



Department of Lifelong Learning Post Secondary Assistance Policy

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Post-Secondary Student Assistance Policy (PSSAP)

Department of Lifelong Learning Contacts

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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 Mississaugas of the Credit First Nation Department of Lifelong Learning assumes responsibility for administering the post-secondary program. The policy forms the basis of operating guidelines in compliance with the National Policy Guidelines Post-Secondary Support Program for Post-Secondary Education as published by Indigenous Services Canada (ISC) and updated annually.

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.



Eligibility for Assistance

Priority is given to students who are seeking programs with an Anishinaabe focus, including immersion, land-based, or traditional knowledge training that are consistent with MCFN language and cultural priorities. These programs/courses may enable MCFN members and those who have been previously funded to be eligible for assistance. Mississaugas of the Credit First Nation (MCFN) may from time to time identify lifelong learning priorities that will benefit the community, which may be prioritized differently from what is contained within this Policy.

Eligible applicants are registered members of the Mississaugas of the Credit First Nation with a valid status card and have been accepted into an accredited post-secondary program (including full/part-time online learning programs) as per the Indigenous Services Canada Post-Secondary Student Support Program and University and College Entrance Preparation Program: National Guidelines.

Applicants must not be actively receiving Ontario Works or Employment & Training support for the same educational costs. The Department of Lifelong Learning (DoLL) will verify applicant eligibility with MCFN Lands, Membership, and Ontario Works prior to funding approval.

Privacy

Personal student information including educational plans, educational outcomes, results, and all related information are subject to the Personal Information Protection and Electronic Documents Act (PIPEDA). Personal information is gathered and stored both physically and electronically within the Department of Lifelong Learning. Personal contact information and course of study is shared with the MCFN Human Resource Department only when students authorize the sharing of this information on the application form.

If you require a parent or guardian to have access to your student file, a Consent for Disclosure/Release of Information to Parent/Guardian form needs to be completed each academic year. This form can be obtained from the MCFN Post-Secondary Advisor or under documents on the Student Outcomes Portal.

A. Student Responsibility and Compliance

To be considered for the Post-Secondary Student Assistance Program, students must submit an online application for each academic term (fall/winter and/or spring/summer) in the student outcomes information system (Student Portal).

As students have responsibilities, the Department of Lifelong Learning (DoLL) personnel also have a responsibility to support students in their post-secondary



journey. We are here to help you be successful on that journey and encourage you to make contact if you think you will need extra support or guidance in next steps.

All students are responsible for ensuring that the MCFN Department of Lifelong Learning is kept aware and up to date of all activities, life events, medical or emotional impacts that may negatively affect their education. It is the responsibility of the students to familiarize themselves with this policy and to fully understand how financial assistance works. If assistance in understanding the policy is required, it is the potential student's responsibility to obtain clarity from the MCFN Department of Lifelong Learning.

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

The following outlines the core areas of student responsibility:

1. Submit Required Documentation (See Section D: Application Process)

Students are responsible for submitting:

- Completed application declaration, financial recovery contract, and release of information forms *with an authentic signature* (physical wet signature or verified digital signature via Adobe Sign/DocuSign; typed fonts are not accepted) and date.
- Class schedules (must include school name, student name, classes, relevant term, and display classroom hours, weekly hours, or credit hours).
- Official transcripts (must include school name, student name, classes, and relevant term; fees to obtain official transcripts are reimbursable).
- Transcripts or diploma from previous education.
- Proof of enrollment or registration.
- Notification to MCFN DoLL of any updates to course changes (e.g., adding or dropping classes).
- Consent to release of information for parent/guardian (if applicable).
- Letter of offer from the school (new first-time students or students entering a higher level of education).
- Copy of valid status card.
- Direct deposit form or void cheque.

2. Respect Deadlines

Application and documentation deadlines must be met to ensure timely processing and continued support. See Section D for application deadlines and Section H for transcript/schedule documentation deadlines.

3. Maintain Satisfactory Academic Standing

Students must remain in good academic standing at their institution. Failure to meet academic requirements will result in suspension or termination of funding. A student has one semester to improve grades in the area of study; if no improvement is indicated, the student will be required to meet with the MCFN Department of Lifelong Learning, preferably in person, to discuss available options.

