



Department of Lifelong Learning

Post-Secondary Student Assistance Policy

Mississaugas of the Credit First Nation

Department of Lifelong Learning

Revised October 27, 2022

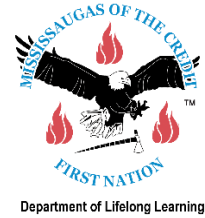


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Vision of the Mississaugas of the Credit First Nation

The Mississaugas of the Credit First Nation look to our Anishinaabe roots to guide our vision for the future as a strong, caring, connected community who respects the earth's gifts and protects the environment for future generations. Our identity includes our history, language, culture, beliefs and traditions which we strive to incorporate into the programs and services offered to our community.

Preamble of Policy

The policies set out in this document have been approved by the Mississaugas of the Credit First Nation Chief and Council. The Mississaugas of the Credit First Nation Department of Lifelong Learning assumes responsibility for administering this policy. The policy forms the basis of operating guidelines for the staff who administer the Post-Secondary Education Program.

This policy is recognized to be in compliance with the National Policy Guidelines Post-Secondary Support Program for Post-Secondary Education as published by Indigenous Services Canada (ISC) .

Objective of the Post-Secondary Student Assistance Policy

The objective of this policy is to encourage eligible students to acquire post-secondary qualifications so that they can become economically self-sufficient, develop their individual potential to further their goals and contribute to the progress of the First Nation community, the Province, the Country and the global community.

Information about students, their educational plans and results and all related information are subject to the applicable privacy legislation. The Mississaugas of the Credit First Nation is bound by the applicable legislation relating to the protection of privacy and personal information.

The *Freedom of Information and Protection of Privacy Act* and *Personal Health Information Protection Act* applies to Ontario's provincial ministries and agencies, boards and most commissions, as well as community colleges and district health councils. These *Acts* require that the government protect the privacy of an individual's personal information existing in government records. It also gives individuals the right to request access to government information, including most general records and records containing their own personal information.

See <https://www.ipc.on.ca/privacy-individuals/your-privacy-rights/>

Further, the *Privacy Act* and *Personal Information Protection and Electronics Document Act* applies to Canadian federal ministries and agencies, boards and schools. The purpose of these *Acts* is to protect the privacy of individuals with respect to personal information about themselves held by federal organizations and schools and to provide individuals with a right of access to that information. You may also seek to correct inaccurate personal information.

See <https://www.priv.gc.ca/en/>

Written permission must be obtained from the students prior to release of any information pertaining to their individual post-secondary files.

A. Student Responsibility and Compliance

In order to be considered for Post-Secondary Student Assistance Program, students must submit an online application for each semester in the student outcomes information system. (<https://mcfn.dadavan.com/student/pseapplication.jsp>)

All full/part time students are responsible for ensuring that the Mississaugas of the Credit First Nation, Department of Lifelong Learning is kept aware and up to date of all activities that may impact their schooling.

It is the responsibility of the student to familiarize themselves with this policy and to fully understand how the financial assistance works. If assistance is necessary, it is the potential student's responsibility to obtain clarity from the Mississaugas of the Credit First Nation Department of Lifelong Learning.

Any falsification of information is considered fraudulent behavior and will result in immediate removal from MCFN Post-Secondary Student Support Funding.

The following outlines the areas of student responsibility:

1. The student must set up a personal bank account.
2. The student must at all times provide a current address and telephone number and e-mail address to the Mississaugas of the Credit First Nation Department of Lifelong Learning while they are receiving financial assistance.
3. The student must ensure contact with Post-Secondary is maintained each semester throughout their academic term.
4. Students must ensure they are aware of the requirements for their certificate, diploma or degree program they have been accepted into for studies.
5. The reporting of any difficulties (academic or personal) requiring a leave must be reported to the Department of Lifelong Learning and the post-secondary school within one week, disclosing the reason for the leave.
6. In the case of a health or family crisis resulting in withdrawal from studies, it is imperative you report that to the Department of Lifelong Learning as well as the post-secondary school with an education plan to be completed and submitted within one week.
7. Mississaugas of the Credit First Nation Department of Lifelong Learning must maintain confidentiality with student files therefore it is the responsibility of the student to make enquiries or changes to their file. Other persons (i.e. parents, guardians, other students) shall be denied access to a student file/information unless a signed letter of consent for release of information is submitted indicating the name of the person accessing information (consent forms can be obtained from Lifelong Learning Post-Secondary Education Advisor).
8. **Students are required to provide a verification of enrollment letter per semester stating full-time or part-time status, mid-term grades and official transcripts which clearly states the student's name and identification number**

for each term. Failure to comply shall result in a hold in allowances until this requirement has been met.

