

Lac La Ronge Indian Band

2017-2018

Post Secondary Student Support Program Handbook

Post-Secondary Education
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LAC LA RONGE INDIAN BAND ~ CHIEF AND COUNCIL 2017-2020

CHIEF
Senator
Executive Director
Executive Secretary
Chief's Secretary

TAMMY COOK-SEARSON
Harry Cook
Gladys Christiansen
Anna Sanderson
Vacant

LA RONGE COUNCILLORS

Band Office: 306-425-2183 or 1-800-567-7736
Fax: 306-425-2590

Ann Ratt

Sam Roberts

Michael Bird

Dennis Sanderson

STANLEY MISSION COUNCILLORS

Band Office: 306-635-2115 or 1-888-391-1181
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Larry C. Charles

John P. Roberts

Linda A. Charles

LITTLE RED RIVER COUNCILLOR

Band Office: 306-982-2499 Fax: 306-982-2399

Keith Mirasty

Angus Mirasty

GRANDMOTHER'S BAY COUNCILLOR

Band Office: 306-635-2069 Fax: 306-635-2225

Gerald McKenzie

HALL LAKE COUNCILLOR

Band Office: 306-425-4797 Fax: 306-425-4909

Norman Ross

SUCKER RIVER COUNCILLOR

Band Office: 306-425-4113 Fax: 306-425-4747

Kenny Ratt

COUNCIL OF ELDERS:

Elder Bella Sanderson ~ La Ronge

Elder Miles Charles ~ La Ronge

Elder Kate Hamilton ~ Hall Lake

Elder George Venne ~ Sucker River

Elder Joe P. Roberts ~ Stanley Mission

Elder Sarah Ballantyne ~ Stanley Mission

Elder Abel Charles ~ Grandmothers Bay

Elder Hilliard Mirasty ~ Little Red River

**LAC LA RONGE INDIAN BAND ~ POST SECONDARY/DAYCARE BOARD
2017-2020**

Tayven Roberts - La Ronge	Patsy Roberts - La Ronge
Philip McKenzie - Little Red River	Mona Bell - Hall Lake
Alex Roberts - Sucker River	Lizzie McLeod –Stanley Mission
Lorraine Ratt - Grandmother's Bay	
Alternating Elders (Sucker River, La Ronge, Hall Lake)	

EDUCATION, TRAINING & EMPLOYMENT BRANCH

Box 480
La Ronge, SK.
S0J 1L0
Front Desk Phone: 306-425-4938
Fax: 306-425-3030

Central Office

Director of Education, Training & Employment	Simon Bird
K-12 Superintendent	Josy Roske
Student Services Coordinator	Roger Ratt
Daycare Coordinator	Donna Charles
Post Secondary Education Coordinator	Cathy Wheaton
Post-Secondary Education Counselor	Leona Cook
Post-Secondary Finance Officer	Debbie Bell
Education IT	Vacant
Administrative Assistant	Victoria Beatty
Secretary/Receptionist	Nicole Ratt
Cree Language Unit Production/Sales	Elena Mirasty

Mikisiw Adult Education Program Center

Secretary/Receptionist	Stella Sanderson
Bus Drivers	Annie Taylor

1.0 INTRODUCTION

- 1.1 The policies set out in this Manual have received approval of the Lac La Ronge Indian Band Chief & Council and the Post Secondary/Daycare Board.
- 1.2 The Chief and Council asserts that post-secondary education is a Treaty Right and nothing in this PSSSP Handbook, adopted solely as an administrative tool, abridges that right nor the trust responsibility of the Government of Canada toward Lac La Ronge Indian Band Members.
- 1.3 Lac La Ronge Indian Band is the administering organization. The reserves belonging to the LLRIB are:

Little Red River	Sucker River	Morin Lake (Hall Lake)
Grandmother's Bay*	Lac La Ronge	Stanley Mission*

**The Community of Stanley Mission and Grandmothers Bay administers their own on-reserve and off reserve (and the Hamlet) Post-Secondary Program, therefore members identified under Stanley Mission & Grandmothers Bay will be required to submit their funding application to the subsequent community Band office.*

***Stanley Mission Band office. Atten: Ahab McKenzie
P. O Box 220
Stanley Mission, Saskatchewan S0J-2P0
Phone: (306) 635-2115
Fax: (306) 635 – 2265***

***Grandmothers Bay Office. Atten: Lydia Mckenzie
P.O Box 38
La Ronge, Saskatchewan S0J-1L0
Phone: (306) 635-2069
Fax (306) 635-2225***

- 1.4 The objectives of the Post-Secondary Department are: but not limited to encourage and support pre-qualified, eligible Lac La Ronge Indian Band students to gain access to post-secondary education and to graduate with the qualifications and skills needed to pursue individual careers.
- 1.5 The Post-Secondary Department provides financial support to eligible Lac La Ronge Indian Band members in pursuing post-secondary studies in recognized and/or authorized post-secondary institutions.
- 1.6 This PSSSP Handbook provides policy directions for the administration of the Post-Secondary Department in accordance with the operating guidelines provided by Indigenous and Northern Affairs Canada (INAC).