4. Notify of Changes

Students must notify the Post-Secondary Advisor within two (2) weeks of any changes to their:

- Current address, telephone number, or email address
- Program of study or institution
- Enrollment status, including switching from full-time to part-time studies
- Life or health circumstances that may affect their education, including births, deaths, stress, or mental health-related concerns

Failure to report these changes within two (2) weeks may affect funding eligibility or result in repayment requirements.

5. Annual Re-application

Funding is not automatic. Students must reapply for each academic year and term in accordance with the application windows outlined in Section D.

6. Use Funds Appropriately

Funds provided for tuition, books, travel, living expenses, and child care must be used for their intended purposes. Misuse will result in repayment obligations or loss of future funding.

7. Engage with Support Staff

Students are expected to maintain communication with the DoLL Post-Secondary Advisor or Academic Advisor at their institution, especially when seeking guidance or reporting issues.

8. Mentoring

We encourage and welcome community members to become student mentors to help guide and support post-secondary students. If interested in mentoring, please send an email stating your interest to the Post-Secondary Advisor.

B. Duration of Assistance by Academic Level

All students currently enrolled or entering college, undergraduate university, and post-graduate or professional studies are subject to the following limits of support per academic level. Students are eligible to complete one program at each level if funding and priorities permit. Specific priorities identified by MCFN supersede the level limits below (see Eligibility).

- **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 odds of success and increase suitability of choice.

- **Level 2: College Diploma or Certificate Programs (12 to 36 months in length)**

- For courses shorter than 12 months, please reach out to Employment & Training for funding support (training.coord@mncfn.ca).
- One (1) additional year of assistance may be provided if approved in writing by the school's dean, department head, or academic advisor, or if the student has approved accommodations (*see Section F*).
- Sponsorship can be extended for up to two (2) terms or one (1) year for a lateral program that complements qualifications, subject to prior written approval from the Post-Secondary Advisor.

- **Level 3: Undergraduate Degree, Bachelor Programs, or Designation Change (24 to 40 months in length)**

- One (1) additional year of assistance may be provided if approved in writing by the school's dean, department head, or academic advisor, or if the student has approved accommodations (*see Section F*).

- **Level 4: Graduate, Postgraduate Degrees, or Professional Programs**

- Duration of assistance is defined by the official length of the program as established by the institution, provided the student maintains satisfactory academic standing.
- Extensions up to a maximum of one (1) additional academic year may be granted if approved in writing by the school's dean, department head, or academic advisor, or if the student has approved accommodations (*see Section F*).

- **Level 5: Doctoral Programs**

- Duration of assistance is defined by the official length of the program as established by the institution, provided the student maintains satisfactory academic standing.
- Extensions up to a maximum of one (1) additional academic year may be granted if approved in writing by the school's dean, department head, or academic advisor, or if the student has approved accommodations (*see Section F*).

Note: Additional assistance for programs with a bachelor's degree prerequisite or undergraduate courses will be provided for students enrolled in Concurrent Education Programs (e.g., Teacher's College, Law). Assistance is limited to the official length of the program as defined by the post-secondary institution.

C. Priority Level for Application Approvals

Because funding availability and applicant volume fluctuate annually, approval is not guaranteed for every applicant. Post-Secondary Student Assistance is allocated based on the following priority levels:

Priority 1

a. Continuing students (including those who have self-funded or who have attended a preparatory program). b. Newly graduated students who have obtained their high school diploma or equivalent (e.g., Canadian Adult Education Credential - CAEC). c. Students who have never attended a post-secondary institution. d.

Medical/Compassionate Re-entry: Reapplying students who previously withdrew from their program for certified medical or compassionate reasons are entitled to reapply with no loss of priority.

Priority 2

a. Students entering post-secondary studies as mature students (Prior Learning Assessment Review - PLAR documentation must be provided with the application by the funding deadline). b. Students who were required to discontinue by a post-secondary school but have since been readmitted. c. Students who have previously completed a post-secondary program at the same or higher level.

D. Application Process

Step-by-Step Application Workflow

1. Complete Part 1 of the Application:

- Submit online via the MCFN Student Application Portal.
- After the deadline, your application will be reviewed and you will receive an email with a link to login to Dadavan to complete Part 2.