- 9. Students will provide a listing of diploma/degree requirements with the original application.**
10. Students agree to provide consent to the Department of Lifelong Learning/MCFN to share and connect with the school for the student's best interest.
11. The student must provide the Department of Lifelong Learning Post-Secondary Education Advisor written documentation in relation to any course withdrawals to their program studies and the rationale for the withdrawal within one week.
12. It is an expectation of the Mississaugas of the Credit First Nation Department of Lifelong Learning for the student to attend classes regularly and pass all of their courses for each semester.
 - a. If there is a failure in a course, the student must contact the Department of Lifelong Learning Post-Secondary Education Advisor and submit a Revised Educational Plan indicating the action plan for addressing the failed course. The following should be included:
 - i) Rationale as to why they were unsuccessful in passing the course;
 - ii) Identification of type of course failed: mandatory/elective;
 - iii) When the course is available for re-take;
 - iv) Impacts on the course failure on overall graduation date;
 - v) Identify any services available to assist student with success in the course.
 - b. If the student fails or withdraws from three or more courses, the student shall be suspended from financial assistance for a period of 8 academic months.
 - c. A student has one semester to improve grades in the area of study and if no improvement is indicated, the student will be required to attend the Mississaugas of the Credit First Nation Department of Lifelong Learning preferably in person to discuss available options.
13. Students must maintain a Satisfactory Average in accordance to the individual post-secondary school. Should a student's academic performance fall below the level of identified success in a course, the student shall be granted placement in the academic probation category (as defined by the school) for one term.
14. All forms must be completed and signed by the student.
15. MCFN periodically has internship and co-op positions for MCFN members. Under MCFN Employment policies, there are provisions for Internship and co-op hiring. Please also check the MCFN job board (<http://mncfn.ca/job-board/>) and Employment and Training (Michele King) at Michele.King@mncfn.ca or (905) 768-1181 or see Appendix A.
16. Students, upon graduation, are eligible for MNCFN Community Trust Graduation Awards Program.

B. Eligibility for Assistance

Eligible applicants **who are registered members of the Mississaugas of the Credit First Nation** are those who are able to prove:

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1. Registration as a member of the Mississaugas of the Credit First Nation.
2. They have been accepted into an accredited post-secondary program (including full-time on-line learning programs) as per the Indigenous Services Canada Post-Secondary Student Support Program National Program Guidelines.

C. Duration of Assistance by Academic Level

All students who are currently enrolled or will become enrolled in college, undergraduate university, and post-graduate or professional studies level are subject to the following limits of support per academic level: Students are only eligible to complete one program at each level unless otherwise stated.

- **Level 1:** College and University entry preparatory programs
 - Students who are unsure of the expectations of their desired program are encouraged to research preparatory programs to improve the odds of success and increase suitability of choice.
- **Level 2:** College Diploma or Certificate programs
 - 12 to 24 months
 - One additional year of assistance may be provided if such an extension is approved in writing by the post-secondary school's dean or the department head.
 - Sponsorship can be extended for 2 terms or 1 year for a lateral program that compliments qualifications
- **Level 3:** Undergraduate Bachelor programs or Designation Change (changing a formal position or changing from a diploma or a degree)
 - 3 or 4 year programs
 - 1 additional year of assistance may be provided if such an extension is approved in writing by the post-secondary school's dean or the department head.
- **Level 4:** Graduate and Post-Graduate degrees or Professional programs
 - The duration of assistance will be defined by the official length of the program as defined by the post-secondary school as long as the student is in satisfactory academic standing school as per the school's definition of satisfactory "academic standing".
 - Students enrolled at level 4 may be provided an extension if such an extension is approved in writing by the post-secondary school's dean or department head.
- **Level 5:** Doctoral Programs
 - The duration of assistance will be defined by the official length of the program as defined by the post-secondary school as long as the student

is in satisfactory academic standing school as per the school's definition of satisfactory "academic standing".

