



**LITTLE RED RIVER CREE NATION**  
**COMMUNITY SERVICES**  
**POST SECONDARY STUDENT SUPPORT**  
**HANDBOOK**



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# INTRODUCTION

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This document outlines Little Red River Cree Nation's policy and procedures for the post secondary student program (PSSP), within the limits of Indigenous and Northern Affairs Canada (INAC) policy, this policy and the availability of funding.

Unfortunately funding is limited and is not guaranteed from year to year. Applications will be considered on an annual basis. Availability of funds and the compliance of each student to policies, affects how many students are funded.

The opportunities provided by this program are open to those who are willing to devote themselves to the business of education.

We request that you note, students must be accepted by a post secondary institution before an application or PSSP funding sponsorship can be submitted to the Employment Facilitator for assessment. Complete applications or sponsorship contain all applicable signed forms and requested attachments, as per this handbook. For timely processing, documents must be submitted by June 15th for September intake.

***Our staff are here to serve you!***

*Please feel free to call us or stop by our offices.*

## **John D'Or Prairie**

780-759-3912

## **Garden River**

780-659-3677

## **Fox Lake**

780-659-2714

## **HOURS OF OPERATION**

Monday to Friday

9:00 a.m. – 5:30 p.m., except on statutory or designated holidays.



# POST SECONDARY EDUCATION POLICY

*Through this program you have a chance to obtain a college certificate or diploma; an undergraduate degree; a master's degree; a professional degree (e.g. law or medicine); or a doctoral degree.*

## **DO YOU WANT TO CHANGE YOUR LIFE?**

Education helps you achieve Aboriginal self-determination and economic self-reliance. If you're ready to commit, read this document thoroughly.

## **LEVELS OF SUPPORT**

### **LEVEL I**

Community College - diploma and certificate programs for two (2) academic years plus an additional year.

### **LEVEL II**

Undergraduate programs for four (4) academic years, example - Bachelors Degree, plus an additional year.

### **LEVEL III**

**ONE of the following:**

- 1) Professional degree programs for three (3) academic years, example - law, medicine, etc. plus an additional year
- 2) Master's Degree for two (2) academic years, plus an additional year
- 3) Doctoral Degree for one (1) academic year, plus an additional year

## **FULL-TIME APPROVED STUDENTS**

### **- SUPPORT FOR:**

- tuition fees and deposit
- books and supplies
- examination and interview fees
- tutoring assistance
- travel and moving support
- living expenses
- damage deposit
- graduation expenses and completion awards
- UCEP expenses

## **FULL-TIME AND PART TIME STUDENTS**

Full-time – enrolled in 3 courses or more on campus

Part-time – home study students / online programs

## **PART-TIME APPROVED STUDENTS**

### **- SUPPORT FOR:**

- tuition fees
- books and supplies
- graduation expenses

Reimbursements are paid by student and reimbursed upon successful completion.

## **FUNDING IS LIMITED SO WE GIVE PRIORITY AS FOLLOWS:**

1. Students continuing their studies from a current academic year
2. Grade 12 students who have successfully graduated and are accepted into a post secondary institution
3. Students who were deferred due to lack of funding and who are reapplying for support
4. Mature students accepted in certificate, diploma or degree programs as 'mature' students
5. Students who need to complete prerequisites to pursue post secondary education
6. Students who sporadically attended post secondary institutions and who have not yet used the maximum sponsorship available through our program
7. Students who have successfully completed Level II studies and took a longer than normal session break
8. Students who reached the length and duration of our available sponsorship but need one more term to successfully graduate from the program study
9. Off-reserve Litle Red River Cree Nation students on a term by term basis who were denied external funding



# POST SECONDARY EDUCATION POLICY

## ELIGIBILITY REQUIREMENTS

To qualify for support you must:

- be a status member with the Little Red River Cree Nation
- have met University or College entrance requirements
- have enrolled in or be accepted for enrolment in a program of study at a Post Secondary Institution
- have been interviewed by the Employment Facilitator in your community, received an application package, applied and been accepted into a Post Secondary Institute

## APPLICATIONS AND CONTINUING ASSISTANCE POLICY

Students must complete all required forms and submit requested documents as per this handbook. There is a checklist to confirm requirements.