2. Complete Part 2 of the Application:

- Access forms on the website or under the Documents tab in the Dadavan Student Outcomes Portal.
- Upload all completed forms and required supporting documents directly to the portal *in PDF or clear image format*.

Standard Application Deadlines by Term

Term of Enrollment	Application Window	Deadline
Spring / Summer (May–Aug)	December 1st – February 1st	February 1st
Fall (Sept–Dec)	March 1st – May 1st	May 1st
Winter (Jan–Apr)	August 1st – October 1st	October 1st

Late applications will not be processed for the requested term; students must re-apply for the following semester.

Required Supporting Documents

Applicants may initiate the application process while pending final documentation. Full approval requires:

- High school transcripts, Prior Learning Assessment (PLAR), or diploma copies
- Official Letter of Offer / Acceptance
- Proof of MCFN membership (copy of valid Status Card)
- Banking information (void cheque or direct deposit form)

Fee Reimbursements & Deposits

- **Residence / Tuition Deposits:** Deposits paid upfront by the student are reimbursable up to the level specified in the official approval letter. Submit official receipts to LLFinance@mncfn.ca.
- **Application Fees:** MCFN covers or reimburses *OCAS and OUAC* application fees. Submit receipts to LLFinance@mncfn.ca.

Private & Out-of-Country Institutions

- **Private Institutions:** Only private colleges listed on the approved ISC registry will be considered. Applicants must submit proof of acceptance, a tuition invoice/estimate, and a program outline. MCFN funding is capped at the average cost of three (3) comparable public post-secondary programs.
- **Studying Outside Canada:** Assistance is available for ISC-approved institutions outside Canada. Unlisted institutions require prior approval before funding is issued. Tuition is paid in foreign currency at the current Canadian exchange rate; any currency difference is the student's responsibility.

Program or School Changes

Students seeking to change programs or institutions must consult their Academic Advisor and the MCFN Post-Secondary Advisor to create an individualized education plan. Mid-semester changes require pre-approval from both DoLL and the institution. Requests must be submitted at least one (1) month prior to the new semester. Approved students are eligible only for their remaining sponsorship months.

E. Full-Time and Part-time Studies Funding Summary

Tuition & Mandatory Fees

Tuition support covers tuition and mandatory student/ancillary fees. Optional fees (e.g., optional health/dental plans) are not covered; students must opt out by institutional deadlines or assume personal cost responsibility. Funding is not provided to retake courses to improve GPA.

Note on Tuition Waivers: Several post-secondary institutions offer full tuition waivers for registered MCFN band members (see Appendix A). Students attending these institutions must apply for available institutional waivers prior to DoLL disbursements.

Verification of Enrollment (VOE)

A VOE letter confirms registration but does not independently establish full-time or part-time status. Status is determined by institutional standards. If a program does not meet standard full-time credit thresholds, a custom letter from the faculty may be submitted. VOE issuance fees are reimbursable.

Book Allotment

- **Full-Time:** Up to \$500.00 per semester.
- **Part-Time:** \$100.00 per course at the start of each term.
- Receipts for mandatory books exceeding these limits may be reimbursed if funding permits. If tuition covers required course materials, no book allowance is issued.

Living Allowance

- **Full-Time Students:** \$1,500.00 per month.
 - Conditions: Enrolled full-time and actively attending a recognized program; timetables submitted at start of term; schedule changes reported immediately.
 - Students in paid co-op or work placements earning under \$1,500.00/month may receive a top-up allowance, subject to funding availability and submission of proof of earnings.

- Note: Students receiving full institutional Residence Funding are not eligible for a monthly living allowance.
- **Part-Time Students:** \$300.00 per month (minimum course load of 3 classes).
 - Conditions: Funding availability; leading to a recognized credential; active attendance and timetable submission.

Residence Fees

For full-time students residing in on-campus residence, mandatory residence fees (including deposits) are funded up to \$6,000.00 per semester (\$12,000.00 per academic year).