2.0 DEFINITIONS

- 2.1 “Treaty/Status Indian” means a person recognized as possessing Band Membership status in accordance with the laws of the Lac La Ronge Indian Band.
- 2.2 “Post-Secondary Education” refers to a program of studies, offered by a post-secondary institution, for which completion of secondary school studies or its equivalent is a pre-requisite.
- 2.3 “Program of Studies” includes all post-secondary programs of at least one academic year - eight to twelve months - in duration, leading to a certificate, diploma, or degree. Programs which are less than one academic year in length, which are required pre-requisites to post-secondary programs of at least one academic year in duration, are included.
- 2.4 “Post-Secondary Institutions” are: a degree, diploma and certificate accreditation granting institutions, which are recognized by a province which include educational institutions affiliated with or delivering programs accredited by such post-secondary institutions. A national list of recognized Canadian post-secondary institutions is available on line: <https://www.aadnc-aandc.gc.ca/eng/1429541743524/1429541857774>
- 2.5 “Public Institution” is a post-secondary institution which receives the majority of its funding from federal and provincial governments.
- 2.6 “Private Institution” is a Canadian or foreign post-secondary institution which does not receive its funding from federal and provincial governments.
- 2.7 “Full-time” and “Part-Time” students are as defined by the post-secondary institution.
- 2.8 “Full-time University Students” are as defined by the post-secondary institution. To be considered for full sponsorship by the Post Secondary/Daycare Board, students must be enrolled in the duration of four or more classes per semester except as noted in Policy Item 5.11.
- 2.9 “Part-time University Students” are as defined by the post-secondary institution. To be considered for part-time sponsorship, students must be enrolled in two classes per semester except as noted in Policy Item 5.8.
- 2.10 “Academic Year” is as defined by the post-secondary institution, but will not be less than eight months and maximum of 12 months in duration.
- 2.11 “Semester” refers to a part of the academic year as defined by the post-secondary institution. Semesters usually cover the periods from September to December, January to April, and May to August.
- 2.12 “Term” refers to a portion of the academic year as defined by the colleges or technical institutes for the length of program.

- 2.13 “Dependent Spouse” refers to a person who is married to the student or a person who is living with the student in a common law relationship. The dependent spouse is one who is **not receiving income** from any other source.
- 2.14 “Dependent” refers to a child under the age of 18 years old, other than a spouse, who is dependent upon the student.
- 2.15 “Immediate family” includes spouse, son, daughter, mother, father, sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandchild, grandparent, and foster parents.
- 2.16 “Post Secondary/Daycare Board” refers to elected Post Secondary/Daycare community representatives to act as the governing body of the Post Secondary/Daycare programs.
- 2.17 INAC – Indigenous and Northern Affairs Canada – Supports Aboriginal People (First Nations, Inuit and Metis).
- 2.18 PSSSP – Post Secondary Student Support Program – A program to improve the First Nation, Metis and eligible Inuit students by providing them the funding to access education and skills development opportunities at the post-secondary level.
- 2.19 UCEPP – University and College Entrance Preparation Program
- 2.20 LLRIB – Lac La Ronge Indian Band

3.0 ELIGIBILITY

3.1 Personal Eligibility

Must be a member of the LLRIB. Students who have transferred to the Lac La Ronge Indian Band from another First Nation must wait for a minimum of two years from the date of transfer before being eligible for PSSSP funding. Prior funding will also be taken into consideration. New LLRIB Treaty members must provide documentation confirming treaty status and also provide proof of acceptance by an eligible Post Secondary institution.

3.1.2 Bill C-31 and C-3 Registrants:

- Bill C-31 and C-3 Registrants: People who gain Indian status by virtue of the 1985 revision of the *Indian Act* (Bill C-31) or the *Gender Equity in Indian Registration Act* (Bill C-3).
- A person whose application for Indian status is in process is not eligible to apply for support until he/she has a letter from the Indian Registry confirming Indian status or that his/her name is formally entered in AANDC's Indian Register.

3.2 **Program Eligibility**

Under the LLRIB PSSSP and the UCEPP, an eligible program of studies is a program:

- For which the completion of secondary school studies, or the equivalent as recognized by the post-secondary institution or the provincial/territorial Ministry of Education is required; **and**
- Offered by a post-secondary institution that is at least one academic year in duration (Eight to twelve months in length) and leads to a certificate, diploma, or degree; **and**
- Delivered at an eligible institution as defined in section 3.3, Institution Eligibility
- UCEPP programs must provide the student with the necessary courses to attain the academic level of university or college entrance.