A complete application package must be submitted by the deadline each year by each student. Acceptance letters from colleges and universities must be included.

Students who attend a personal interview at a post secondary institute, as a condition of acceptance by the institution, will not be provided with travel or accommodation financial support.

Continuing assistance will be provided to students who submit a completed application, letter of acceptance (if transferring to another college/university/program), and official transcript at the end of each academic year.

All student information submitted to LRRCN Community Services will remain confidential.

Students will be advised on the status of their application, as soon as possible, by the Employment Facilitator.

## PROCEDURES

New students, seeking sponsorship, must be interviewed by the Employment Facilitator, prior to applying to a college, university or post secondary program.

**The Employment Facilitator will:**

- provide information on recommended programs and colleges/universities
- give the student a PSSP handbook with a complete set of forms and requirements
- explain PSSP policies and procedures including sponsorship limits, guidelines and expectations

## CONFIRMATION OF FUNDING

**Once all documents are verified the student will receive:**

- An interview
- A letter of approval
- Policy review with the Employment Facilitator
- Information on the amount of financial assistance and the dates of payments.

## DENIAL OF FUNDING

The student will receive a letter explaining why funding has been denied.

## GRADUATION PAYMENTS

Requests for graduation payments and gifts must be accompanied by transcripts or notification from the institution. Requests must be made by May 15th.



# POST SECONDARY EDUCATION POLICY

## ATTENDANCE POLICY

Regular attendance is essential if a student is to make full use of educational and funding opportunities. The Employment Facilitator may suspend payment to any sponsored student if:

1. Attendance is not to the satisfaction of the Post Secondary Institute Academic Advisor and/or Registrar.
2. Unexcused absences from a prescribed program or course occurred for five (5) consecutive days.
3. There are protracted absences of more than ten (10) days in a semester, regardless of the nature of the absence.

**Absence may be excused for the following reasons:**

1. Illness or visit to a doctor or nurse (documented)
2. Bereavement (funerals, mourning, etc)
3. Court Appearance
4. Other-Children of immediate family with illness
  - Family Emergencies
  - Absences pre-authorized by the Employment Facilitators

## TERMINATION OF FUNDING

The Employment Facilitator will suspend payments to any PSSP sponsored student if:

1. Notice is received of the student withdrawing or dropping out of a program of study.
2. Notice is received of the student withdrawing or dropping out of any course within his/her program of study without first discussing it with and receiving approval from the Employment Facilitator.
3. The student's course load classification changes from full-time to part-time.
4. Students that withdraw from a program will be considered for sponsorship, but at a lower priority level.
5. The student has provided false information on his/her application for sponsorship, which resulted in the receipt of a higher living allowance rate classification than eligible for or resulted in a damage deposit advance the student did not require. The student must realize that PSSP funding is limited and to receive more than he/she is justly due may cause another student to be wrongly denied sponsorship due to presumed lack of funding.

If a student is terminated from an institution, due to institutional termination, course failure or PSSP abuse, the student will not be eligible for sponsorship until the funds are recovered in full for their tuition and books. The student will be eligible again when the debt is paid.