- If a mandatory meal plan is bundled with residence, both are covered up to the \$6,000.00/semester cap in lieu of the monthly living allowance.
- If combined residence and meal plan fees total less than the maximum cap, the remaining variance is issued to the student as a living allowance at the end of a successful academic year (provided the student remains in good standing).
- Costs exceeding \$6,000.00/semester (\$12,000.00/year) are the financial responsibility of the student.
- Official proof of acceptance and payment receipts must be sent to LLFinance@mncfn.ca for reimbursement.

Travel Assistance

- **Regular Travel:** Covers local commuting expenses (e.g., bus passes, parking permits) for full-time students. If a transit pass is not included in tuition fees, it will be reimbursed upon submitting receipts to LLFinance@mncfn.ca. Conference travel may be funded if it is a mandatory program requirement.
- **Seasonal Travel:** Available for students attending an institution located more than 800 km from their permanent residence. Covers up to two (2) round trips per academic year (e.g., winter break, end of year, graduation) based on the most economical travel fare.

Laptop Loan Program

- **Eligibility:** Registered MCFN post-secondary students, subject to annual budget allocation.
- **Terms:** First-time and returning students may apply through the Post-Secondary Advisor. Specialized software requirements require academic program documentation.
- **Buyout / Return Conditions:**
 - Upon successful program completion, the laptop may be purchased by the student for \$100.00.
 - Students who withdraw or are unsuccessful must return the equipment or purchase it at 50% of its initial cost.



- All participants must sign a Computer Loan Agreement prior to release.

Child Care Reimbursement

Eligible students with dependent children requiring care while attending classes may apply for childcare expense reimbursement.

- **Requirements:** Submit proof of enrollment, dependent details, caregiver information, and official receipts.
- **Conditions:** Funding is subject to budget availability; expenses must be reasonable and directly connected to class schedules.

F. Students with Accommodations

Institutional Accommodations

Colleges and universities provide academic accommodations (e.g., flexible deadlines, exam adjustments, tutoring, Indigenous Student Center access, Elders-in-Residence). MCFN supports academic success through specialized tutoring policies accessible on the MCFN Post-Secondary Hub.

Student Responsibilities

- Register directly with the institution's Accessibility / Disability Services office.
- Maintain current accommodation documentation on file with the institution.
- Submit formal institutional accommodation confirmation to the DoLL Post-Secondary Advisor at the start of each academic term unless an annual accommodation letter is provided .

Reduced Course Load & Funding Limits

- Students approved for a reduced course load by Accessibility Services maintain full-time funding status based on institutional verification.
- This accommodation applies to verified medical accommodations and unpaid co-op placements.
- Funding under accommodated status is capped at a maximum of sixteen (16) total semesters (or 8 academic years) across the student's post-secondary career and is subject to term-by-term review.

G. Withdrawal

Immediate Notification

Students who decide to withdraw from a course, residence, or their academic program must formally notify both the institution and the MCFN Post-Secondary Advisor immediately.

Required Documentation

Within two (2) weeks of departing, the student must submit:

1. A written notice of withdrawal (email or formal letter) to DoLL.
2. Official institutional documentation confirming the effective withdrawal date.

Financial Adjustments & Repayment

- Tuition refunds issued by the institution must be returned directly to MCFN DoLL.
- Monthly living allowances will be prorated or terminated effective as of the official withdrawal date.
- *Course Drops*: Dropping a course prior to the institutional withdrawal deadline will not be recorded as an academic failure. Dropping after the deadline (except under certified medical/compassionate grounds) is treated as an academic failure, triggering tuition repayment obligations.
- Unapproved withdrawals or misuse of funds require full financial recovery (see Section J).

Reapplication After Withdrawal

Prior to receiving future funding, withdrawing students must meet with the Post-Secondary Advisor, upload missing academic records to the portal, and submit a clear educational readiness plan.

H. Official Transcripts and Schedules

Approved students must upload class schedules and official transcripts to the portal after every term. Failure to submit required records by the deadlines below will result in immediate suspension of living allowance and book disbursements. Transcript request fees are reimbursable with receipt.

Document Submission Deadlines

Academic Term	Class Schedule Deadline	Official Transcript Deadline
Fall Term (Sept 1 – Dec 30)	September 10th	January 15th
Winter Term (Jan 1 – Apr 30)	January 10th	May 15th
Spring / Summer Term (May 1 – Aug 30)	May 10th	September 15th

Accelerated / Concurrent Courses: Transcripts are due within ten (10) business days following final exams.

