



Lac La Ronge Indian Band

2024-2025

Post-Secondary Student Support Program Handbook

Post-Secondary Education
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Reviewed, Revised & Approved by:
Chief and Council: September 6, 2024

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LAC LA RONGE INDIAN BAND ~ CHIEF AND COUNCIL 2023-2026

Chief Senator Executive Director Chief Operating Officer Executive Coordinator Executive Assistant	Tammy Cook-Searson Harry Cook Gladys Christiansen Blake Charles Ruth Thompson Angeline Roberts
GRANDMOTHER'S BAY COUNCILLOR Band Office Contact: Phone: 306-635-2069 Fax: 306-635-2225	Gerald McKenzie
HALL LAKE COUNCILLOR Band Office Contact: Phone: 306-425-4797 Fax: 306-425-4909	Norman Ross
LA RONGE COUNCILLORS Band Office Contact: Phone: 306-425-2183 or 1-800-567-7736 Fax: 306-425-2590	Ann Ratt Charlene Venne Dean Roberts Sam Roberts
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STANLEY MISSION COUNCILLORS Band Office Contact: Phone: 306-635-2115 or 1-800-391-1181 Fax: 306-635-2265	Jimmy Charles Linda A. Charles Robin McKenzie
SUCKER RIVER COUNCILLOR Band Office Contact: Phone: 306-425-4113 Fax: 306-425-4747	Devin Bernatchez
COUNCIL OF ELDERS: Grandmother's Bay Hall Lake La Ronge Stanley Mission Sucker River	Elder Abel Charles Elder Leonard (George) Halkett Elder Bella Sanderson Elder Rodney Hegland Elder Joe P. Roberts Elder Sarah Ballantyne Elder Angelique Ratt

IMPORTANT DATES

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

- a) For September enrolment (September to December):
- b) For January enrolment (January to April):
- c) For Spring/Summer Session enrolment (May to June):

May 31st
October 31st
March 31st

*(*funding for Spring/Summer sessions will only be approved if the program requires that the classes be taken during that time)*

LAC LA RONGE INDIAN BAND - Post-Secondary Advisory Committee
2023 – 2026

Faye Mirasty - La Ronge
Lydia Gauthier - La Ronge
Maryann Ross - Hall Lake
Lydia McKenzie - Grandmother's Bay

Christina Sanderson - La Ronge
Myrtle Ballantyne - Little Red River
Stephanie Ratt - Sucker River
TBA – Alternate La Ronge

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
Superintendent (Spec. Ed)
Superintendent
Student Services Coordinator
Learning Supports Coordinator
Numeracy Coordinator (High School)
Literacy Coordinator
Data Coordinator
Education Financial Advisor
Post-Secondary Coordinator
Post-Secondary Student Counsellor
Adult Basic Education Coordinator
Post-Secondary Finance Officers
Education IT
Education IT Assistant
Administrative Assistant
Secretary/Receptionist
Cultural Language Coordinator
Cree Curriculum Developer
Cree Resource Developer
Digital Communication Officer
Graphic Designer
Pre-Employment Support Coordinator
Community Case Workers:
 Grandmother's Bay
 Hall Lake
 La Ronge & Sucker River:
 Little Red River
 Stanley Mission:
Data Entry Clerk

Michelle McCallum
TBA
Marcel Isnana
Roger Ratt
Vacant
Leona McLeod
Kary Hepworth
Grace Charles
Patsy Roberts
Christopher A Ratt
Rosie Naytowhow
Barbara Clinton
Claire Schafer
Gurpreet Singh
Tristin Nelson
Victoria Beatty
John Bird
Minnie McKenzie
Christina Clarke
Dolly Ratt
Charlie Venne
Jeffery Bell
Nina Bird

Norma Highway
TBA
Karen Adam
TBA
Megan Cook
Abby Roberts

GDI & Adult Training Programs

Secretary/Receptionist
Van Driver
Van Driver

Stella Sanderson
Annie Taylor
Audrey Charles

1.0 INTRODUCTION

- 1.1 The policies set out in this manual have received approval from the Lac La Ronge Indian Band Chief & Council and the Post-Secondary Advisory Committee.
- 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
Grandmother's Bay
Sikachu