# POST SECONDARY EDUCATION POLICY

## STUDENT FUNDING RATES

### LIVING ALLOWANCE

#### A) Single student living with employed parent:

Low rental monthly:	\$290.00
High rental monthly:	\$290.00

#### B) Single student monthly living allowance:

Low rental monthly:	\$870.00
High rental monthly:	\$870.00

#### C) Married student with employed spouse:

No. of Dependents	Low Rental monthly rate	High Rental monthly rate
0	\$ 870.00	\$ 870.00
1	\$1060.00	\$1060.00
2	\$1250.00	\$1250.00
3	\$1440.00	\$1440.00

add \$50.00 per month for each additional dependent

#### D) Married student with dependent spouse:

No. of Dependents	Low Rental monthly rate	High Rental monthly rate
0	\$1170.00	\$1170.00
1	\$1470.00	\$1162.00
2	\$1640.00	\$1890.00
3	\$1800.00	\$2100.00

add \$50.00 per month for each additional dependent

#### E) Single Parent:

No. of Dependents	Low Rental monthly rate	High Rental monthly rate
1	\$1587.50	\$1637.50
2	\$1800.00	\$1925.00
3	\$2000.00	\$2187.50

add \$50.00 per month for each additional dependent

#### High Rental Allowance:

Only married students with a dependent spouse and two or more dependents and single parents with two or more dependents, whose place of study is located in a high rental area, are eligible for the monthly allowance for high rental areas. The high rental areas will be identified by the department using the Canada Mortgage and Housing Corporation rental survey. High rental areas often include: Calgary, Peterborough, Thunder Bay, Oshawa, Windsor, Halifax, Barrie, Ottawa, Metropolitan Toronto, Vancouver.

#### “Dependent Spouse” is defined as:

A person who is married to the student or a person who is cohabiting with the student 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 Customs Revenue Agency applicant for educational support.

#### For Living Allowance C) (to the left):

If the family income prior to application is less than \$24,000.00 the family is entitled to these rates. However, if the family income exceeds \$24,000.00 the student then receives the single student rate or ii) the rate calculated as the listed rate minus (family income minus \$24,000.00)/12. The higher of i) or ii) is the rate given to the student.



# POST SECONDARY EDUCATION POLICY

## MILEAGE RATES FOR SPONSORED STUDENTS

DESTINATION	KM ONE WAY	KM ONE WAY	RETURN
John D'Or - Garden River	Flat Rate	46.00	92.00
John D'Or - Fox Lake	Flat Rate	34.00	68.00
Fox Lake - Garden River	Flat Rate	82.00	164.00
John D'Or - Ft. Vermilion	Flat Rate	35.50	71.00
Garden River - Ft. Vermilion	Flat Rate	73.00	146.00
Garden River - High Level	Flat Rate	83.50	167.00
Fox Lake - Ft. Vermilion (L.R.)	Flat Rate	46.00	92.00
Fox Lake - High Level (J.D.)	Flat Rate	71.50	143.00
Fox Lake - High Level (L.R.)	Flat Rate	73.00	146.00
John D'Or - La Crete	Flat Rate	34.00	68.00
Garden River - La Crete	Flat Rate	82.00	164.00
Fox Lake - La Crete (L.R.)	Flat Rate	58.00	116.00
Fox Lake - La Crete (L.R.)	Flat Rate	70.00	140.00
Ft. Vermilion - High Level	Flat Rate	22.00	44.00
Ft. Vermilion - La Crete	Flat Rate	10.00	20.00
La Crete - High Level	125 Km	25.00	50.00
Junction- Ft. Vermilion	21 Km	4.20	8.40
Junction- Lac Crete	57 Km	11.40	22.80
Ft. Vermilion - North Tallcreek	25 Km	5.00	10.00
High Level - Assumption	114 Km	22.80	45.60
High Level - Ft. Smith	650 Km	130.00	260.00
High Level - Edmonton	Flat Rate	150.00	300.00
High Level - Grande Prairie	454 Km	90.80	181.60
High Level - Peace River	296 Km	59.20	118.40
High Level - Ft. McMurray	926 Km	185.20	370.40

.25/km to any other communities

## MEAL AND ACCOMMODATION RATES

1. Meals \$36.00/Day
2. Accommodation \$75.00/Night

Meals can be claimed on the following basis.

