



*FROG LAKE CAREERS  
PROGRAM  
POLICY AND GUIDELINES*

## **PART 1**

### **UNIVERSITY AND COLLEGE ENTRANCE PREPARATION PROGRAM**

#### **1.a TERMS AND CONDITIONS**

*The following are terms and conditions under which the Frog Lake First Nations Council and the Frog Lake Careers Program would provide financial support to Band Membership who are enrolled in the University and College Entrance Programs offered by Canadian Post Secondary Institutions.*

#### **1. STUDENT ELIGIBILITY**

*To be eligible to receive support as a UCEP student it is necessary that:*

- 1.1 The applicant be a Band Member of the Frog Lake First Nations 121/122. All dependents must be registered on the Frog Lake First Nations 121/122 Band List as currently recognized by the Chief and Council. The applicant must reside in Canada and have been accepted for enrollment in a UCEP program of a Canadian Institution;*
- 1.2 The applicant be aged 20 years or older on the first day of September in the year which he/she makes application for financial support;*
- 1.3 The applicant, at the time of enrollment in the UCEP program, has attained a minimum of five one year courses at the grade 12 level or equivalent from among the subject areas of English, a second language, Mathematics, History, Geography, Social Studies, Chemistry, Physics and Biology;*
- 1.4 The applicant provide a statement from the Post Secondary institution offering the UCEP program that:
  - 1) The student can attain the academic level for University or College entrance within the period of one academic year.*
  - 2) The institution to provide a statement stating student is acceptable to a University/College program.**

#### **2. SUPPORT LIMIT**

- 2.1 UCEP students approved for financial support as full time students will receive support during the UCEP program up to a total time period of two semesters of the institution offering the UCEP program.*
- 2.2 UCEP student accepted, as part time student will be provided support for tuition registration, compulsory fees, books and supplies as required by the institution.*
- 2.3 UCEP students accepted as full time students will be provided support for tuition, registration, compulsory fees, books and supplies as required by the institution and a monthly living allowance as per grid.*
- 2.4 UCEP students accepted as part time students will receive support for a time period equivalent to two semesters.*
- 2.5 UCEP students to provide a statement of their marks and progress as verified and confirmed by the institution attended to the Director of the Frog Lake Careers Program.*
- 2.6 Continuing Education Program and the Frog Lake Careers Program and Employment and Training Board. The issuing or further financial assistance will be subject to the authority receiving the confirmation of the student's progress*

- 2.7 *The support for tuition, compulsory fee and living costs will be similar to that provided for Post Secondary students.*
- 2.8 *Any student failing to complete the UCEP program will:*
- 1) *Be required to make an appointment with the Director to discuss and resolve any issues related to the student not completing the program.*
  - 2) *If issues and/or circumstances cannot be resolved by the student and the Director a meeting will be called with the Frog Lake Careers and Employment and Training Board to discuss and resolve any issues at hand. All decisions made by the Board will be final.*
  - 3) *Any student dropping out or terminated from their program of studies will be suspended from sponsorship for a period of two years.*
  - 4) *Any student failing to adhere to policy for the second time will be suspended indefinitely.*
  - 5) *Any student failing to complete their program of studies may be asked to compensate the program for expenditures on his/her behalf.*
- 2.9 *Any UCEP student can request for an appeal as outlined in the appeal procedures and policy.*

## **PART 2**

### **UNIVERSITY/COLLEGE PROGRAM**

#### **1. ELIGIBILITY**

*To be eligible to apply for support under the student support program, an applicant;*

- 1.1.1 *Must be a member of the Frog Lake First Nations 121/122. All dependents must be registered in the Frog Lake First Nations 121/122 Band List as currently recognized by the Chief and Council.*
- 1.1.2 *Must have met University and College entrance requirements and have been enrolled or accepted for enrollment in Post Secondary institution for a program of studies.*
- 1.1.3 *Support will be provided with the limits of funds voted by parliament (INAC). If support for the number of applicants exceeds the budget, applications will be deferred according to policy set out by the Frog Lake First Nations Council and Frog Lake Careers Program and Employment and Training Board.*
- 1.1.4 *Applicant is not on the suspension list or has completed his/her time of suspension.*
- 1.1.5 *Student must be accepted into a Public Institution. List of institutions will be provided at student's request.*