- Students enrolled at level 5 may be provided an extension if such an extension is approved in writing by the post-secondary school's dean or department head.
- **Level 6:** Students who have exhausted funding at their level may be eligible for additional assistance dependent on funding. Approvals will be based on academic history
- **Students who have completed a level 1 through 5 program, with or without assistance from the PSSP (Post-Secondary Student Support Program), are ineligible for program assistance for lower levels, except for preparatory programs for the next level.**
 - Please note, additional assistance for programs with a Bachelor degree prerequisite or undergraduate courses, will be provided for students enrolled in Concurrent Education Programs for examples, programs such as Teacher's College, Law, etc. Assistance is limited to the official length of the program as defined by the post-secondary school in which the student is enrolled, as long as the student is in satisfactory academic standing school as per the schools' definition of satisfactory "academic standing".
- **Additional Funding Options for MCFN**
 - Mississaugas of the Credit First Nation applicants who have exhausted their level of funding and are in their final year of their program or seeking funding for Apprenticeship programs may apply to the Mississaugas of the Credit First Nation Employment & Training office for funding assistance subject to funding availability. Contact Employment & Training at (905)768-1181 or email Michelle.King@mncfc.ca.
 - Students are encouraged to visit the financial aid office at your school and ask about scholarships and bursaries available to you (see also Appendix B).
 - Search online and apply for scholarships and bursaries.
 - Ontario Student Assistance Program (OSAP).
 - INDSPIRE
 - DREAMCATCHER,
 - Specific training for entry into programs (such as Hydro One, Royal Bank, etc.); or
 - Connect with MCFN Post-Secondary Education Advisor

D. Approval of Applications

Applications for assistance must be submitted annually per academic year (Spring, Summer, Fall, Winter,) or academic term (Spring, Summer, Fall, Winter) in which you plan

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on attending. The availability of funding fluctuates annually therefore not everyone who applies for assistance will be approved. Post-Secondary Student Assistance will be based on priority levels as follows:

Priority 1

Continuing students (including those who have self-funded)

- (a) Newly graduated students who have obtained their high school diploma and are moving onto post-secondary studies, or those who have obtained the equivalent (i.e., General Equivalency Diploma) and are moving on to post-secondary studies.
- (b) **Students who have attended a preparatory program.**
- (c) Students who have never attended a post-secondary school.
- (d) Reapplying students who have previously withdrawn from their program for certified medical reasons shall be entitled to reapply within two years of withdrawing from their program of study. A medical note and/or other valid documentation such as proof of registration with Student Support Services to support the return of the students must be included in the post-secondary application form. A meeting with the post-secondary student advisor must take place to discuss an education plan and goals for the applied academic year before reapplying. You must remain in compliance with your education plan.
- (e) Deferred students (eligible but not funded in the past due to limited funding availability).

Priority 2

- (a) Students who are entering post-secondary studies as a mature student.
-Prior Learning Assessment Review (PLAR) – documentation is to be provided with your application by the funding deadline date;
- (b) Reapplying students who have previously withdrawn from their program for certified medical reasons shall be entitled to reapply within two years of withdrawing from their program of study at previous priority level. A medical note and/or other documentation such as proof of registration with Student Support Services to support the return of the student must be included in the post-secondary application form. A meeting with the MCFN Post-Secondary Education Advisor must take place to discuss an education plan and goals for the applied academic year before submitting your application. You must remain in compliance with your education plan.
- (c) Students who are in arrears with payment arrangements on file and are in good standing with their payment arrangements.

Priority 3

- (a) Students who were required to discontinue by a post-secondary school, but have now been readmitted;
- (b) Reapplying students who have previously withdrawn from their program for certified medical reasons shall be entitled to reapply within two years of withdrawing from their program of study at previous priority level. A medical note and/or other valid documentation such as proof of registration with Student Support Services to support the return of the student must be included in the post-secondary application form. A meeting with the MCFN post-secondary education advisor must take place to discuss an education plan and goals for the applied academic year before submitting your application. You must remain in compliance with your education plan. .