Breakfast	\$6.50
Lunch	\$11.50
Dinner	\$18.00
<b>Total</b>	<b>\$36.00</b>





## DETAILS AND FORMS

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The following pages provide details and all forms regarding the PSSP. Please read carefully and follow instructions. If you have any questions or need clarification, please call your Employment Facilitator.



# PSSP FUNDING APPLICATION

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## DECLARATION

*I hereby make an application for sponsorship to the Little Red River Cree Nation Community Services and fully understand and accept the following terms and conditions that:*

1. I become familiar with the Post-Secondary Student Program policy guidelines, limitations, action and consequences administered by the LRRCN Community Services Department and authorized by LRRCN.
2. I meet the standards required by the institution or enrolment eligibility and/or continuation of studies.
3. I have no court or legal action pending against me that may result in incarceration and prevent me from attending classes.
4. I provide transcripts or statements of performance as required by the Employment Facilitator.
5. I report changes regarding my student classification and or program status immediately to the Employment Facilitator.
6. I manage the education assistance provided by LRRCN Community Services to the best of my ability.
7. I have reported my spouse's income accurately and confirm that my employment income (if any) received during the duration of my sponsorship by LRRCN Community Services has been accurately stated;
8. I have read, understood and agree to all Little Red River Cree Nation PSSP terms and conditions. I understand that false information may result in a denial of educational sponsorship or an immediate cancellation of an existing educational sponsorship by LRRCN Community Services.

*I acknowledge and understand that if I fail to meet the above and conditions that my sponsorship may be terminated immediately by the LRRCN Community Services Department.*

\_\_\_\_\_  
Student's signature Date

\_\_\_\_\_  
Parent's signature (if applicant is under 18) Date



# PSSP FUNDING APPLICATION

## PART A

### PART A BASIC STUDENT INFORMATION

New Student	New Application	Change	Usually Reside	Location
YES/NO	YES/NO		YES/NO	ON/OFF RESERVE
J.D./P/F.L/G.R/OTHER				
Surname	Given Name	Sex	Birthdate	Marital Status
		M/F		S / M / CL
Status No.	Social Insurance No.		Telephone	
Address	City	Province	Postal Code	
Email Address	Cell phone Number			
During Sponsorship Period	Employer Name	Leave of Absence	With Pay	My Income
I WILL/WON'T BE EMPLOYED		YES/NO	YES/NO	
Spouse Classification	Specify Income of Spouse	Spouse Confirmation Signature		
DEPENDENT/EMPLOYED	LESS THAN \$24,000.00 OR \$			
# of Dependents	Dependent Surname & Given Name	Age	Status No.	Alberta Health Care #
Personal Bank Account (Optional Information Only to Facilitate Direct Deposit if Required)				
Name	Bank	Transit No	Account No	
Alberta Health Care #	(Copy of Alberta Health Care Card, to be submitted with Application)			

### STUDENT INFORMATION

Note: False information may result in a denial of educational sponsorship or an immediate cancellation of an existing educational sponsorship by Little Red River Cree Nation Community Services, PSSP.

**Circle choices and print information where required.**



# PSSP FUNDING APPLICATION

## PART B

### PART B EDUCATIONAL BACKGROUND

High School Attended	Year	Program	Grade Achieved	Completed	Transcripts
		MATRIC/BUS			
Technical Institute/College	Year	Program	Years	Completed	Transcripts
University Attended	Year	Program	Years	Completed	Transcripts
			/	Yes/No	Yes/No
			/	Yes/No	Yes/No
Description of Other Education (i.e. Training Courses)			Year	Completed	Cert/Dipl
			/	Yes/No	Yes/No
			/	Yes/No	Yes/No
			/	Yes/No	Yes/No

### STUDENT INFORMATION

Note: False information may result in a denial of educational sponsorship or an immediate cancellation of an existing educational sponsorship by Little Red River Cree Nation Community Services, PSSP.