Sucker River
Lac La Ronge

Morin Lake (Hall Lake)
Stanley Mission*

**The Community of Stanley Mission administer their own on & off-reserve (including the Hamlet) Post-Secondary Program, students under Stanley Mission band membership list will be required to submit their funding application to:*

*Stanley Mission Band office
P. O Box 220*

Stanley Mission, Saskatchewan S0J-2P0

Phone: (306) 635-2115

Fax: (306) 635 – 2265

- 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 Services Canada (ISC).

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 online: https://www.cicic.ca/868/search_the_directory_of_educational_institutions_in_canada.canada
- 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 department. To be considered for full sponsorship by the Post-Secondary Advisory Committee, students must be enrolled in the duration of four or more classes per semester except as noted in Policy Item 5.8.
- 2.9 “Part-time University Students” are as defined by the post-secondary department.
- 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, aunts, uncles, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandchild, grandparent, great-grandparents, foster parents, and guardians.
- 2.16 “Post-Secondary Advisory Committee” refers to the elected community representatives to act as the governing body of the Post-Secondary Student Support Program.
- 2.17 ISC – Indigenous Services 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

3.0 **ELIGIBILITY**

3.1 **Personal Eligibility**

Must be a member of the LLRIB and must be listed in the Band Membership registry. Students who have transferred to the Lac La Ronge Indian Band from another First Nation must wait for a period of five years from the date of transfer before being eligible for PSSSP funding. Prior funding will also be taken into consideration.

3.1.1 **Bill C-31, C-3 and S-3 Registrants:**

- Bill C-31, C-3 and S-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 ISC'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, distance 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.
 - Funding requests for Technical/Trades/Vocational programs will be referred to the appropriate regional funding agency. Regional funding agency locations can be found at:

<https://www.canada.ca/en/employment-social-development/programs/indigenous-skills-employment-training/service-delivery-organizations.html>

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 **Application Deadlines**

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

Application Deadlines: **All students MUST re-apply every year.**

- | | |
|---|--------------------------------|
| a) For September enrolment (September to December): | May 31st |
| b) For January enrolment (January to April): | October 31st |
| c) For Intersession/Summer Session enrolment (May to June): | March 31st |

*(*funding for Intersession/Summer session will only be approved if the classes required are not available/offered during regular session.)*

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.

We strongly encourage that all applications **be completed with required documents.**

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 agreement. Approved students will be notified following the Post-Secondary Advisory Committee application review.

- 3.7 If demand for funding exceeds availability, applications will be deferred according to the prioritization rules set out in section 4.0.

4.0 **PRIORITIES FOR APPROVAL OF APPLICATIONS:**

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

Group 1 – These Categories are priority as follows according to the ISC National Guidelines.

- 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 that have been selected to attend community-based post-secondary programs which have been prioritized by the band.
- 1.3 Students with a complete grade 12 or its equivalent that have been accepted into regular post-secondary programs. Criteria to be assessed by the Post-Secondary Advisory Committee:
 - Program types
 - Date of application
 - Residency/Community

- School
 - Date of graduation
- 1.4 New students already studying at a post-secondary level who have completed part of their program but were not previously funded by PSSSP office.

Group 2 – These categories are priority as follows.

- 2.1 Returning to the same program in the same field, after taking an approved leave of absence.
- 2.2 Returning to a different program.

Group 3 – These categories are priority as follows.

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 are priority as follows.

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

- 4.1 Students will only be eligible for tuition and books if they are employed.
- 4.2 Students may receive full sponsorship based on financial need*.
- 4.3 Student must provide CRA documentation and/or Employment Insurance verification.

* Financial need must be supported with/by T4's and other supporting documentation.

Group 5 – These categories are priority as follows.

- 5.1 Incomplete/late applications
- 5.2 Deferred/waitlisted students
- 5.3 Required to Discontinue – has to appeal to Institution
- 5.4 Returning students after a one-year probation waiting period after being discontinued.