Refer to the Ministry of Education in the student's province or territory of residency for information on student admissibility to a program of study

Delivery method may be in-classroom, e-learning, distant learning, or virtual learning as long as it meets all eligibility criteria.

3.3 **Institution Eligibility**

Eligible post-secondary institutions are degree, diploma or certificate granting institutions that are:

- Has a mandatory entrance requirement of Grade 12 or its equivalent
- Recognized by a province or territory (in Canada or abroad); **or**
- Educational institutions recognized to deliver post-secondary programs by arrangement with an eligible post-secondary institution.

If the program of studies is in a foreign institution, the student must provide evidence that it is recognized in Canada as an acceptable post-secondary program of studies.

3.4 Applications must be received at the Post Secondary office by the deadline dates; applications must be complete in order to be considered

Application Deadlines: **All students MUST reapply every year.**

- | | |
|---|--------------------------------|
| a) For September enrolment: | May 31st |
| b) For January enrolment: | October 31st |
| c) For Intersession/Summer Session enrolment: | March 31st |
- (*funding for Intersession/Summer session must only be applied for if the program requires that the classes be taken during that time)*

3.5 **Application Review**

The application review begins as soon as applications are received. Students will be notified that their application has been received by the post secondary office.

All applications **must be complete with required documents**. If there is missing information students should state on the application the reason and time frame of when documents will be submitted in order to be considered for funding.

Sponsorship is never guaranteed. The post secondary office will make every effort to notify students if application is ineligible for funding as soon as possible.

3.6 Support will be provided within the limits of funds in accordance with LLRIB funding arrangements. If demand for funding exceeds availability, applications will be deferred according to the prioritization rules set out in section 4.0. Approved students will be notified following the Post Secondary/Daycare Board application review.

4.0 **PRIORITIES FOR APPROVAL OF APPLICATIONS:**

Every category will follow the accountability section of the PSSSP Handbook;

Group 1 – These Categories to be considered together

- 1.1 Continuing full-time students who have successfully completed 75% of their previous academic semester with at least a minimum grade average requirements for the program completion.
- 1.2 Students with a complete grade 12 or its equivalent that have been accepted into regular post-secondary programs.
- 1.3 New students already studying at a post secondary level who have completed part of their program but were not previously funded by PSSSP office (never been funded before)

Group 2 – These categories will be prioritized separately within the group

- 2.1.1 Returning to the same program.
- 2.1.2 Returning to a different program.
- 2.1.3 Returning students after a one year probation waiting period after being discontinued.

Group 3 – These categories will be prioritized separately within the group

In accordance with the policy, these categories will be funded only if there are available funds.

- 3.1 Part time eligible students.

Group 4 – These categories will be prioritized separately within the group

- 4 Students in advanced degrees in study areas and professional degrees as defined by LLRIB policy and sponsorship criteria. (i.e. Lawyer, Doctor)

Note: Current students who did not successfully complete 50% of the previous academic semester or have been required to discontinue (RTD) by their program, must wait one academic year probation period. Classes that have been withdrawn will be counted as a failing grade if the PSSSP office has paid for the class.

4.1 **Administrative Procedures**

The following will not be considered for funding.

Incomplete Application:

Every effort will be taken to have students complete their application with supporting documents. **Refer to Appendix H** If there is no response by the applicant after 2 attempts to contact applicant by staff then application will be withdrawn.

Late Application:

All late applications will be referred to other funding agencies.

5.0 **LIMITS OF SUPPORT**

- 5.1 Support for travel and living expenses will be provided for four levels of post-secondary education. Duration of support is limited according to the level of program the student is enrolled in.

* All students are only eligible for 1 certification at each of the 4 levels (with or without the help of LLRIB PSSSP*:

- Level 1:** Community college and CEGEP diploma or certificate programs;
- Level 2:** Undergraduate university programs (certificate, diploma, degree);
- Level 3:** Advanced or professional degree programs, or masters programs;
- Level 4:** Doctoral programs.

- 5.2 Students who have completed a Level 2, 3, 4 program, with or without the assistance from PSSSP, are ineligible for program assistance for lower levels. All applications will be dealt with in accordance to the INAC National Guideline.

- 5.3 Students may be assisted for up to one additional year per level for authorized medical, Pressing Necessity and/or academic reasons. Those applicants who request one additional year will be referred to the Post Secondary Board prior to approval to additional funding.

- 5.4 LLRIB PSSSP does not pay for Health and Dental fee's provided by the institutions. It is the duty of the student to opt-out of these plans when registering. IF you do not opt-out it will be the responsibility of the student to pay that amount.

- 5.5 Students who transfer programs require approval of the Post-Secondary/Daycare Board.