**Circle choices and print information where required.**



# PSSP FUNDING APPLICATION

## PART C

### PART C EDUCATIONAL PLAN – please include complete career assessment with application

Prior Support	Year	Sponsor Agency	Institute	Weeks	Classification
YES/NO					PART/FULL TIME
YES/NO					PART/FULL TIME
Career Objective				Completion Date	
Program Description		Institute	Total Years of Funding		
Year of Study	Classification	Graduation Date	Graduation Result		
	PART/FULL TIME		CERT/DIPL/BACHELOR/MASTER/PH.D		
Student ID No.	Term of Sponsorship		Sponsorship Duration (yy/mm/dd)		
	FALL/WINTER/SPRING/SUMMER		FROM:	TO:	
Course ID	Course Description for Session	Term	Labs	Credit	Comments

### STUDENT INFORMATION

Note: False information may result in a denial of educational sponsorship or an immediate cancellation of an existing educational sponsorship by Little Red River Cree Nation Community Services, PSSP.  
**Circle choices and print information where required.**



# PSSP FUNDING APPLICATION

## PART D, E & F

### PART D COST ESTIMATE FOR ACADEMIC YEAR (YY/YY):

Support Assistance Description (cost estimate)	Fall	Winter	Spring	Summer
Tuition and Student Fees				
Eligible Living Allowance (see appendix 2)				
Books and Supplies				
Travel (start/end of term, Xmas break)				
Moving Expenses (start/end term if required)				
Damage Deposit (if required)				
Tutoring (if required)				
Graduation Expenses (detail)				
Other (specify)				
<b>TOTAL SUPPORT ASSISTANCE REQUIRED</b>				

*\*Please complete for each semester you are planning to attend. Any areas left blank will not be funded.\**

### PART E CONDITIONS FOR EDUCATION ASSISTANCE

I hereby make an application for sponsorship to Little Red River Cree Nation Community Services PSSP and fully understand and accept all terms and conditions.

\_\_\_\_\_

Student's signature

Date

\_\_\_\_\_

Parent's signature (if applicant is under 18)

Date

### PART F AUTHORIZATION AND COMMENTS

\_\_\_\_\_

Employment Facilitator

Date

Recommendation



# STUDENT RELEASE FORM

I, \_\_\_\_\_ authorize \_\_\_\_\_ to release  
(print Student name) (print Institute name)

Information regarding my academic standing and attendance to the Employment Facilitator who has been assigned my file, information regarding assigned my file. This includes:

Records (attendance if possible) in the program \_\_\_\_\_  
(print program name)

During the approved period of study from: \_\_\_\_\_ to \_\_\_\_\_

Student signature: \_\_\_\_\_ Witness signature: \_\_\_\_\_

Student ID number: \_\_\_\_\_ Witness name (Print): \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_

## REMINDER TO THE STUDENT

Please note that the above agreement permits the college/university/post-secondary program to submit marks and/ or attendance reports directly to the Employment Facilitator upon inquiry.

Please note that you are also required, as a condition of sponsorship, to provide regular verbal reports and to submit copies of midterm and final marks independent of the institute to the Employment Facilitator of the Little Red River Cree Nation Community Services Department.

All information received by Employment Facilitators will remain strictly confidential.

Little Red River Community Services Department advises the student to mark all correspondence forwarded to the Employment Facilitators by the student **PERSONAL AND CONFIDENTIAL** to safeguard it's content.



# POST SECONDARY EDUCATION

## REQUIRED DOCUMENTATION CHECKLIST

Check boxes when documentation is complete. Please submit this checklist along with the required documentation with our PSSP Funding Application.

- Application is complete, with financial information for each semester
- Copy of the Acceptance Letter from the Institution and course description
- Copies of Identification for Applicant and dependents and Child Tax Benefit statement
- Student Release Form, signed by applicant/student and witnessed by a third party and signed by LRRCN & Post - Secondary Institution.
- Student Release Form for student under 18 years old, signed by a parent or guardian.
- Student Release form from Institution. (call your student advisor for this form)