#### **2. TYPES OF SUPPORT – FULL TIME STUDENTS**

- A. *Tuition and support includes student fees, registration, tuition, initial professional certification and examination fees, and the costs of books and supplies which are listed as required by the Post Secondary Institution. Frog Lake Careers Program and Employment and Training Board have the flexibility to adjust tuition support to meet the needs of their students.*

*For resourcing purposes tuition support is provided for;*

- a.1 *students attending Canadian Public Institutions at a normal rate charged by the institution for a Canadian student*

*a.2 students attending a private or foreign post secondary institution at the same rate charged by the Canadian institution nearest to the student's place of residence at the time of application, which offers a comparable program*

*a.3 student enrolled in a private or foreign institution at the actual rate charges by the foreign institution where no comparable program is available at an institution in Canada.*

## **B. TRAVEL SUPPORT**

*Students who are required to live away from their permanent place of residence may qualify for a travel grant once every semester for themselves and any dependents who reside with them. The Frog Lake Careers Program and Employment and Training Board have flexibility to adjust travel grants to meet the needs of the students.*

*For resourcing purposes;*

*Travel support will be equal to the cost of return transportation from the student's permanent place of residence to the nearest Canadian Post Secondary institution which offers the program of studies selected by the student.*

## **C. SUPPORT FOR LIVING EXPENSES**

*The support for living expenses is expected to cover such costs as food, shelter, daily transportation, daycare, rental-costs and contingency funding.*

### **\* ANNEX 1**

*Allowances set out in annex 1 are for resourcing purposes. The Frog Lake Careers Program and Employment and Training Board have the flexibility to adjust these rates either higher or lower to meet the individual needs of the student.*

## **TYPES OF SUPPORT**

*Costs covered*

- 1) Full time students – Tuition
  - Books and Supplies*
  - Compulsory Fees*
  - Living Allowance**
- 2) Part time students – Tuition
  - Books and Supplies*
  - Compulsory Fees**

## **3. LIMIT OF SUPPORT**

*3.a. Support will be provided for three levels of Post Secondary Education*

*Level I – Community College and CEGEP diploma or Certificate programs (2 years)*

*Level II- Undergraduate programs (4 years)*

*Level III- a) Professional degree programs (5 years)*

*b) Masters and Doctoral programs (7 years)*

***\*Note – Any student that has exceeded the number of months allowed to attain his/her goal may not be eligible for funding.***

- 3.b *Tuition support will be provided to students in all three levels without limits as outlined in 2 a.*
- 3.c *Support for travel and for living allowances, as outlined in 2(b) and 2(c) will be provided to students to complete one program at level I  
Level II will include support for an additional degree program at a bachelor level, which has a prerequisite under graduate degree.  
Level III will include support for (1) Professional degree program  
Or  
(2) Masters and Doctoral programs*
- 3.d *The duration of support in 3.c will accord with the official length of the program as defined by the Post Secondary institution which the student is enrolled*
- 3.e *Students enrolled in Level I and Levels II will be supported for up to one additional academic year per level, if such an extension is required and approved in writing by the institution's dean or department head*
- 3.f *Students may be supported for up to one additional academic year in Level III for medical or personal reasons*
- 3.g *Students may be supported in Level I studies after leaving their studies at Level II. If a student resumes studies at Level II, the previous time spent at Level II will be counted for support purposes*
- 3.h *Students who have completed Level II with or without from this program are ineligible for Level I program support*
- 3.i *Students who have completed at a Level III program with or without support from this program are ineligible for Level I or Level II program support*
- 3.j *Where students change programs within one of the levels, the academic years used for each program within this level will be counted for support purposes*
- 3.k *Students who 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 3(d), 3(e), and 3(f)*

