
**MILLBROOK BAND COUNCIL
POST SECONDARY EDUCATION
ASSISTANCE PROGRAM**

Revised October 11, 2016

Millbrook Band Council
Post Secondary Education Assistance
Program Policy

1. Objective

- a) The objective of the Millbrook Post Secondary Education Assistance Program is to assist eligible Band Members gain access to post secondary education and graduate with the skills and competencies needed to contribute to the achievement of self-reliance for the Aboriginal community and pursue individual careers.
- b) This program is intended to provide financial assistance to eligible Band Members to assist with the cost of their post secondary education.
- c) This program policy outlines:
 - I. The criteria to be met by students to qualify for financial assistance;
 - II. The type and maximum levels of assistance available through this program;
 - III. The maximum duration of assistance that may be provided by the Millbrook Band while a student attends a post secondary education program.
- d) This policy will be reviewed periodically and revised as required.

2. Definitions

- a) “Millbrook Band Member” means a person who is registered under the Indian Act and on the Millbrook Band Members list.
- b) “Millbrook Post Secondary Education Assistance Committee” is the management unit of the Millbrook Band Council responsible for administering this program policy.
- c) “Post Secondary Education” means a program of study offered by a recognized post secondary institution for which completion of secondary school or equivalent is required for admission. Funding priority is university programs first, college programs not trade related second, and trades training third.
- d) “Programs of Study” includes post secondary programs not less than one academic year in duration, leading to a certificate, diploma or degree.

- e) “Post Secondary Institutions” are degree, diploma and certificate granting public institutions which appear on a list of eligible post secondary institutions, also included are institutions affiliated with or delivering accredited post secondary programs by arrangement with a post secondary institution.
- f) Private Institutions which appear on the list of eligible post secondary institutions may be funded up to one half of the tuition up to a maximum of \$15,000.00 per year.
- g) “Full Time Students” are enrolled in at least four (4) courses per semester, the exception would be if the post secondary institution or a medical professional deems it necessary for the student to enroll in three (3) courses.
- h) “Academic Year” is at least 8 months in duration.
- i) “Eligible Student” means a Millbrook Band Member who meets all admission requirements of the post secondary institution and the funding requirements of the Millbrook Post Secondary Education Assistance Program.

3. Eligibility

- a) To be eligible to apply for assistance under this program policy the applicant:
 - I. Must have been resident in Canada for the twelve consecutive months prior to the date of application;
 - II. Must be a Millbrook Band Member;
 - III. Must have met post secondary entrance requirements.
- b) Financial assistance will be provided within the limits of the funds allocated by Indigenous and Northern Affairs Canada (INAC). Funding is limited, therefore not all students may be funded or partial funding may be provided.

4. **Student Priority Categories :**

Approval of applications shall be based on the priority categories listed below in order of priority.

- a) Students enrolled in a post secondary program who successfully completed the first year or subsequent years of their program and will be continuing in that program;
- b) High School graduates;
- c) Post graduate students and students enrolled in a second level II program;
- d) Full time mature students and those wishing to enroll in a university and college entrance preparation (U.C.E.P) program;
- e) Part time students;
- f) Students who dropped out from a post secondary program;
- g) Students who were dismissed or suspended from a post secondary program.

5. **Types of Assistance**

- a) Tuition, includes the student's fees for registration, tuition and the cost of books and supplies which are listed as required by the post secondary institution. Medical and dental insurance plans are not funded.
- b) Travel Assistance, full time students required to live away from their permanent place of residence may qualify for a travel grant twice yearly for themselves. However, travel support is restricted to travel by the most cost effective means to the post secondary institution which offers the selected program of study nearest the student's home.
- c) Assistance For Living Expenses, a monthly living allowance is provided to full time students to assist with living expenses and will be provided according to the post secondary financial assistance categories established by the Millbrook Post

Secondary Education Assistance Committee (See appendix A). Students enrolled in correspondence/online courses and part time students are not eligible for a living allowance.

6. Types of Assistance- By Student Category

- a) Assistance may be provided for four levels of post secondary education:
- Level I Community College diploma or certificate programs;
- Level II University undergraduate programs. (certificate, diploma, degree);
- Level III Master's or professional degree programs;
- Level IV Doctoral programs.
- b) Assistance to attend a university and college entrance preparation (U.C.E.P.) program is a maximum of one (1) academic year.
- c) Assistance may be provided to students to complete one program at each level. Except for level II where support may be provided for a second undergraduate program which has a prerequisite of an undergraduate degree. However, a student will not be funded if enrolled in a lower level than previously completed or reached the duration of assistance for that level.
- d) The duration of assistance will be the official length of the program as defined by the post secondary institution. If a full time program is offered over a longer period than normally offered, the living allowance will be prorated.
- e) Students enrolled in level II programs may be assisted for up to one additional academic year if an extension enables graduation at the end of that year. A confirmation letter from the school is required. A student may be supported to attend two level II programs but only one additional year of support will be provided for the first level II program.
- f) Students with diagnosed disabilities may be assisted one additional year for level I programs.