Notice: Students who fail to submit official transcripts by June 15th without prior written communication with the Post-Secondary Advisor may lose eligibility for future funding.

I. Academic Probation, Failures, and Voluntary Termination

Students anticipating course failure, academic probation, or suspension must contact the Post-Secondary Advisor immediately to access academic support.

Failure & Repayment Grid

Number of Failed / Withdrawn Courses (Per Semester)	Academic & Funding Consequences	Financial Recovery & Reimbursement Terms
1 Failed / Withdrawn Course	• Student is not charged upfront for the failed course. • Must submit an academic action plan to DoLL prior to retaking.	• Retaking the course is paid upfront by the student. • Upon successful completion, DoLL will reimburse 50% of tuition costs. Student must apply for and supply relevant evidence.

Number of Failed / Withdrawn Courses (Per Semester)	Academic & Funding Consequences	Financial Recovery & Reimbursement Terms
2 Failed / Withdrawn Courses	• Mandatory meeting with Academic Counselor and MCFN Advisor. • Must submit an academic action plan prior to retaking.	• Student must repay tuition for one (1) failed course. • Retaking courses is paid upfront by student. • Upon successful completion of both courses, DoLL will reimburse 50% of tuition costs. Student must apply for and supply relevant evidence.
3+ Failed / Withdrawn Courses	• Funding suspended for twelve (12) months from notice. • Student moved to Priority Level 2c. • Formal education plan required for future reapplication.	• Student must repay 100% of tuition for all failed courses. • No DoLL reimbursement available for retaken courses.

J. Arrears and Financial Recovery

Overpayment and Arrears Status

An overpayment occurs when a student receives funds for which they were ineligible, including unapproved course drops, withdrawals, or course failures. Outstanding amounts place the student in financial arrears.

Recovery and Repayment Plans

- For continuing students, arrears recovery may occur via scheduled deductions from monthly living allowances.
- An official invoice and overpayment notice will be issued by DoLL. The student must propose a structured repayment plan.
- All repayment plans require approval by the Department Director and must feature a minimum monthly payment of \$75.00.



- Interest and recovery terms are governed by the Financial Recovery Contract and primary MCFN Financial Policy.

Consequences of Non-Payment

Failure to establish or maintain an approved repayment plan results in loss of priority status, denial of post-secondary funding applications, and potential restriction from other MCFN departmental services under the MCFN Financial Policy.

Misuse of Funds

Suspected misuse of funds will be investigated. Written notice will be issued, allowing two (2) weeks for student response. If unresolved, funding will be frozen. Confirmed misuse results in a mandatory two (2) year funding suspension and full debt recovery prior to future eligibility.

K. Appeal Process

Right to Appeal

Students may appeal administrative decisions regarding:

- Denied funding applications (excluding denials strictly due to lack of program funds)
- Funding reductions, adjustments, or terminations
- Suspensions relating to academic standing or documentation

Note: Per National ISC Guidelines, where an application is denied strictly due to regional budget exhaustion, no right to appeal exists.

Appeal Procedure

1. **Submit Appeal:** The student must submit a written statement of appeal to the Post-Secondary Advisor (LLPSA@mncfn.ca) within ten (10) business days of receiving notice of the contested decision.
2. **Executive Referral:** The Director of Lifelong Learning will forward the appeal package to the Senior Director of Operations / Chief Administrative Officer (CAO) within ten (10) business days.
3. **Hearing:** An Appeal Board hearing date will be established for both the student and DoLL representatives to present evidence. Confidential student records will be shared with the Board as necessary.
4. **Decision:** The Appeal Board will issue a written final decision within five (5) business days following the hearing. The Board's decision is final and binding.