#### **4. TERMINATION/SUSPENSION OF SPONSORSHIP**

- 4.1 *Any student dropping out/terminated from their program of studies will be suspended from sponsorship for a period of two academic years*
- 4.2 *Any student terminate/dropping out for the second time without good reason will be suspended indefinitely*
- 4.3 *Any student failing to complete their program for medical reasons or reasons beyond student's control will have to arrange a meeting with the Director and the Frog Lake Careers Program and Employment and Training Board to discuss necessary procedures and action to be taken by the student*

- 4.4 Any student failing two or more subjects will be suspended from sponsorship for a period of two (2) academic years
- 4.5 The student must present all supporting documents (re: transcripts) to the Frog Lake Careers Program and Employment and Training Board before any decision for sponsorship will be finalized
- 4.6 Any student can make an appeal for sponsorship as outlined in the appeal process

## **5. INCENTIVES**

*The Frog Lake First Nations may provide the type of incentives as listed in this section.*

*5.a Incentives for students enrolled in Level III programs;  
Students enrolled as full time students in a Level III degree may receive an incentive subject to a maximum of \$1,500.00 This incentive will only be provided once. Students will be eligible for this incentive upon successful completion of the degree*

*5.b Strategies Studies Scholarships in Level II;  
In order to encourage students to engage in studies that directly contribute to achieving self government and economic self reliance the Frog Lake First Nations Board may reward incentive scholarship*

- 1) Students who are currently receiving financial support under the student support program and who are enrolled as full time students in a program of studies in the areas of Commerce, Public or Business Administration, Economics, Computer Sciences, Forestry and Engineering are eligible for the Strategic Studies Scholarships*
- 2) The amount of scholarships awarded by the administration may be up to a maximum of \$3,500.00*
- 3) Eligibility for the scholarship will be conditional upon successful completion of one year of the program of study and continuation in it. The scholarship may be awarded annually at the beginning of the second year of the program and the beginning of each year thereafter in accordance with the length of the program as defined in 3(d).*
- 4) Recipients of the scholarships will be determined by the Frog Lake First Nations Board. The scholarship may not exceed five-percent maximum is less than one student.*

*5.c Academic Achievement Scholarships  
In recognition of academic achievement the Frog Lake Careers Program may award scholarships to students in Level I and II who are enrolled as full time students and who have achieved a grade average of B or higher in their program of studies.*

- 1) Students currently receiving support under the student support program are eligible for scholarships in recognition of academic achievement*
- 2) The amount for scholarships by the administration will be up to a maximum of \$1,000.00 annually.*
- 3) Students may be eligible for the scholarship will be available to a maximum of five percent of the Post Secondary student population. Recipients of the scholarship will be determined by the Frog Lake Careers Program and Employment and Training Board. One scholarship will be available where the five-percent is less than one student.*

5.d *Eligible students may be awarded on strategic studies scholarship or one academic scholarship in an academic year.*

*Degree - \$1,500.00*

*Diploma - \$1,000.00*

*Certificate A – (Long Term) \$500.00    Certificate B-(Short Term) \$250.00*

## **6. OPERATING GUIDELINES**

*The Frog Lake Careers Program and Employment and Training Board operate and administer the program subject to the policies and guidelines of the Department of Indian and Northern Affairs.*

## **7. STUDENT REGISTRY**

*The Frog Lake Careers Program is responsible for maintaining a student registry. The department will identify the information requirements, which will include the student's name, the institution attended, the program of study, the support provided, the degree/diploma/certificate obtained and any additional information which may be required from time to time. This information will remain confidential. This information will be reported to the Department of Indian and Northern Affairs annually.*