Note: Students must wait one academic year probation period if:

- They have been required to discontinue (RTD) by their program or,
- Do not pass a minimum of 3 classes (9 c.u.) or 75% of their course load

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 after 2 attempts by staff to contact applicant, application will be withdrawn.

Late Application:

All late applications will be considered if funding is available and/or referred to other funding agencies.

5.0 LIMITS OF SUPPORT

- 5.1 Support for travel and living expenses for full-time students will be provided for the first two 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 to apply for one certification at each of the 4 levels of LLRIB PSSSP
- Level 1:** Certificate or diploma.
 - Level 2:** Undergraduate degree program
 - Level 3:** Graduate degree or advanced or professional degree
 - Level 4:** Doctoral programs
- 5.2 All applications will be dealt with in accordance with the Indigenous Services Canada-National Guidelines.
- 5.3 Students who have completed a Level 2, 3, 4 program are ineligible for program assistance for lower levels.
- 5.4 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 Advisory Committee.
- 5.5 LLRIB PSSSP does pay for Health and Dental fees provided by the institutions.
- 5.6 Students who transfer programs require approval of the Post-Secondary Advisory Committee.
Limit: One program transfer per student. Students who do not follow this policy procedure will automatically be disqualified for funding for one academic year.
- 5.7 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.
- 5.8 University students must be registered in a minimum of 4 classes (12 credit hours or its equivalent) per semester to receive a full living allowance. If a student withdraws from a class(es) and is registered in less than 3 classes per semester, a part-time status will come into effect which is tuition and books only. Students may be prorated on a case-by-case basis.
- 5.9 Access and Equity will be approved with medical documentation to accommodate students.
Students enrolled in all distance education courses will be sponsored for tuition and books only.
- 5.10 LLRIB PSSSP will pay for any extension fees required by the student on a case-by-case basis providing the situation has just cause (I.E: Doctors notes and death in family)
- 5.11 Full-time continuing students in the final stages of their programs, who need a minimum of 3 credit hours (1 class) in their final semester to graduate, may receive full living allowance pending available funding.

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.
 - Books & supply assistance (combined) will be \$125 per class to a maximum of \$500 per semester.
 - 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 must be demonstrated that the institute is not helping with such fees as well.
 - Initial professional certification and examination fees will be covered on a case-by-case basis. Providing that funding is available.
- b) Students applying to out of province institutions will be eligible for tuition support comparable to the Saskatchewan Institution rate. i.e., U of S, U of R.
 - Students that apply from the United States of America must provide a letter from Bureau of Indian Affairs indicating that they are ineligible for funding. * American band members 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 is in the first year of their program and first moves to another town/city for studies. The second and the last \$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. **Refer to Appendix L.**

6.3 Travel Support - Financial assistance for travel must be applied for by the student. **Refer to Appendix B.**

- a) Full-time Saskatchewan Urban students will be eligible for 2 round trip travel allowances throughout the academic year—limited to one round trip per semester. Travel during spring/summer session will be assessed on a case-by-case basis.
- 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.

6.4 Part-Time Studies Support

- All students must abide by the same application procedures for approval and for accountability.
- Continuing part-time students must re-apply for the tuition and book support within the deadline dates.
 - a) A part-time student will be eligible for books, supplies, and tuition fees.
 - b) LLRIB members employed by LLRIB, that are enrolled in part-time university studies shall be covered for tuition and books.

6.5 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 **Appendix A**.
- b) Where there is a married/common law couple both receiving PSSSP 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 with dependents rate.

6.6 Tutorial Assistance

Tutorial assistance should be recommended by the academic counsellor with recommended assistants names. **Refer to Appendix D.**

The maximum amount paid for tutors will be as follows:

- \$35.00/hr. for undergraduate tutors
- Tutorials will be paid to a maximum of 2 hours per class per week.
- Tutorial assistance will be capped at \$750 (2 terms) per year

6.7 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 Advisory Committee.