Composition of the Appeal Board

The Appeal Board consists of three (3) voting members:

- One (1) representative from the Board of Lifelong Learning
- The Education Pillar 4 Councillor
- The Senior Director of Operations or Chief Administrative Officer (CAO)

Appendix A: Institutional Tuition Waiver Agreements

The following post-secondary institutions offer tuition waiver programs or full coverage initiatives for registered members of the Mississaugas of the Credit First Nation. Students accepted to these institutions must apply for the institutional waiver prior to DoLL tuition disbursement:

- **University of Toronto:** Offers full tuition coverage for registered members of nine local First Nations, including MCFN.
- **University of Waterloo:** Covers full tuition for registered MCFN band members.
- **Humber College:** Provides tuition waivers for eligible students from eight First Nations, including MCFN.
- **Niagara College:** Offers renewable tuition and ancillary fee coverage via the *Strong Students, Stronger Futures Scholarship*.
- **University of Guelph:** Provides dedicated internal Indigenous tuition awards and full funding access via Student Financial Services.
- **OCAD University (Ontario College of Art & Design):** Provides full tuition waiver access for eligible MCFN members (application required).
- **York University:** Tuition waiver agreement in effect from Fall 2026 through March 4, 2029 for MCFN members.

Appendix B: Post Secondary Graduation Award Program Application and Guidelines

MISSISSAUGAS OF THE CREDIT FIRST NATION

Post-Secondary Graduation Award Program Application & Guidelines

The MCFN Department of Lifelong Learning, in partnership with the MNCFN Community Trust, has provided the Graduation Award Program for the students of the First Nation. The program provides monetary awards based on the level of education the student completes.

Eligibility & Application Window

- The award program is open to all MCFN members regardless of residency and regardless of whether the student was funded through Post Secondary Assistance Programs or not.
- All members who attend and graduate from an educational institute are eligible for a *one-time* per educational level award.
- Awards apply strictly to recent graduations; applications must be submitted within 6 months of the official graduation date.

*No monetary awards will be given for previous years which were not applied for within this timeframe.

Procedures & Documentation

1. Complete and sign this application form, include in your submission:
 - Proof of confirmation of graduation, either an official transcript or copy of your diploma.
 - Submit a copy of your valid status card
2. Either submit the application in person (paper copies) or via email to LLClerk@mncfn.ca (preferred).

**If a copy of your diploma was not submitted as initial proof of graduation, it is requested to be submitted for our departmental records for all students.

PERSONAL & CONTACT INFORMATION

Student's Full Name: _____

Phone Number: _____ Email: _____

Home Address: _____

City: _____ Province/Country/State: _____ Postal Code: _____

Program Graduated from: _____

☐ I am applying for the Graduation Award and consent to have my name published in the Eagle Press Newsletter, Turtle Island, and Two Row Times.

☐ I have submitted a photocopy of my graduation document (transcript, diploma, or letter from faculty).

☐ I have submitted a photocopy of my valid status card to LLClerk@mncfn.ca

AWARD LEVEL SELECTION Refer to SCHEDULE "A": CREDENTIAL & PROGRAM CLASSIFICATION GUIDE prior to making award level selection (Please check one):

Level 1: Entry Preparatory Programs	Level 2: College Certificates or Diplomas
☐ College Certificate / Preparatory Milestone — \$1,500.00	☐ College Certificate — \$1,500.00 ☐ College Diploma — \$2,000.00
Level 3: Undergraduate Degrees or Diplomas	Level 4: Graduate, Postgraduate, & Professional Programs
☐ Undergraduate Diploma - \$2,000.00 ☐ Undergraduate Degree - \$2,500.00	☐ Graduate Certificate — \$1,500.00 ☐ Post-Graduate Diploma — \$2,000.00 ☐ Master's Degree — \$3,500.00
Level 5: Doctoral Programs	
☐ PhD or Doctorate — \$3,500.00	

DISTRIBUTION & PREFERENCES

Please check one delivery preference:

☐ I would like my graduation award mailed ☐ I will pick up my graduation award

☐ I would like to receive my award as direct deposit

☐ I agree that the Department of Lifelong Learning can share my personal contact information and degree/diploma/program of study with the MCFN Human Resources Department for possible future positions.

DECLARATIONS & SIGNATURES

I, _____, am applying for the Post Secondary Graduation Award and certify that the information is true and correct

Signature of Applicant

Date

SCHEDULE "A": CREDENTIAL & PROGRAM CLASSIFICATION GUIDE

MCFN Post-Secondary Graduation Award Program

To ensure equitable evaluation and correct tier placement for all applicants, the Department of Lifelong Learning utilizes the following credential definitions and illustrative examples, students are eligible for one award per level to a maximum of 5 awards, with the exception of level 4 which are distinct awards within the level:

LEVEL 1: Entry Preparatory Programs: College and University Entry Preparatory Programs, under 12 months.

