for PSSSP and UCEP include, with a detailed invoice

Expenditures	Fall Semester	Winter Semester	Maximum Allocations (per school year)
Books and Supplies - Full Time Students	\$250	\$250	\$500
Books and Supplies – Part-Time Students	\$125	\$125	\$250
College Level Tuition Fees – Full Time	\$175	\$175	\$350
College Level Tuition Fees – Part-Time	\$50	\$50	\$100
University Level Tuition Fees – Full Time	\$1600	\$1600	\$3200
University Level Tuition Fees – Part-Time	\$350	\$350	\$700

- Part-time students as defined by the post-secondary institution being attended may receive assistance for tuition, compulsory fees, books and supplies but they are not eligible for living allowances

LIVING ALLOWANCES

Students and their dependents may be eligible for a monthly living allowance if they:

- are full time students in programs other than distance and/or online programs
- can provide proof that their dependent(s) are living with them
- sign, complete and return to the KEC a **Confirmation of Attendance and Enrollment Form** no later than the 22nd of each month

A living allowance for the Spring/Summer semester is available if the program requires such a mandatory registration. The allowance is determined by the status of the student as illustrated below.

Student Status	Maximum Allowance/Month
Single	\$725 (CEGEP: August 50% payment)
Married/Common Law with employed spouse	\$725 (CEGEP: August 50% payment)
Married/Common Law with dependent spouse	\$945 (CEGEP: August 50% payment)
• with 1 dependent	\$1095(CEGEP: August 50% payment)
• with 2 dependents	\$1255(CEGEP: August 50% payment)
Single parent with 1 dependent each year.	\$1095(CEGEP: August 50% payment)
Single parent with 2 dependents	\$1255(CEGEP: August 50% payment)

Note: To claim a common-law dependent spouse, a student must have been in a continuing relationship 12 months prior to applying for Post-Secondary assistance. Claiming dependents has been capped at 2 dependents to ensure a maximum number of students are funded

APPLICATION REQUIREMENTS

All Post-Secondary Education Program applications must be completed, signed and dated. The applications include the following forms:

- *Financial Assistance Form,*
- *Consent to Release Information Form,*
- *Consent to Request Information Form,*
- *Confirmation of Attendance and Enrollment Form (for full-time student)*
- *Acceptance Letter from the institution and*
- *Proof of Native Status*

As per any application for assistance, false information will result in the termination of funding assistance for the remainder of the student's eligible school years.

APPEAL PROCESS

To ensure fairness and equitable treatment the KEC has an appeal process that includes:

- public availability of the Post-Secondary Student Handbook
- student access to the Appeal Board comprised of the Director of Education and the Education Portfolio Chiefs of the Mohawk Council of Kanesatake
- the applicants shall receive, in writing, the appeal response which is final and binding

There is no appeal against refusal of assistance because funds are not available.

CONTACT INFORMATION

For further information please:

- contact the Director of Education for the Kanesatake Education Center at (450) 479-8358
- write to the KEC at
 - 14 Joseph Swan Road
 - Kanestake, Quebec, J0N 1E0
- visit the AANDC website for Post-Secondary Education
 - www.aadnc-aandc.gc.ca
- write to the AANDC at
 - Education Branch
 - Aboriginal affairs and Northern Development Canada
 - 10 Wellington Street
 - Gatineau, Quebec, K1A 0H4
 - education@aadnc-aandc.gc.ca

DEADLINES TO RESPECT

IMPORTANT DEADLINES	Fall Semester	Winter Semester	Spring/Summer
Funding Forms Request for Funding	June 15 th	November 15 th	May 15 th
Documents Required (Grades) in Files	January 31 st	June 15 th	September 15 th
Detailed Tuition Invoice / Weekly Schedule	September 30 th	January 31 st	June 15 th
Confirmation of Attendance	Regularly by the 22 nd of each month / or no payments will be issued		

Spring/Summer course(s) will only be considered if required by the program. The maximum rates do not change for those students who are taking Spring/Summer classes.

IMPORTANT SUMMARY NOTICES
<ul style="list-style-type: none"> Late applications will NOT be accepted
<ul style="list-style-type: none"> Students MUST be in good academic standing to be entitled to funding
<ul style="list-style-type: none"> LIMITS of funding = actual length of program + one semester if required for program completion
<ul style="list-style-type: none"> LIVING ALLOWANCE entitlement = student must be registered in a minimum of a 80% course load as defined by the program <ul style="list-style-type: none"> CEGEP students MUST be taking a minimum of 6 courses per semester UNIVERSITY students MUST be taking a minimum of 80% or 4 courses

Academic Year

Defined by the academic institution, but not less than 8 months duration in a calendar year

Canadian Public Institution (CPI)

A post-secondary institution that receives the majority of its funding from governments

CEGEP

Colleges in Quebec known as Collège d'enseignement général et professionnel

Dependent

A person who is dependent on the student as defined by Revenue Canada and who does not receive income in excess of income allowed for a dependent spouse by the Canada Revenue Agency

Dependent Spouse

A person who is married to the student or a person who has lived with the student as a husband or wife for a period of at least one year prior to application for educational support. This person is dependent upon the student and does not receive income in excess of the level of income allowed for a dependent spouse by the Canada Revenue Agency.

Full-Time Student

A student who is taking **at least an 80% course load** as defined by the program.

Part-Time Student

A student who is taking at least one course to a maximum of 79% of a full course load as defined by the program.

Post-Secondary Program

A program of studies offered by an educational institution requiring a secondary school diploma or its equivalent or mature entry as its prerequisite.

Prerequisites

Courses/classes a student must pass to meet entrance requirements as defined by the program.

Program of Studies

All post-secondary programs of at least one academic year in duration that lead to a certificate, diploma or degree are defined as a program of studies. Programs less than one academic year which are prerequisites to post-secondary programs of at least one academic year are included.

Semester

A semester refers to a part of the academic year as defined by the post-secondary institution and usually covers the periods from September to December, January to April and May to August.

Student

A student is an individual who has successfully applied to be funded under the programs and is maintaining the conditions of the programs in order to receive financial support to successfully attain a post-secondary diploma.