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) If 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 (Level 1)	\$400.00
• Two-year diploma (Level 1)	\$700.00
• Undergraduate degree (Level 2)	\$900.00
• Post-graduate degree – Masters (Level 3)	\$1,200.00
• Post-graduate degree – PhD (Level 4)	\$1,200.00

To be eligible for the graduation incentive:

- Must be funded from LLRIB PSSSP in the last academic year.

- Provide confirmation of graduation from the institute that the student has met all the requirements for the program completion.
- Official transcripts must be sent to the Post-Secondary office and a copy of the actual degree/diploma.

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

7.2 Scholarships

CLIFFORD CHARLES MEMORIAL SCHOLARSHIP (Strategic Scholarships)

Clifford Charles was an employee in the Lac La Ronge Indian Band Post-Secondary Program since the Band began administering this program from Indigenous and Northern Affairs Canada in 1992. Clifford 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.

- All LLRIB PSSSP full-time funded students who have successfully completed at least one academic year may apply for one of the three scholarships based on transcripts from the last two academic semesters. Scholarships will be awarded according to the year that is completed.

Deadline for submission is September 30th.

JONAS ROBERTS MEMORIAL 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.

- All full-time students may apply for one of the scholarships based on transcripts from the current academic year.
- * Criteria for Clifford Charles and Jonas Roberts Memorial Scholarships are, academic grades for the Fall and Winter semesters, 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 one current academic reference and transcripts.

SHANTAL MIRASTY MEMORIAL SCHOLARSHIP (Medical Field Scholarship)

Shantal Mirasty is a member of the Lac La Ronge Indian Band and a Registered Nurse who convoked at the University of Saskatchewan in 2019. Shantal found time for community involvement while attending University of Saskatchewan she worked in Group Homes for Youth and Elders on evenings and weekends. Shantal's character is grounded in humor, joy, love, and she was a firm believer of responsibility and with the love, kindness, honesty,

integrity, self-sacrifice, common sense and moral standards to lead by example. After receiving her Bachelor of Science in Nursing in 2021 Shantal accepted a position at St. Paul's Hospital in Saskatoon. Shantal accepted a position with SIIT as an Instructor for the Indigenous Practical Nursing Program in Saskatoon. Shantal was always grateful of her LLRIB Post Secondary funding and pursued her career in Nursing.

Shantal embodied the true spirit of selflessness and humility. Shantal was a dedicated Mother and Wife but she also dedicated her time preparing Turkey Meals on Christmas Day and handing out to the less fortunate

- * Criteria for Shantal Mirasty Memorial Scholarship are, academic grades for the Fall and Winter semesters, special significance of program enrolled in, volunteer work, leadership, financial need, and special circumstances in overcoming adversity. The award will require a letter of application with one current academic reference and transcripts and preference will be given to a student studying in the medical field.

Note:

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

***Scholarships are for Lac La Ronge Indian Band members who are full-time students only. Refer to Appendix F.**

- 7.3 The Post-Secondary Advisory Committee will review all applications from students for incentives and scholarships annually.

8.0 ACCOUNTABILITY

- 8.1 Every effort will be made by the Post-Secondary Student Support Program to recover over payment to students who misuse funding by not fulfilling the terms of the annual contract entered, or who misrepresent their marital status, dependent information, or program studies on the application. (Includes, tuition, books, supplies and living allowance).
- 8.1.1 Overpayment of an allowance to a student will be recovered by Post-Secondary Student Support Program.
- 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 misuse 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 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 Appeal Board.
- 9.3 The Appeal Board will be recommended to Chief and Council by the Chief Operating Officer and Director of Education.
***The appeal board's decision is final.**
- 9.4 Disciplinary Action Steps:
Step 1 - Verbal Warning
Step 2 - Written Warning
Step 3 - Action
Depending on the severity of the incident, steps may be waived and funding may be discontinued

10.0 OBLIGATIONS OF STUDENTS

- 10.1 It is understood that the Post-Secondary Student Support Program is intended to provide support for students 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 to bring credit to their peers, to themselves and to the LLRIB PSSSP.
- 10.2 The student contract and the student release of information 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 staff in writing of any changes in classes, withdrawal, contact information, marital status, and dependents immediately. **Refer to Appendix G.**
- 10.6 Students will be required to submit their final marks on a semester basis. For technical programs a progress report will suffice. **Refer to Appendix J.**
- 10.7 Staff work with professionalism and diligence to serve its Band Members. There is a **ZERO TOLERANCE** policy towards any abusive behavior directed at our staff this includes:
 - 1) Physical abuse or threaten staff
 - 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.Abusive behavior including video/audio recording without prior consent toward our staff will not be tolerated and disciplinary action steps will be taken and may include discontinued funding.