- **Award Tier & Amount:** College Certificate / Preparatory Milestone — \$1,500.00
- **Definition:** Preparatory, bridging, or foundational programs designed to improve readiness for post-secondary education.
- **Examples:** College/University Entrance Preparatory Programs, Pre-Health Sciences, Academic Upgrading.

LEVEL 2: College Certificates & Diplomas: College Diploma or Certificate Programs (12 to 36 months in length).

- **Categories & Award Amounts:**
 - **[] College Certificate — \$1,500.00**
 - **Definition:** Short-cycle vocational, technical, or foundational programs (typically 1 year or less).
 - **Examples:** Office Administration, Hairstyling certificates.
 - **[] College Diploma / Undergraduate Diploma — \$2,000.00**
 - **Definition:** Multi-year foundational college diplomas or undergraduate diplomas (typically 2 to 3 years).
 - **Examples:** Early Childhood Education (ECE), Business Administration, Practical Nursing (PN).

LEVEL 3: Undergraduate Degrees & Diplomas: Undergraduate Degree, Bachelor Programs, or Designation Change (24 to 40 months in length).

- **Categories & Award Amounts:**
 - **[] Undergraduate Degree — \$2,500.00**
 - **Definition:** First-entry university bachelor's degrees, including 3-year general degrees and 4-year honours degrees.
 - **Examples:** Bachelor of Arts (BA), Bachelor of Science (BSc), Bachelor of Social Work (BSW), Bachelor of Commerce (BCom).
 - **[] Undergraduate / Post-Diploma Designation — \$2,000.00**
 - **Definition:** Specialized undergraduate-level professional designations or advanced diplomas built on previous studies.
 - **Examples:** Advanced Bachelor's-level professional designations (e.g., Certified Human Resources Professional - CHRP)

coursework requirements, Chartered Professional Accountant - CPA preparatory/professional designation courses).

Administrative Clarification on Level 3: Post-diploma advanced undergraduate certificates or specialized undergraduate technical designations built on prior college/university credits.

LEVEL 4: Graduate, Postgraduate, & Professional Programs: Graduate, Postgraduate Degrees, or Professional Programs (defined by institutional length).

- **Categories & Award Amounts:**
 - **[] Graduate Certificate — \$1,500.00**
 - *Definition:* Specialized professional programs requiring a prior post-secondary credential for admission.
 - *Examples:* Addictions: Treatment and Prevention, Autism and Behaviour Science graduate certificates.
 - **[] Post-Graduate Diploma — \$2,000.00**
 - *Definition:* Advanced post-diploma or post-degree specialized programs (typically 1 to 2 years).
 - *Examples:* International Business Management, Advanced Care Paramedic post-graduate diplomas.
 - **[] Master's Degree — \$3,500.00**
 - *Definition:* Advanced university graduate terminal degrees.
 - *Examples:* Master of Education (MEd), Master of Professional Education (MPed), Master of Science (MSc).

Administrative Clarification on Level 4 Progression: While Graduate Certificates, Post-Graduate Diplomas, and Master's Degrees all fall under the broad structural umbrella of Level 4, they represent distinct, sequential rungs of advanced education with vastly different admission gates, credit weights, and academic demands. Completing a postgraduate certificate or diploma does not disqualify a member from subsequently earning a graduation award for a Master's Degree. Each distinct tier within Level 4 recognizes a separate professional milestone in alignment with lifelong learning.

LEVEL 5: Doctoral Programs: Doctoral Programs (defined by institutional length)

- **Categories & Award Amounts:**
 - **[] PhD or Doctorate — \$3,500.00**
 - *Definition:* Highest level of academic degree awarded by a university.
 - *Examples:* Doctor of Philosophy (PhD), Doctor of Education (EdD), Juris Doctor / Doctorate in specialized fields.

Note: The department uses this schedule as a reference to review the curriculum and credit weight to determine the appropriate equivalent award tier, the examples are for comparison across various programs.