- g) Students with diagnosed disabilities may be assisted one additional year for a second level II program.

7. Undergraduate & Graduate Student Responsibilities

- a) Conditional acceptance or final acceptance to a post secondary institution does not guarantee financial assistance will be provided by the Millbrook Post Secondary Education Assistance Program.
- b) Students must register for courses as required by the post secondary institution and provide a copy of their course registration form to the Director of Post Secondary Education. Late registration fees are the responsibility of the student.
- c) Support for books and supplies will cover textbooks and supplies including special equipment officially listed as required by the institution for a student's program of study. An advance of three hundred dollars (\$300.00) will normally be provided to full time students, additional eligible purchases will be reimbursed at cost.
- d) Students who plan to drop and/or add courses must notify the Director of Post Secondary Education within 5 business days. Course selection is extremely important and students may be required to reimburse the Millbrook Post Secondary Education Assistance Program for courses dropped without a valid reason.
- e) Returning students must apply for financial assistance by May15 of each calendar year. Official transcripts are required to complete their application.
- f) An application for financial assistance must be submitted by all new students by June 25 of each calendar year.
- g) New applicants must indicate in writing their education plan and career objectives. An educational career plan is mandatory and must include how your plan contributes to the achievement of self-reliance for the Indigenous community.
- h) Only returning full time students who successfully complete all their previous year courses are eligible for a living allowance while attending summer sessions. The student must also demonstrate that the summer sessions will expedite their graduation.

- i) Living allowance cheques are issued on the last Wednesday of every month. The last Wednesday in August will be the first payment of each academic year. Direct deposit will be the method of payment in most cases. The August payment will represent the payment for September. Students who fail to meet all of their responsibilities will have payments withheld until all requirements are met.
- j) No living allowance advances under any circumstances.
- k) Students are required to provide a copy of their mid-year official transcript to the Director of Post Secondary Education by January 15 of each year, if they do not a payment will not be issued to them for February.
- l) Students will not be funded when the limits of assistance have been reached or the Millbrook Post Secondary Education Assistance Program Committee believes a student is not fulfilling their responsibilities.
- m) Students who drop out of a program will be required to wait one academic year prior to re-applying for full time post secondary assistance from the Millbrook Post Secondary Education Assistance Program. Students may be eligible for part time studies and cost may be paid for tuition and books.
- n) Students who were dismissed or suspended from a program will be required to wait one academic year prior to re-applying for post secondary assistance from the Millbrook Post Secondary Education Assistance Program. Students who return to full time study after suspension or dismissal are not eligible for a living allowance during their first year of reinstatement.
- o) Students who successfully appeal their suspension or dismissal and return to full time study are not eligible for a living allowance during their first year of reinstatement.
- p) All overpayments will be recovered.
- q) Graduate School admission test and preparation courses may be funded.

8. Appeal Process

- a) A student will have access to an appeal hearing if a decision by the Millbrook Post Secondary Education Assistance Program Committee concerning their application was contrary to this policy. A decision cannot be appealed due to funding constraint, there must be sufficient grounds for an appeal.
- b) Students requesting a review by the appeal committee must do so in writing to the Director of Post Secondary Education within 30 days of the denial of funding.
- c) The appeal committee shall consist of the Millbrook Post Education Director, an Administrator of another Band or Organization managing a post secondary program and three (3) Millbrook Band Councillors not on the Millbrook Post Secondary Education Assistance Program Committee.
- d) The board must agree by majority either for or against the appeal.

9. Student Registry

- a) The Millbrook Post Secondary Education Assistance Program will provide a report to INAC concerning eligible students who were funded during the reporting period.
- b) Detailed financial information will be made available to the Millbrook Band Council for audit review and resource allocation purposes.
- c) Student files will be retained and secured a minimum of seven years.

APPENDIX A

RATES FOR MONTHLY ALLOWANCE

MILLBROOK POST SECONDARY EDUCATION

ASSISTANCE PROGRAM

	MONTHLY	1 DEPENDENT	2 DEPENDENTS	3 DEPENDENTS	ADDITIONAL DEPENDENTS
a) Single Student	975.	0	0	0	0
b) Married Student with employed spouse	975.	1150.	1330.	1505.	50.
c) Married Student with dependent spouse	1195.	1345.	1505.	1655.	50.
d) Single parent	-	1345.	1505.	1655.	50.

“ Dependent spouse” means a person who is married to or a person who has lived with the student as husband or wife for period of at least one year prior to application for education assistance. This person is dependent upon the student and does not receive income in excess of \$50.00 per week.

“ Dependent” means a person who is dependent upon the student and does not receive income in excess of \$50.00 per week.