E. The Application Process

Applications are available online at <https://mcfn.dadavan.com/student/pseapplication.jsp>, You may also access the application through the MCFN website, Department of Lifelong Learning, Post-Secondary section. Applications and/or supporting documentation are required to arrive in the Department of Lifelong Learning by the following deadlines: Applications must be made for each academic year of enrollment. The academic year starts with spring, summer enrollment, then fall, winter. If you are attending for more than one academic year, you must apply by the following dates:

Enrolment for:	Received by:
Spring/Summer	February 1 st
Fall	May 1 st
Winter	October 1 st

*Late applications (will be reviewed after all other applications who have met the deadline and have been processed) are subject to funding availability and or partial funding.

Ontario College Application Service (OCAS) and University and College Admissions Service (UCAS)

Students can make arrangements to apply for OCAS/UCAS with a member of the Department of Lifelong Learning whereby we can cover the cost of application fees. OCAS and UCAS application fees may be reimbursed with proof of payment of fees.

Applications for private schools may not meet industry standards for employment. Please see Appendix C for a list of private schools. Private schools tend to incur higher costs; therefore, MCFN would pay an equivalent cost to public post-secondary programs (as determined by the Department of Lifelong Learning).

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Eligible applicants who are registered members of the Mississaugas of the Credit First Nation must provide the following supporting documentation with each annual application for Post-Secondary Student Assistance. **Please note, you may begin the application process with missing documents to follow:**

- Completed online application form must be uploaded in the student portal
- Supporting documents uploaded into the student portal must include high school transcripts or Prior Learning Plan (PLAR)
- Letter of Offer once received
- Any communication from the school regarding residency fees, meal plans and tuition
- Previous certificates, diplomas or degrees
- Any preparatory courses documentation
- Signed Release of Information Agreement
- Signed Financial Recovery Contract
- Proof of MCFN membership (copy of Status Card)
- Banking information – void cheque or direct deposit form .
- Official Course/Program Outline stating requirements for graduation

Decisions will be made within a reasonable time period from the deadline established for each intake. The decision will be communicated to the student by the email address provided in the portal application. Students may be required to pay deposits for student residence or tuition. Non-refundable/eligible deposits will be reimbursed by MCFN or the attending school.

It is preferred that all funds pursuant to the provisions in this policy will be sent only by electronic funds transfers (EFT) in Canadian funds. Manual cheques may be issued in exceptional circumstances.

F. Types of Assistance for Full-Time Studies

Online Student assistance includes tuition, book allowance, residence fees and living allowance. If funding is approved, these non-refundable deposits will be reimbursed by MCFN or the attending school upon submission of original receipt. Applications for full-time studies must be received by the dates in section E The Application Process. Failure to disclose academic deficiencies will result in automatic discontinuation of funding.

Tuition

Tuition support that will be funded includes mandatory student fees and tuition fees.

Tuition expenses that will not be funded include fees which are optional such as **health** or **dental** insurance plans. It is the student's responsibility to opt out of non-mandatory fees by the deadline date, otherwise **the student will be responsible for those fees**. In addition, tuition support will not be provided for students attempting to raise their grade ***MCFN Post-Secondary Student Assistance Policy revised by Infrastructure & Community Development Council on October 25, 2022.***

point average in a particular course. Students must remit all tuition statements received from the school.

Book Allotment

A limit of \$400.00 per semester is provided with a cap of \$100.00 for additional classes. . Please note, if tuition costs include course materials, a book allotment will not be provided.

Living Allowance

Living allowance will be \$1500.00 per month for all students regardless of their dependent status. Support is intended to help defray the cost of living while attending school.

Living allowance is provided according to the following rules:

- a. **The program of study** is a minimum of eight months duration (two semesters) leading to a recognized post-secondary certificate, diploma or degree.
- b. The student must be enrolled and attending a full-time course load Documentation must be provided on school letterhead for validation .
- c. Any student whose course load falls below a full-time course load, as defined by the post-secondary school, per semester is considered to be part-time and will NOT be eligible for any living allowance. The student will be responsible to repay costs as described in section N Financial Recovery.
- d. Living Allowance will not be provided for students attempting to raise their grade point average in a particular course. Living Allowance will be decreased by \$200.00 per month if re-taking a course, they have already been funded for.
- e. For students who take reduced course loads, such as those medically mandated part-time course loads, but who are still considered full time, funding is subject to the criteria as outlined for each level of education support.
- f. Timetables/proof of full-time enrollment as defined by the school must be submitted for each semester. Failure to provide timetables will result in a delay in your living allowance. Any changes to the timetable must be submitted to the Department of Lifelong Learning immediately. Student's name and school must be visible on all documentation, including screenshots.
- g. Students shall not be entitled to the living allowance where they are on a paid placement/co-op, internship or apprenticeship and where the remuneration is equal to or more than \$1,500.00 monthly. In the event the student's remuneration at the placement/co-op or internship is less than the amount of the monthly living allowance, , the student will be entitled to a top-up of monies equal to \$1,500.00 . Students will need to provide payment schedules at the start of the placement with remuneration details. Failure to provide proof of earnings may result in the termination of the living allowance.
- h. Unsuccessful placements will be considered for further living allowance on a case by case basis.
- i. This living allowance will be payable to the Applicant upon approval for funding in accordance with Section B (Eligibility of Assistance) and will continue until