Limit: One program transfer per student. Students who do not follow this policy procedure will automatically be disqualified for funding for one academic year

- 5.6 Where students become eligible for support and who have previously completed a portion of post-secondary studies without support from this program will receive support for the balance of their program of studies in accordance with 5.1 and 5.2.
- 5.7 Students will be required to re-apply for PSSSP for regular fall/winter semesters as well as intersession/summer session semesters.
- 5.8 Continuing fall students who are in good standing as defined by the institute will continue to receive winter semester funding.
- 5.9 Students who have been approved for financial assistance during intersession and summer session must:
- a) Provide a letter of support from their program counsellor which also indicates that classes taken during these sessions are required to complete their program of studies.
 - b) Demonstrate they have successfully completed the previous semester.
 - c) Students must successfully complete their summer/intersession courses to be eligible for fall funding.
 - d) Living allowances for Spring and Summer will also be in accordance to 5.10
- 5.10 Students must be registered in a minimum of 12 credit hours per semester in order to receive a living allowance. If a student withdraws from a class(es) and is registered in less than 12 credit hours per semester, the funding will be pro-rated to 75%, providing he/she is registered in no less than 9 credit hours per semester. If a student remains in 6 credit hours or less per semester, a part-time status will come into effect which is books and tuition only.
- 5.11 All requests for Ministry studies (Biblical) will not be considered for full sponsorship unless they are university accredited theology programs.
- 5.12 Students enrolled in all **on-line/distance education courses** will only be sponsored for part-time assistance.

***LLRIB PSSSP will not pay for any extension fees required by the student.**

***LLRIB PSSSP will pay for tuition and books only.**

- 5.13 Fulltime continuing students in the final stages of their programs, who need a minimum of 6 credit hours (2 classes) in their final semester to graduate, may receive full living allowance.

6.0 **TYPES OF SUPPORT AND ALLOWANCES:**

- 6.1 Course Cost Support

a) Tuition, Books and Supplies Assistance

- All tuition and applicable fees will be sponsored for each funded student.
- Assistance for books & supplies will be negotiated with the institute by the post secondary office.
- The Post secondary office has the flexibility to reasonably adjust supplies support to meet the needs of students and their programs.
- **All students must submit verification of class registration per semester before any books and/or supply allowances will be allocated.**
- Practicum assistance will need to be applied for before the practicum takes place, it also has to be demonstrated that the institute is not helping with such fees as well.

b) Students applying to foreign institutions will be eligible for tuition support comparable to the Canadian Institution rate. i.e. U of S, U of R.

- a. Students from other countries must provide a letter from Bureau of Indian Affairs stating that they are ineligible for funding. * American citizens are encouraged to apply for these funds.

c) Students who receive scholarships or bursaries to attend post-secondary institutions will be eligible for funding from the Post Secondary Program.

6.2 Relocation Support

Relocation support will only be provided twice in the duration of a student's studies. \$500 will be given when a student first moves to another town/city for studies. The second and the last time \$500 will be when the student graduates and completes their FULL program. No support will be given to those who withdraw from their studies and move back home. If a student switches studies, they cannot claim relocation again.

6.3 Travel Support

- a) Full-time Saskatchewan Urban students will be eligible for 2 round trip travel allowances throughout the academic year. If a student is providing his/her own transportation, mileage will be reimbursed at the rates established in PSSSP Handbook. **Refer to Appendix B**
- b) Out of province students will receive travel support at the same rate they would if they were attending the provincial public post-secondary institution nearest to their traditional home reservation offering a comparable program.

Financial assistance for travel must be applied for by the student at least 2 weeks prior to the travel date. **Refer to Appendix C**

6.4 Local Transportation

The LLRIB PSSSP will provide a maximum of \$100.00/month for transportation fees to all full-time on campus students, with the exception of institutions where transportation is provided and billed on the invoice. *i.e. U-pass, bus pass*

6.5 Part-time Studies Support

- **All students must abide by the same application procedures for approval and also for accountability.**
 - Continuing part-time students must re-apply for the tuition and book support within the deadline dates.
- a) When a student in attendance at a post-secondary institution studies for what is termed less than full-time by the institution which offers the program, that student will be eligible for assistance to pay for books, supplies, and tuition fees.
 - b) A pro-rated program cost will be provided for LLRIB members employed that are enrolled in eligible, part-time university studies, if they are not fully covered by the employer or any other agency.

6.6 Living Allowances

- a) The living allowance rate structure and entitlement will be reviewed annually in the PSSSP Handbook. For the current year rates please refer to **Refer to Appendix A.**
- b) Where there is a married/common law couple receiving Post Secondary Department living allowances, one must claim the living allowance rate equivalent to a married student with employed spouse and the other is to receive a single student rate.

6.7 Tutorial Assistance

Funding for tutorial assistance is available when the student submits a request for tutoring. **Refer to Appendix D.**

The maximum amount paid for tutors will be as follows:

- \$25.00/hr for undergraduate tutors

Tutorials will be paid to a maximum of 2 hours per class per week.

