

Post-Secondary Student Tutoring Policy

Preamble:

The Mississaugas of the Credit First Nation (MCFN) Department of Lifelong Learning provides resources to Post-Secondary Students to support them in overcoming barriers in their learning journey. It is recognized that tutoring programs can assist with post-secondary learners to develop study and learning skills and habits that can set them up for success in their post-secondary studies. Tutoring assists students with many things such as preparation for tests and exams and enabling tutors to focus on specific learning areas.

Objective:

The MCFN Department of Lifelong Learning Tutoring Policy seeks to provide learning resources so that post-secondary students can develop their individual potential. MCFN wants to see our post-secondary students succeed and overcome learning obstacles.

Definitions:

“Current academic year” is defined as May 1 to April 30 of any given year

“Post-secondary assistance” funding provided by MCFN to approved students. This assistance is subject to budget and funding availability.

“Post-secondary student” means a MCFN post-secondary student that is approved to receive post-secondary assistance from MCFN Department of Lifelong Learning and is in good standing.

“Tutor” means a recognized tutor (or expert in the relevant field/subject knowledge) for the purposes of providing learning support to post-secondary students.

Application and Eligibility:

There are times in the education journey when a post-secondary student requires academic support. Post-secondary students may be eligible for tutoring support. If tutoring services are sought and contact is made with the MCFN post-secondary advisor, an approved tutor may bill the MCFN Department of Lifelong Learning directly on a monthly basis.

In a written form, the post-secondary student must provide rationale in order to be eligible for tutoring from a tutor. Within the rationale, it also must be demonstrated that the tutoring is relevant to their field of study. An email will be sufficient to meet this provision requirement (see attached sample template for accessing tutoring at the end of this policy).

Tutoring services must be provided by a tutor as defined in this Policy. Documented proof of the tutor’s experience or credentials must be provided in advance to the Department of Lifelong Learning. Approval from the post-secondary student advisor (or designate) must be obtained in advance. A link to a website (LinkedIn, or other) may be sufficient to meet this provision requirement. The post-secondary student must also provide the tutor’s full contact details to the post-secondary advisor (or designate).

All MCFN on and off territory post-secondary students are eligible for assistance with tutoring.

Duration:

A post-secondary student may qualify for tutor support as per the eligibility requirements set out in the Application and Eligibility section of this Policy. Funding may be provided directly to an approved tutor upon receipt of an invoice or upon submitting proof of payment of tutor services. A Post-Secondary Student may be eligible for tutoring services as long as these services are needed and as long as funding exists.

This Policy is in effect immediately (July 25, 2023) upon approval by Chief and Council.

Sample Template for accessing Tutoring

Aanii Post-secondary Advisor,

My name is _____. I am a student at _____
in the _____ program. I am having a hard time keeping up on my _____
_____ course this semester. I would like to access funding for a tutor.

I have found this tutor, their name is _____

Their address is _____

This is their LinkedIn profile: (add link)

Or

I have attached a copy of their resume (which shows proof of tutor qualifications)

Further I have included the following:

I have attached a copy of my schedule showing the course mentioned above (required)

I have attached a copy of my mid-term grade for the current academic year or

I have included a referral from my professor

I have included a proposed tutoring schedule

Signature