the Applicant has completed their program, or has exhausted funding for the academic level, or there has been a change in full-time studies.

The above funding is available as long as the student maintains eligibility as set out at Section B.

Residence Fees

For students living in residence, all mandatory residence fees, including deposits, will be funded up to \$6,000.00. If a meal plan is included in the price of the residence fee both fees will be paid instead of the living allowance to a maximum of up to \$6,000.00 per semester/\$12,000.00 per academic year. Where the residence and meal plan fees are less than the maximum, the student will receive the difference as a living allowance at the end of the successful term. If residence fees are over the maximum living allowance provided, the remainder of the fees are the responsibility of the student. A sponsorship letter will be sent to the Residence Office.

If your application is approved for full-time, students must submit proof of residence acceptance. Students will be reimbursed, upon submission of an official receipt/proof of payment, for the deposit if their application is approved for **full-time study**.

Residence fees are for the approved academic year.

Example 1 – Residence Fees or Residence & Meal Plan fees cost \$9,600.00

\$12,000.00 Maximum living allowance for the academic year
-12,000.00 Maximum we pay for residence & meals per academic year
\$ 0 balance owing to the student

Example 2 – Residence Fees or Residence & Meal Plan fees cost more than the \$12,000 maximum

\$12,000.00 Maximum living allowance for the academic year (at 2 semesters)
-\$14,000.00 Residence & meals for Academic year (maximum we pay is \$12,000.00)
\$ - 2,000.00 Student is responsible for paying the difference to the post-secondary school

Example 3 – Residence Fees or Residence & Meal Plan fees cost less than the \$12,000.00

\$12,000.00 Maximum living allowance for the academic year (at 2 semesters)
-\$10,000 Residence & meals for academic year (maximum we pay is \$9,600)
\$2,000.00 Balance owing to the student (as a lump sum after successful completion of the term)

Example 4 – Concurrent and/or Fast-Tracked Programs (3 semesters) or 12 month programs

A maximum living allowance of \$18,000.00 (see examples above for cost of more than or costs less than living allowance)

When Students withdraw from residence, the reimbursement will be assessed on a case by case basis.

Travel Allowance:

Travel allowance may be issued to help defray the costs for those who are attending school over 800 km from their normal place of residence set out in the post-secondary application. Travel allowance will be subject to funding and budget approval.

G. Types of Assistance for Full-time Studies on a Part-time Basis

Applicants who are registered or will become enrolled in a full-time program studying on a part-time basis must submit their applications by the dates in Section B (Eligibility of Assistance). This includes those with medical accommodations or unpaid co-op placements. Supporting documentation will be required from the school. There will be a maximum number of 5 years of funding for full-time studies on a part-time basis and will be reviewed each term to ensure student success and academic progress. Books and tuition could be sponsored as funding levels permits.

Failure to disclose academic deficiencies will result in automatic discontinuation of funding.

Tuition

Tuition support that will be funded includes mandatory student fees and tuition fees. Tuition support that will not be funded include fees which are optional such as **health** or **dental** insurance plans. It is the student's responsibility to opt out of non-mandatory fees by the deadline date, otherwise the student will be responsible for those fees. In addition, tuition support will not be provided for students attempting to raise their grade point average in a particular course.

Book Allotment

A onetime book allotment of \$100 per course will be issued at the beginning of the school term for students approved for full-time study on a part-time basis.

Living Allowance

Living allowance will be \$750.00 per month. Living allowance support is intended to help defray the cost of living.