6.8 Allowances for Special Needs Students

- a) Students with special needs and/or disabilities requiring additional assistance related to their post-secondary programs shall have their request considered on an individual basis upon recommendation to the Post Secondary/Daycare Board.

Approval of assistance will take into consideration the following factors:

- Actual cost of intervention services
- Availability of assistance from other sources either public (government) or private association or non-profit group;
- Practicality as well as convenience;

- b) The assessment of special needs will be carried out by the Post Secondary Office in collaboration with the institution's student services staff and the concerned special needs student.

- c) In the event that the special needs student wishes to appeal the decision, normal appeal process provisions will apply.

7.0 INCENTIVES

The Post Secondary Department, will establish a process for administration and disbursement of the following incentives:

7.1 Graduation

Graduation Incentives will be provided when the student graduates from his/her program of studies at the following rates:

One year course certificate	\$200.00
Two year or more course diploma	\$500.00
Undergraduate degree	\$700.00
Post-graduate degree	\$1000.00

To be eligible for the graduation incentive:

- Must be funded from LLRIB PSSSP in the last academic year.
- Provide confirmation from the institute that the student has met all the requirements for the program completion.

The student must apply for the graduation incentive and provide documentation from their institution verifying convocation. **Refer to Appendix E**

Scholarships

Cliff Charles Memorial Scholarship (Strategic Scholarships)

Cliff Charles was an employee in the Lac La Ronge Indian Band Post Secondary Program since the Band began administering this program from Indian and Northern Affairs Canada in 1992. Cliff strongly believed and advocated for higher/continued education for Band members. Mr. Charles had a Diploma in Power Engineering from SIAST, a Certificate and Diploma in Administration and was working on a Degree in Administration. He was one class short of a Degree at the time of his passing in September, 2002.

This scholarship is to encourage students to engage in studies, which directly contribute to the advancement of Indian self-government and economic-sufficiency.

- a) All continuing LLRIB full-time Post Secondary Student Support Program funded students who have successfully completed at least one academic year may apply for one of the three scholarships of \$1,000 based on transcripts from the last two academic semesters. Scholarships will be awarded according to the year that is completed. Year 4 students who have completed their program are ineligible to apply.

Deadline for submission is August 31.

Jonas Roberts Scholarships (Academic Excellence Scholarships)

Jonas Roberts was a beloved member of the LLRIB Band Council as a Band Councillor and always chose the Education, Post Secondary and Recreation portfolios. He believed that a strong post secondary education would directly contribute to the betterment of healthier and more productive communities. Mr. Roberts influenced many young people in the community as he was a great leader.

- a) All full-time students may apply for one of the three scholarships of \$1,000.00 based on transcripts from the current academic year.

Deadline for submission is August 31.

Criteria for Cliff Charles and Jonas Roberts Memorial Scholarships are: academic grades for the fall and winter semesters, funded by LLRIB PSSSP in the last academic year, special significance of program enrolled in, volunteer work, leadership, financial need, and special circumstances in overcoming adversity. All awards will require a letter of application with 2 attached references.

Note:

***All above scholarships are awarded annually in September for the previous academic year.**

***Scholarships are for full-time students only. Refer to Appendix F**

- 7.3 The Post Secondary/Daycare Board will review all applications from students for incentives and scholarships annually. These scholarships will be awarded shortly after the deadline date.

8.0 ACCOUNTABILITY

- 8.1 Every effort will be made by the Post Secondary Student Support Program to recover overpayment to students who misuse funding by not fulfilling the terms of the annual contract entered into, or who misrepresent their marital, dependant, or program studies on the application.
- 8.2 If misuse of post secondary funds is discovered, the Post Secondary Student Support Program will implement the following procedures:
- a) Write a letter to the individual stating the findings and inviting an explanation;
 - b) If the student is in fact, found to be a misuser of funding, the Post Secondary Student Support Program will suspend that student from further funding.

* Arrangement satisfactory to LLRIB for repayment of overpayment received will be a condition of any further funding to the student.*

9.0 STUDENT APPEALS PROCESS

- 9.1 Students that feel they have not been dealt with fairly under the policy guidelines for post secondary education assistance may request an appeal hearing. There is no appeal against refusal of assistance because funds are not available.
- 9.2 If misuse of funding is suspected, the student will be notified in writing by registered mail. The student may appeal within 14 days of receiving such notice. If there is no response within 14 days, funding will be terminated immediately.
- 9.3 The Appeal Board will be Internal Council. **The appeal board's decision is final.**
- 9.4 Appeals must be made 14 days after receiving notification of denied funding. Appeals must be in writing and sent to the Post-Secondary office to be reviewed by the Director of education and the board.