## RATES FOR RESOURCING MONTHLY ALLOWANCES

	<i>Monthly Allowance</i>	<i>Monthly Allowance for High Rental Areas</i>	<i>New Monthly Allowance Rate Effective September 1/07</i>
<i>a) Single student</i>	\$750.00	\$750.00	\$930.00
<i>b) Married student with</i>			
<i>Employed spouse</i>	\$675.00	\$675.00	\$860.00
<i>With 1 dependent</i>	\$850.00	\$850.00	\$1035.00
<i>With 2 dependents</i>	\$1205.00	\$1205.00	\$1215.00
<i>With 3 dependents</i>	\$1355.00	\$1355.00	\$1540.00
<b><i>\$100.00 per additional dependent</i></b>			
<i>c) Married student with</i>			
<i>Dependent spouse</i>	\$925.00	\$925.00	\$1110.00
<i>With 1 dependents</i>	\$1045.00	\$1045.00	\$1230.00
<i>With 2 dependents</i>	\$1205.00	\$1205.00	\$1390.00
<i>With 3 dependents</i>	\$1355.00	\$1355.00	\$1540.00
<b><i>\$100.00 per additional dependent</i></b>			
<i>d) Single parent</i>			
<i>1) With 1 dependent</i>	\$1145.00	\$1145.00	\$1330.00
<i>2) With 2 dependents</i>	\$1305.00	\$1305.00	\$1490.00
<i>3) With 3 dependents</i>	\$1455.00	\$1455.00	\$1640.00
<b><i>\$100.00 per additional dependent</i></b>			

*\*Only married students with a dependent spouse and two or more dependents and single parents with two or more dependents, whose place of study is located in a high rental area. The high rental areas will be identified and revised annually by the Department using the Canada Mortgage and housing Corporation's rental survey.*

*Administering organizations may determine other higher rental areas as follows:*

- i) The rental rates in the community may be compared to the rental rates for comparable accommodations in the city identified in the high rent survey in the same region.*
- ii) Regions, which do not have a city in the survey, will compare community rents to the nearest city in the survey.*



## **SECTION IX: APPEAL PROCESS**

### **POLICY:**

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*To ensure fairness and equitable treatment under the policy, the administering organization must have an appeal process in place. This process must incorporate the following basic elements:*

- a) Formal statement and public distribution of the said policy and procedures.*
- b) Ensuring that the student has a right to an established appeal process. This includes the existence of an impartial appeal board.*
- c) Ensuring that the student has a right to have support in the form of an advisor or advocate.*
- d) Ensuring that First Nations have an adequate level of participation in the appeal process and its structure.*
- e) The administering organization will provide costs for members and the student to attend the appeal hearing.*
- f) The establishment of specific time frames for appeal hearing to be set and for decisions to be made.*
- g) Confirmation that the administering organization will abide by the appeal board's decision.*

*Students may not appeal to the department decisions made by other administering organizations. This included administrative decisions and appeal rulings.*

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### **APPLICATION:**

- a) Where a student is convinced that the Frog Lake Careers Program guidelines are not being fairly applied to his or her situation then the student shall have access to an appeal hearing.*
- b) There is no appeal against refusal of assistance because funds are not available.*

### **PROCEDURES:**

- 1. The student contacts the Frog Lake Careers Program's administering office, in person or in writing, of the intent to appeal.*
- 2) The student is sent an appeal request form to provide the following:  
\*student name, address and contact number;  
\*the institution attended and program of studies enrolled;  
\*the reasons for the appeal, citing the relevant sections of the policy or guidelines;  
and  
\*name, address and phone number of the person to represent the student*
- 3) The student returns the appeal request form to the administering office.*
- 4) The administering office confirms receipt of the appeal request form in writing and sets a date to hear the appeal.*
- 5) If required, Appeal Board hearing may be conducted once each semester.*

6) *The administering office will set an appeal board with the following members:*

*\*Director of Post Secondary (chairperson). Alternatively another Frog Lake Careers Program and Employment and Training Board member from the same region may be appointed in the place of the Director of Post Secondary if the latter has been directly involved in the administration of the student's application.*

*\*A person selected by the student and identified by the student in the appeal process.*

*\*An official from an Education authority not administering the Post Secondary Student Support Program, excluding the Frog Lake Careers Program Employees.*

7. *The administering office will arrange with the Board members and the student the date, place and time of the appeal hearing.*

8. *The administering office may provide costs for board members and the student to attend the appeal hearing.*

9. *The Board's ruling will be based on the majority decision.*

10. *The Board's ruling must be consistent with the intent of the Student Support program's Policy and Guidelines.*

11. *The administering office must submit a report on the appeal hearing to the Education Branch Headquarters, to be maintained nationally for information purposes. The report will include a copy of the student's appeal request form, names, and positions of the appeal board members and board's ruling.*

12. *The Board's decision is final.*