Living allowance is provided according to the following rules:

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- a. The program of study is a minimum of eight months duration (two semesters) leading to a recognized post-secondary certificate, diploma or degree;
- b. The student must be enrolled and attending courses. Documentation must be provided on school letterhead to validate this.
- c. Living allowance will not be provided for students attempting to raise their grade point average in a particular course.
- d. Timetable submissions for each upcoming semester. Failure to provide timetables or a change within the timetable will result in a hold in your living allowance.

Residence

Fees may be available pending review and approval from the Lifelong Learning Department.

H. Types of Assistance for Part-time Students (as defined by the school)

Applicants who are registered or will become enrolled in a part-time program are eligible for tuition, prorated living allowance, residence fees and book allotment. Part-time studies are as defined by the attending school. If course load hours are not reflected on the verification of enrollment, the student must provide the amount of total hours and the course load details. Applications for part-time studies must be received by the dates in section E The Application Process. Failure to disclose academic deficiencies will result in automatic discontinuation of funding.

Tuition

Tuition support that will be funded includes mandatory student fees and tuition fees. Tuition support that will not be funded include fees which are optional such as health or dental insurance plans. It is the student's responsibility to opt out of non-mandatory fees by the deadline date, otherwise **the student will be responsible for those fees**. In addition, tuition support will not be provided for students attempting to raise their grade point average in a particular course.

Living Allowance

Living allowance will be paid based on a minimum of 2 courses per semester. Living allowance will be \$750.00 per month. Living allowance support is intended to help defray the cost of living.

Living allowance is provided according to the following rules:

- a. The program of study is a minimum of eight months duration (two semesters) leading to a recognized post-secondary certificate, diploma or degree.

- b. The student must be enrolled and attending courses. Documentation must be provided on school letterhead to validate this.
- c. Living allowance will not be provided for students attempting to raise their grade point average in a particular course.
- d. Timetable submission for each upcoming semesters. Failure to provide timetables or changes in timetables will result in a hold in your living allowance.

If the course load hours are not reflected on verification of enrollment, provided by the school. The student must provide the total hours of the course load.

Residence Fees

Fees may be available pending review and approval from the Lifelong Learning Department.

Book Allotment

A book allotment of \$100.00 per course will be issued at the beginning of the school year for students approved for part-time study. Please note, if tuition costs include course materials, a book allotment will not be provided.

Verification of Enrolment Letter

On occasion, certain programs do not meet our minimum standard for full-time enrolment (for example, a Post-Graduate Program). However, if you can provide us with an enrolment verification letter from your school stating you are full-time, we will take that into consideration. If the school charges a fee for the enrollment letter, we may reimburse. This fee must be clearly identified on the student document.

I. Students with accommodations

Students' requesting accommodations or additional assistance will be considered once all appropriate assessment documentation is provided from a post-secondary school, student health services, or health care professional supporting the request. A student that requires a psycho-educational assessment to be completed in order to confirm the nature of the students learning disability and to determine whether the student can receive support and services and accommodations will be approved as part of the tuition fee.

Students who require accommodations are encouraged to apply early and to connect with the school's academic support department.

Supporting documentation is required to be submitted by the school or student to the Department of Lifelong Learning on a yearly basis.

Students are required to register with their school's Academic Services for support at their school. Documentation must be submitted to the Department of Lifelong Learning at the beginning of each academic year or summer term the student is registered for. In addition, Students who are required to take less than a full course load will maintain their full-time student status based on the supporting documentation from their school's Academic Services. Students with documented accommodations may be granted an extension based on a yearly review.

J. Medical Withdrawal

The reporting of any difficulties (academic or personal) requiring a leave must be reported to the Post-Secondary administration and the post-secondary school within one (1) week, identifying the reason for the leave. Failure to inform MCFN within one week of withdrawal, will result in a pay back of all funds.

In the case of a health or family crisis resulting in withdrawal from studies, it is imperative that reporting to the Post-Secondary Education Advisor and the post-secondary school providing an individualized education plan be created upon the resumption of school. Failure to maintain the education plan in place with MCFN may result in suspension of future funding. If an education plan is in place with the post-secondary school, a copy must be forwarded to MCFN. Failure to notify the school and Post-Secondary Education Advisor of the medical withdrawal could result in an overpayment situation of which the student will be responsible to pay back.