10.0 OBLIGATIONS OF STUDENTS

- 10.1 It is understood that the Post Secondary Student Support Program is intended to provide support for students with serious intent to succeed in post secondary education. Expectations are that the students will attend classes regularly, submit assignments as required by their programs, and generally apply themselves to their studies. Students are expected to conduct themselves so as to bring credit to their peers, to themselves and to the LLRIB PSSSP.
- 10.2 The student contract must be signed and returned to the Post Secondary office prior to their program start date. **Refer to Appendix I**
- 10.3 LLRIB PSSSP *Orientation attendance is mandatory*

- 10.4 Students will be dealt with fairly and equitably under the Post Secondary Student Support Program and are expected to diligently apply themselves to their duties as students.
- 10.5 It is the responsibility of the student to notify the Post-Secondary Department staff in writing of any changes in classes, contact information, marital status, and dependents immediately. **Refer to Appendix G**
- 10.6 Students will be required to submit their marks on a semester basis. For technical programs a progress report will suffice. **Refer to Appendix J**
- 10.7 Students will not be responsible for paying course costs for any classes from which they withdrew for certified medical reasons. Reasons for medical withdrawals must be acceptable to the institution the student attends.
- 10.8 In the event of unauthorized withdrawals, incomplete, failing grade and no papers, all or partial tuition and applicable fees shall be recovered before any additional funding is approved. **LLRIB PSSSP office reserves the right to fully investigate each circumstance.**
- 10.9 Students have access to the appeal and grievance process outlined in Sections 9 and 10 of this Handbook.
- 10.10 Staff and Board work with professionalism and diligence to serve its Band Members. There is a **ZERO TOLERANCE** policy towards any abusive behavior directed at our staff and board, this includes:
- 1) Physical abuse or threaten staff or board members
 - 2) Verbal abuse; swearing or causing a disturbance and/or using obscene language
 - 3) Being intoxicated within the LLRIB Office and Post Secondary Campus locations.

We will not tolerate any abusive behavior toward our staff and board. Consequences may affect future consideration for funding.

11.0 **OBLIGATIONS OF POST SECONDARY PROGRAM:**

- 11.1 The administering organization will clearly set out obligations to and of students in the Student Handbook and related documents or by such other means as may be mutually beneficial to the students and the administering organization.
- 11.2 The administering organization will provide Post Secondary Program orientation seminars for all students.

11.3 Student follow-ups and/or interviews will be conducted regularly by Post Secondary staff.

12.0 **OPERATING GUIDELINE:**

Post Secondary Office will develop and maintain an Operating Guideline for the administration of the LLRIB PSSSP.

13.0 **STUDENT REGISTRY:**

13.1 The Post Secondary Student Support Program will maintain a file of each student with respect to student support provided.

13.2 The Post Secondary Student Support Program will maintain a student registry for statistical submission purposes to LLRIB Chief & Council and INAC.

14.0 **POLICY REVIEW**

14.1 LLRIB PSSSP Handbook will be reviewed by the Post Secondary/Daycare Board annually before the start of the Fall semester. The Director of Education and the Post Secondary Board Chairperson will be responsible for interim policy adjustments, where the policy changes cannot be deferred to the next formal policy review, in the period between formal policy reviews.

14.2 **Students from each program centre may submit a letter in writing for recommending any changes to the LLRIB PSSSP Handbook.**

APPENDIX A
Living allowance Rates for 2016-2017

<u>Category I</u>	<u>Monthly Allowance</u>
Married student living with employed spouse	\$1 200.00

<u>Category II</u>	
Married student living with dependent spouse	\$1 300.00
Married student living with dependent spouse and 1 dependent	\$1 400.00
Married student living with dependent spouse and 2 dependents	\$1 500.00
Married student living with dependent spouse and 3 dependents	\$1 600.00
Married student living with dependent spouse and 4 dependents or more	\$1 700.00

<u>Category III</u>	
Single Student – no dependents	\$1 200.00

<u>Category III</u>	
Single Student with 1 dependent	\$1 400.00
Single Student with 2 dependents	\$1 500.00
Single Student with 3 dependents	\$1 600.00
Single Student with 4 dependents or more	\$1 700.00

Required Documentation: A copy of the “Canada Revenue Agency Assessment” is required for confirmation for the number of dependents that you are claiming.