10.8. Social Media

Where social media is used as a teaching and learning tool through official institution/university websites and accounts, all students must read, understand, and agree to the terms of use of the social media website and the institutions/universities policies.

- Students are expected to conduct themselves professionally both in and out of school. Please be advised that inappropriate comments, photographs, links, etc. should be avoided.
- Posts involving the following are not permitted and may subject the individual to discipline up to and including termination of post-secondary funding:
 - Releasing proprietary and confidential Band information.
 - Discriminatory statements or sexual innuendos regarding Chief & Council, Post-Secondary Advisory Committee, Education staff, other students and Band employees.
 - Defamatory statements regarding the Band, Chief & Council, Management, its employees, and/or vendors.

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 ISC.

14.0 **POLICY REVIEW**

- 14.1 LLRIB PSSSP Handbook will be reviewed by the Post-Secondary Advisory Committee annually before the start of the fall semester. The Director of Education and the Post-Secondary Advisory Committee 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 2024-2025

<u>Category I</u>	<u>Monthly Allowance</u>
Married student living with employed spouse	\$1,500.00

<u>Category II</u>	
Married student living with dependent spouse	\$1,500.00
Married student living with dependent spouse and 1 dependent	\$1,700.00
Married student living with dependent spouse and 2 dependents	\$1,900.00
Married student living with dependent spouse and 3 dependents or more	\$2,100.00

<u>Category III</u>	
Single Student – no dependents	\$1,500.00

<u>Category III</u>	
Single Student with 1 dependent	\$1,600.00
Single Student with 2 dependents	\$1,800.00
Single Student with 3 dependents or more	\$2,000.00

Required Documentation: A copy of the “Canada Revenue Agency Assessment” is required by student for confirmation of dependents that you are claiming. Financial need must be supported with/by T4's and other supporting documentation

APPENDIX B

Seasonal Travel Rates for 2024-2025

FROM LITTLE RED RIVER TO:

Prince Albert	48	Km	@0.60	28.80
Saskatoon	189	Km	@0.60	113.40
Regina	412	Km	@0.60	247.20
La Ronge	130	Km	@0.60	78.00

FROM LA RONGE TO:

Prince Albert	242	Km	@0.60	145.20
Saskatoon	379	Km	@0.60	227.40
Regina	657	Km	@0.60	394.20
Moose Jaw	591	Km	@0.60	354.60

FROM GRANDMOTHER'S BAY TO:

La Ronge	104	Km	@0.60	62.40
Prince Albert	346	Km	@0.60	207.60
Saskatoon	491	Km	@0.60	294.60
Regina	761	Km	@0.60	456.60

FROM HALL LAKE TO:

La Ronge	103	Km	@0.60	61.80
Prince Albert	239	Km	@0.60	143.40
Saskatoon	384	Km	@0.60	230.40
Regina	654	Km	@0.60	392.40

FROM SUCKER RIVER TO:

La Ronge	32	Km	@0.60	19.20
Prince Albert	274	Km	@0.60	164.40
Saskatoon	419	Km	@0.60	251.40
Regina	689	Km	@0.60	413.40

FROM STANLEY MISSION TO:

La Ronge	81	Km	@0.60	48.60
Prince Albert	323	Km	@0.60	193.80
Saskatoon	468	Km	@0.60	280.80
Regina	738	Km	@0.60	442.80

FROM PRINCE ALBERT TO:

Saskatoon	141	Km	@0.60	84.60
Regina	364	Km	@0.60	218.40

FROM MOOSE JAW TO:

Regina	71	Km	@0.60	42.60
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APPENDIX C
LA RONGE INDIAN BAND
POST-SECONDARY EDUCATION



Financial Assistance for Travel

STUDENT'S FULL NAME:

STUDENT EMAIL

STUDENT'S CURRENT MAILING ADDRESS WITH POSTAL CODE:

STUDENT'S 10 DIGIT TREATY NUMBER:

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 below:

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'S FULL NAME:

STUDENT E-MAIL:

STUDENT PHONE NUMBER:

CLASS REQUIRING TUTORIAL ASSISTANCE:

TUTOR'S FULL NAME:

TUTOR'S MAILING ADDRESS

Date					
Start time					
End time					

Tutorials will be paid to a maximum of 2 hours per class per week @ \$35.00 per hour and to a maximum of \$750 per semester. All tutorial assistance must be requested by Academic Advisor

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

STUDENT NAME:

TREATY NUMBER:

INSTITUTE:

INSTITUTE LOCATION:

NAME OF CERTIFICATION / PROGRAM:

MAILING ADDRESS:

- ☐ CERTIFICATE
☐ DIPLOMA
☐ UNDERGRADUATE DEGREE
☐ MASTERS DEGREE
☐ PH.D DEGREE/ED.D DEGREE

A copy of the degree/diploma must be attached to this graduation assistance request.

Documents attached:

☐ OFFICIAL TRANSCRIPTS ☐ LETTER FROM INSTITUTION ☐ COPY OF DEGREE/DIPLOMA

Are you attending the Convocation/Graduation Program? _____

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

Expected date, time and location of ceremony: _____

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:

TREATY NUMBER:

STUDENT PHONE NUMBER:

STUDENT E-MAIL

INSTITUTE:

INSTITUTE LOCATION:

NAME OF CERTIFICATION / PROGRAM:

PROGRAM LENGTH (YEARS):

WHAT YEAR ARE YOU CURRENTLY IN?

- ☐ Clifford Charles Memorial Scholarship (Strategic)
☐ Jonas Roberts Memorial Scholarship (Academic Excellence)
☐ Shantal Mirasty Memorial Scholarship (Medical Field Scholarship)

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

Please include the following: scholarship application, cover letter, current academic reference letter, transcripts of the last two semesters and current class registration.



APPENDIX G
LA RONGE INDIAN BAND
POST-SECONDARY EDUCATION



Change of Information

STUDENT NAME:

TREATY NUMBER:

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 Treaty Number: _____

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

Date



APPENDIX I
LA RONGE INDIAN BAND
POST-SECONDARY EDUCATION



Student Contract

STUDENT NAME:

TREATY NUMBER:

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 institution for continuation in my course of studies.
2. I agree to attend classes regularly.
3. I agree to mandatorily consult with the counsellor/academic advisor of my program, on a regular basis and notify them of any problems that may arise academically, emotionally, physically, and financially.
4. I agree to provide my transcript of marks 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 75% 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 Student 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:

TREATY NUMBER:

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 Signature

Date

Student Signature

Date

** Please include a copy of the Canada Revenue Assessment and Employment Insurance
Verification for spousal eligibility. **

** Spouse must be identified as a dependent **

Financial need must be supported with/by T4's and other supporting documentation



APPENDIX L
LA RONGE INDIAN BAND
POST SECONDARY EDUCATION



RELOCATION SUPPORT

STUDENT NAME:

TREATY NUMBER

STUDENT'S HOME ADDRESS

INSTITUTE LOCATION

PLEASE NOTE: This will only occur twice in the duration of the study period:

DATE OF RELOCATION MOVE (Start of the study period):

DATE OF MOVE BACK TO SAME RESIDENCE (After completion of studies):

Please Direct Deposit my relocation support 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



BOX 399, AIR RONGE, SK S0J 3G0
TELEPHONE: 306-425-4938 / TOLL FREE: 877-768-6888
Fax: 306-425-3030 / Email: postsecondary@lriibedu.ca