Withdrawing for certified medical reasons will enable the student to remain at the applications priority level in which the medical withdrawal took place for up to two years, dependent on funding. An extension of one year in addition to the outlined Duration of Support by Academic Level may be granted for those in level 3 or 4.

The student must obtain an extension from the attending school. An extension must be approved by the attending school in writing for those in level 1 or 2.

A withdrawal with certified medical reasons will require the student to return to the program from which medical withdrawal was received.

Any student who withdraws from some or all of his/her classes based on medical reasons must request a refund of tuition and/or residence fees and the student must make the reimbursement to MCFN.

A student may withdraw from some or all of his/her classes based on medical reasons in a timely manner. The living allowance will be pro-rated in accordance with the remaining courses. If a student withdraws due to medical reasons they must submit a request for refund for tuition fees from the attending school which is payable to Mississaugas of the Credit First Nation. An education plan and adequate supports are necessary to the satisfaction of the Post-Secondary Education Advisor prior to approval for further future funding. Dependent on the medical withdrawal, a pause of a minimum of six months may be required. This will be decided on a case-by-case basis. A return to school may require

an education plan and supports put in place prior to future approval. (Time lapse of 6 months may be required to ensure adequate supports/medical treatments are in place).

K. Progress Reports/Official Transcript

All approved applicants are required to submit a progress report/official transcript after each academic semester completed. Failure to submit these reports/transcripts by the dates outlined below will result in a disruption of monthly allowances or denial of future financial assistance applications. MCFN will reimburse the cost of official transcript fees with proper identifying receipt.

Deadline dates for submission of progress reports/transcripts:

Semester	Deadline Date
Fall (September 1 to December 30)	January 10 th
Winter (January 1 to April 30)	May 10 th
Summer (May 1 to August 30)	September 10 th

Official transcripts for concurrent or accelerated courses are due 10 days from the date of final exams.

L. Academic Probation and Failures

If a student anticipates that they may be unsuccessful or fail a course at any point during the term, they must immediately contact the Mississaugas of the Credit First Nation Department of Lifelong Learning Post-Secondary Education Advisor for support and to discuss possible strategies. Students who fail a course are required to contact the Mississaugas of the Credit First Nation Department of Lifelong Learning Post-Secondary Education Advisor.

If at any time a student is placed on academic probation or is at risk of suspension or expulsion, they must forward the applicable documentation to the Department of Lifelong Learning within one (1) week. Suspension or expulsion will affect future funding and may require a pause of 8 months, and or a new reworked education plan.

Additionally, if an education plan is in place with the school, the student must forward a copy to MCFN’s Department of Lifelong Learning.

Number of credits/courses failed	Outcome to Post Secondary Student

MCFN Post-Secondary Student Assistance Policy revised by Infrastructure & Community Development Council on October 25, 2022.

<p>1 (one) failure per semester</p>	<ul style="list-style-type: none"> • No tuition, residence or living allowance recovery. • If the course is successfully passed at the student's expense, the tuition cost will be reimbursed, but the book allowance will not be reimbursed. • The student will also be required to meet with the Department of Lifelong Learning Post-Secondary Education Advisor prior to retaking the failed course.
<p>2 (two) failures per semester</p>	<ul style="list-style-type: none"> • The student must meet with their post-secondary school academic counselor and the Mississaugas of the Credit First Nation Department of Lifelong Learning Post-Secondary Education Advisor to discuss the course failures prior to retaking the failed courses. <u>Living Allowance or residence recovery is not required</u> • The student must pay back the cost of 1 (one) of the failed courses. • If the two courses are successfully passed at the student's expense, 50% of the tuition/course will be reimbursed.
<p>3 (three) failures or more in one semester</p>	<ul style="list-style-type: none"> • The student must pay back the cost of tuition for all the failed courses. There will not be any reimbursement by the Mississaugas of the Credit First Nation for failed courses if subsequently passed. • Living allowance, residence fees and tuition recovery is required. • The student funding will be suspended for 1 academic (8 months) year and the student will be moved to a Priority 3. • Student must submit an Education plan prior to future approval (Details on goals/strategies and how education course aligns with future goals, success plan).