APPENDIX B

Seasonal Travel Rates for 2016-2017

FROM LITTLE RED RIVER TO:

Prince Albert	48	Km	@0.40	19.20
Saskatoon	189	Km	@0.40	75.60
Regina	412	Km	@0.40	164.80
La Ronge	130	Km	@0.40	52.00

FROM LA RONGE TO:

Prince Albert	242	Km	@0.40	96.80
Saskatoon	379	Km	@0.40	151.60
Regina	657	Km	@0.40	262.80
Moose Jaw	591	Km	@0.40	236.40

FROM GRANDMOTHER'S BAY TO:

La Ronge	104	Km	@0.40	41.60
Prince Albert	346	Km	@0.40	138.40
Saskatoon	491	Km	@0.40	196.40
Regina	761	Km	@0.40	304.40

FROM HALL LAKE TO:

La Ronge	103	Km	@0.40	41.20
Prince Albert	239	Km	@0.40	95.60
Saskatoon	384	Km	@0.40	153.60
Regina	654	Km	@0.40	261.60

FROM SUCKER RIVER TO:

La Ronge	32	Km	@0.40	12.80
Prince Albert	274	Km	@0.40	109.60
Saskatoon	419	Km	@0.40	167.60
Regina	689	Km	@0.40	275.60

FROM STANLEY MISSION TO:

La Ronge	81	Km	@0.40	32.40
Prince Albert	323	Km	@0.40	129.20
Saskatoon	468	Km	@0.40	187.20
Regina	738	Km	@0.40	295.20

FROM PRINCE ALBERT TO:

Saskatoon	141	Km	@0.40	56.40
Regina	364	Km	@0.40	145.60

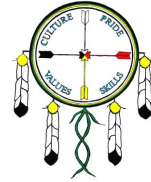
FROM MOOSE JAW TO:

Regina	71	Km	@0.40	28.40
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APPENDIX C

LA RONGE INDIAN BAND POST SECONDARY EDUCATION



Financial Assistance for Travel

STUDENTS FULL NAME:

STUDENT DATE OF BIRTH:

STUDENTS CURRENT MAILING ADDRESS WITH
POSTAL CODE:

STUDENTS 10 DIGIT TREATY NUMBER:

Mileage request break down:

Expected date of travel: _____

Place of study traveling from: _____

Reserve Community traveling to: _____

Number of Kilometers one way: _____ One way trip Round trip

Please Direct Deposit my travel assistance in the same account I receive my living allowance:

Yes Student initials: _____

No ~ alternative arrangements are outlined:

I declare that all the information provided is true and complete and I make this solemn declaration believing it to be true knowing that it is of the same force and effect as if under oath.

X

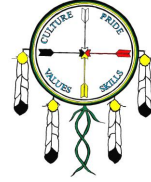
Student Signature

Date



APPENDIX D

LA RONGE INDIAN BAND POST SECONDARY EDUCATION



Request for Tutorial Assistance

STUDENT NAME:

STUDENT DATE OF BIRTH:

STUDENT PHONE NUMBER:

STUDENT E-MAIL:

CLASS REQUIRING TUTORIAL ASSISTANCE:

TUTOR'S FULL NAME:

MAILING ADDRESS

	Monday	Tuesday	Wednesday	Thursday	Friday
Start time					
End time					

Tutorials will be paid to a maximum of 2 hours per class per week @ \$25.00 per hour.

I declare that all the information provided is true and complete and I make this solemn declaration believing it to be true knowing that it is the same force and effect as if under oath.

Student Signature

Date

Tutor Signature

Date

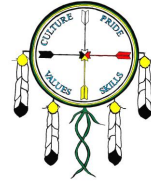
Post Secondary Office Signature

Date



APPENDIX E

LA RONGE INDIAN BAND POST SECONDARY EDUCATION



Graduation Notification

STUDENTS FULL NAME:

DATE OF BIRTH:

INSTITUTE:

INSTITUTE LOCATION

NAME OF CERTIFICATION / PROGRAM:

MAILING ADDRESS:

CERTIFICATE DIPLOMA UNDERGRADUATE DEGREE POST-GRADUATE DEGREE

Are you attending the Convocation/Graduation Program? _____

Have you listed the band name in the Convocation/Graduation Program? _____

Are you interested in a representative from the Lac La Ronge Indian Band to be present? _____

Expected date of ceremony: _____

Location & time of ceremony: _____

Do you have any special requests or concerns? _____

Students must apply for the graduation incentive and provide documentation from their institution verifying convocation.

I declare that all the information provided is true and complete and I make this solemn declaration believing it to be true knowing that it is of the same force and effect as if under oath.

X

Student Signature

Date



APPENDIX F

LA RONGE INDIAN BAND POST SECONDARY EDUCATION



Scholarship Application

FOR LAC LA RONGE INDIAN BAND MEMBERS ONLY

STUDENT NAME:

DATE OF BIRTH:

STUDENT PHONE NUMBER:

STUDENT E-MAIL

INSTITUTE:

INSTITUTE LOCATION:

NAME OF CERTIFICATION / PROGRAM:

HOW MANY YEARS IS YOUR PROGRAM:

WHAT YEAR ARE YOU CURRENTLY IN?