M. Arrears/Financial Recovery

An overpayment is any payment or expenditure for which the student was or is not eligible, and failure to pay back may result in suspension of assistance. For example, any student

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who is unsuccessful in a course is responsible to pay back the tuition costs to the Mississaugas of the Credit First Nation Department of Lifelong Learning as outlined above. A student becomes in arrears when there is a failure to follow a repayment plan. For continuing students, arrears payments may be made through deductions in students living allowance or other arrangements. All payment arrangements must be approved by the Director of the Department of Lifelong Learning . Once the payment arrangements have been approved, you will receive an original invoice followed by regular monthly statements setting out the arrears, payment and amount outstanding. All arrears payments are subject to accrued interest as outlined in the Financial Recovery Contract. Payments will be monitored on an ongoing basis. Failure to make and follow payment arrangements will result in the removal of priority status and further applications will not be approved.

Once all documentation is received from the school, an invoice will be processed with the amounts owing to MCFN.

N. Financial Recovery

The signed Financial Recovery Contract enables the Mississaugas of the Credit First Nation to recover money from students who have not fulfilled the terms of the Post-Secondary Student Assistance Policy. Where misuse of funds is suspected, the student will be notified in writing and provided with the opportunity to respond. If there is not a response within a month, funding will be terminated immediately.

If a student withdraws from classes, or a program for reasons other than certified medical reasons they are responsible for the repayment of tuition, books, living allowance and residence fees. All payment arrangements must be approved by the Director of Department of Lifelong Learning . Once the payment arrangements have been approved, you will receive an original invoice followed by regular monthly statements. All overpayments are subject to accrue interest as outlined in the Financial Recovery Contract.

All students who stop attending school will be deemed to have withdrawn from their program.

Any misuse of educational funding assistance may result in funding/sponsorship being withheld for **two years** and repayment of financial assistance received must be made prior to the re-application process by the student. Misuse of the funding criteria could include:

- a. Submitting false information to the Mississaugas of the Credit First Nation Department of Lifelong Learning.

O. Change of Program

Students who feel they are mismatched in their field of study must make an appointment with the academic advisor at their school. The advisor can advise the student which courses or credits earned are transferrable. The student must also meet with the Department of Lifelong Learning Post-Secondary Education Advisor to create an individualized education plan.

Mid-semester changes to programs will be considered if it is pre-approved by the Mississaugas of the Credit First Nation of Department of Lifelong Learning Post-Secondary Education Advisor and granted by the post-secondary school.

Students requesting a program or school change before completing the original program will be required to make a special application and justify the request to the Mississaugas of the Credit First Nation Department of Lifelong Learning and provide documentation from the school. This must be received one month prior to the start of a new semester or academic year.

Students who are approved by the MCFN Director of Lifelong Learning will only be eligible for the remaining amount of sponsorship months remaining. Students are encouraged to contact the Department of Lifelong Learning anytime to inquire on the remaining eligible months. It is not the responsibility of the Department of Lifelong Learning to inform students.

P. Studying Outside of Canada Post Secondary Student

Assistance will be provided for students attending an Indigenous Services Canada approved post-secondary school outside of Canada according to the following rules:

- a. If the school is not a school on the list, Indigenous Services Canada approval must be received before funding will be approved.
- b. All tuition fees will be paid at the current Canadian exchange rate as of the transaction date. Any difference will be paid by the student.

Q. Appeal Process

The appeal process is intended to provide the opportunity for appeal to ensure fairness and equitable treatment according to the policy and guidelines. Every student has the right to appeal an administrator's interpretation and application of the policy. However, when an application for funding has been refused because funds are unavailable there is no option to appeal.

Confidential information regarding the student will be released to the appeal board in cases where the student has requested an appeal.

The Appeal Board will consist of the following:

- Board of Education members (a minimum of three members)
- Pillar 4 Education and Wellness Councillor
- Chief Operating Officer and/or designate

The process for appealing is as follows:

- a) Within 10 working days of the date of the denial letter, the student will submit the appeal in writing to the Director of Department of Lifelong Learning.
- b) The Director of Lifelong Learning submits the appeal within 5 days of receipt of the appeal to the Chief Operating Officer or designate. The Director of Lifelong Learning will provide written documentation including references to the relevant sections of this policy and rationale for the denial.
- c) Both the student and the Department of Lifelong Learning will have an opportunity to present their case to the Appeal Board.
- d) Decisions of the Appeal Board will be communicated in writing to the student within one week.
- e) The decision of the Appeal Board is final.