Cliff Charles Memorial Scholarship (Strategic) Jonas Roberts Scholarship (Academic Excellence)

Please attach extra pages if needed

What are your educational and career goals? _____

Describe the community service (volunteer) and extracurricular activities you have been involved with?

I declare that all the information provided is true and complete and I make this solemn declaration believing it to be true knowing that it is of the same force and effect as if under oath.

X

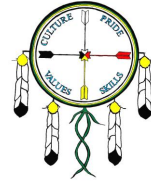
Student Signature

Date



APPENDIX G

LA RONGE INDIAN BAND POST SECONDARY EDUCATION



Change of Information

STUDENT NAME:

DATE OF BIRTH:

INSTITUTE:

EFFECTIVE CHANGE DATE:

INSTITUTE LOCATION:

NAME OF CERTIFICATION / PROGRAM:

CURRENT CONTACT INFORMATION CHANGE PROGRAM CHANGE NAME CHANGE

Name Change: _____

NEW Address: _____

NEW Phone / Cell / Email: _____

NEW Program: _____

Please attach supporting documentation to support these changes such as a copy of a change of name certificate and/or a copy of identification with new address and/or new program information.

I declare that all the information provided is true and complete and I make this solemn declaration believing it to be true knowing that it is of the same force and effect as if under oath.

X

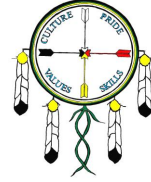
Student Signature

Date



APPENDIX H

LA RONGE INDIAN BAND POST SECONDARY EDUCATION



Release of Information

Date: _____

Student Full Name: _____

Student Date of Birth: _____

Student ID Number: _____

TO WHOM IT MAY CONCERN;

By providing you with this RELEASE OF INFORMATION LETTER

I, _____ hereby authorize you to release any information in connection with my academic programming with your organization to the Lac La Ronge Indian Band Post Secondary Education Office.

All requested information can be sent to:

LLRIB Post Secondary Education Office

Box 399

Air Ronge Sk S0J 3G0

Fax: 306-425-3030

E-Mail: postsecondary@llribedu.ca

I declare that all the information provided is true and complete and I make this solemn declaration believing it to be true knowing that it is of the same force and effect as if under oath.

X _____
Student Signature



APPENDIX I

LA RONGE INDIAN BAND POST SECONDARY EDUCATION



Student Contract

STUDENT NAME:

DATE OF BIRTH:

INSTITUTE:

DATE:

INSTITUTE LOCATION:

COURSE OF STUDY:

I understand the following conditions apply to my sponsorship by the Lac La Ronge Indian Band for post-secondary studies;

1. I will accept the responsibility to adhere to the Post Secondary Institution regulations and meet the standards required by the school for continuation in my course of studies.
2. I agree to attend classes regularly.
3. I agree to consult with the counsellor of my program if any problems arise academically, emotionally, physically and financially.
4. I agree to provide my marks and reports on a semester by semester basis to the Post Secondary Student Support Program office.
5. I understand that it is a serious matter to provide false information. I agree to report any changes to my student and/or program status promptly.
6. I understand that if I do not successfully complete 50% of my previous academic semester or have been required to discontinue (RTD) by my program, I must wait for one academic year (probation period) to reapply for PSSSP Assistance.
7. I understand that I have a right to appeal any decision made with respect to my application for sponsorship in accordance with Post Secondary Support Program policies.
8. **I have received and understand the LLRIB Post Secondary Student Support Program Handbook.**

I hereby agree and understand the terms/conditions for financial assistance that I have read above.

Student Signature

Date

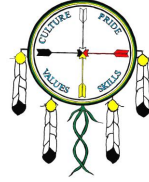
Witness

Date



APPENDIX J

LA RONGE INDIAN BAND POST SECONDARY EDUCATION



Student Academic Follow-up

STUDENT NAME:

DATE OF BIRTH:

INSTITUTE:

INSTITUTE LOCATION:

COURSE OF STUDY:

STUDENT SIGNATURE

DATE

X

IN GOOD ACADEMIC STANDING PROBATION/ MONITOR IMMEDIATE WITHDRAWAL

Student comments:

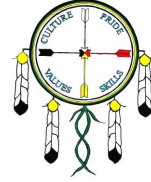
Institute comments:

Post-Secondary Education Office comments:



APPENDIX K

LA RONGE INDIAN BAND POST SECONDARY EDUCATION



Statement of Spousal Financial Responsibility

I, _____ (Please print name of spouse) certify that I am a fully-dependent spouse of _____ (Please print name of student).

- I am not receiving income from any other source.
- I am not working full-time.

Spouse Date of Birth

Spouse Band Name

Spouse Social Insurance Number

X

Spouse Signature

Spouse Social Insurance Number

Treaty Number

X

Student Signature

Date

X

Witness

Date

** Please include a copy of the Revenue Canada Assessment for spousal eligibility. **
** Spouse must be identified as a dependent **