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1.0 Introduction

The objective of the Post-Secondary Student Support Program is to provide support to Fort McKay Band members who are pursuing access to upgrading and post-secondary education and to graduate with the skills and competencies needed to pursue individual careers and to contribute to the advancement of First Nations self-governance and economic self-reliance and to help promote a culture of life-long learning within the community of Fort McKay. The mandate of the Post-Secondary Support Program does not include short courses (less than one term) as Employment and Training supports short courses geared to increasing skills needed for employment. The Fort McKay First Nation has adopted this policy and mandated the Education Director to follow the guidelines and procedures as written to ensure fair and objective decisions for all students. This policy is intended to be a “living document”, and therefore subject to amendment from time to time based on changes to the Post-Secondary system and the needs of students.


SIGNED: ON BEHALF OF FORT MCKAY FIRST NATION LEADERSHIP




 Mel Grandjamb, Chief




 Raymond Powder, Councillor



 Melinda Stewart, Councillor




 David Bouchier, Councillor



 Crystal McDonald, Councillor

April 30, 2020

 Date

		
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2.0 Definitions

Academic Year

The academic year normally refers to two semesters with an approximate duration of eight (8) months for Colleges and Universities.

Approved Post-Secondary Institution

A public post-secondary institution that offers diploma and degree programs recognized by Fort McKay First Nation.

Band Member

A person whose name has been registered on the Fort McKay First Nation Membership List.

Compassionate Reasons

Reasons pertaining to the death, incapacitating illness or serious accident of an immediate family member and approved at the discretion of the Education Director.

Dependent Child

A dependent child is one who is under the student's legal care. He/she must be under the age of 18.

Fraud


Any act, expression, omission, or concealment calculated to deceive the Fort McKay First Nation to its disadvantage and carried out for the purpose of achieving personal gain.

Full-Time Student

A student, who in each semester is enrolled in the recommended program structure of their institution and meets the institution's requirements for full-time student status.

Medical Reasons

Refers to a serious illness or injury in which the student will be absent from classes for more than one week. The student is required to provide the Post-Secondary Education Coordinator with a

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note or certificate from a doctor or medical professional that provides details of the illness or reason for absence from classes. Failure to do so may result in the student being required to reimburse the Fort McKay First Nation for all educational funds that have been provided to the student in the semester during which the absence took place.

Part-Time Student

A student who takes less than the recommended program of study by their institution.

Post-Secondary Education

A program of studies, offered by a post-secondary institution, for which completion of secondary school studies or its equivalent is a pre-requisite.

Program of Studies

Includes all post-secondary programs, at least one academic year, leading to a certificate, diploma, or degree. Programs (e.g. Pre-Law) less than one academic year which are pre-requisites to Post-Secondary programs of at least one academic year are included.

Spring/Summer Programs


Funding support for Spring/Summer courses (May-August) is considered part of the student’s overall program of study funding, and annual application deadline applies (7.4)

Fort McKay First Nation Membership

Means a person whose name has been entered in the Fort McKay First Nation Membership List.

University and College Entrance Preparation (UCEP)

Students in this program are eligible for a maximum of ten (10) months or one academic year of funding. Students that exceed the maximum length must explain their case and seek prior approval in writing.

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3.0 Eligibility Criteria

Fort McKay First Nation provides support to eligible band members based on three criteria of all applicants: A) Personal, B) Educational Institution, C) Program.

A. Personal Eligibility

- 1) Must be on the Fort McKay First Nation Band membership list.
- 2) Must settle any outstanding or make arrangements for repayment of such debt to Fort McKay First Nation Education Department.
- 3) Must settle any outstanding education debts to any education institution such as:
 - a. Library fines;
 - b. Parking fines; or
 - c. Any other debt.
- 4) Must declare any outstanding legal (court leave) or medical matters (pregnancy complications/surgery) which may or may not affect your program of study.


B. Educational Institution Eligibility

Eligible institutions must be on the Master List of Designated Education Institutions on the Government of Canada website: <https://www.canada.ca/en/employment-social-development/programs/designated-schools.html>

C. Program Eligibility

Student may only be eligible for sponsorship if the program meets all two of the following criteria:

1. You will be attending a degree, diploma, or certificate granting institution recognized/accredited by a province, territory or a state as a post-secondary institution.
2. Your program of studies is at least one academic year (eight months) in length and leads to a certificate, diploma, or degree.

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4.0 Sponsorship Application Procedures

Obtain an “Application Package” by contacting the Post-Secondary Education Coordinator at the Fort McKay First Nation Education Department Office or reach out via email:

education@fortmckay.com. The package includes the Education Funding Policy and a set of forms (see Appendix C, page 24 to 31) that must be completed and returned to the office.

Incomplete applications without required supporting documents will be returned to the applicant. Approval of the completed application is subject to the availability of funding.


Students are responsible for reading and understanding the terms set out in this Policy Manual.

Where clarification is needed, it is the student’s responsibility to contact the Fort McKay Education Department for a further detailed explanation.

A **New applicant** shall provide the following documents to the Post-Secondary Office:

1. Eligibility confirmation from Fort McKay First Nation Membership.
2. Completed Application Form (Appendix C, page 29 to 31)
3. Acceptance letter from the Post-Secondary institution.
4. Recent transcripts from all educational institutions attended.
5. Course schedule/registration with your name and identification number printed on it from your institution.
6. Tuition and fees assessment from your institution.
7. Banking information – void cheque or direct deposit authorization.
8. Photocopy of Provincial Health Care Card(s) and a copy of your Child Tax Benefit (if claiming dependents).
9. Authorization form to release personal information (Appendix D, page 32).
10. Employment verification if applicable.

Note: Application fees and/or tuition deposits shall remain the responsibility of a new applicant and will not be reimbursed if the student has not been selected for educational

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assistance. Students who do not have a credit card to apply online may contact the Post-Secondary Office for support.


A Continuing student shall provide the following documents on a yearly or term basis for ongoing sponsorship support:

1. Completed Application Form yearly to update information
2. Updated Program of Study Plan Template each term
3. Course schedule/registration with your name and identification number printed on it from your institution each term
4. Transcripts at the end of each term
5. Tuition and fees assessment from your institution yearly or by term depending on institution
6. Any changes to Banking Information or Employment Verification if applicable.

Annual Application Deadlines

Semester Start Date	Application Deadline
September	July 1
January	December 1 (based on availability of funding)
May / August	April 1


All students must reapply each year prior to the application deadline date.

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5.0 Types of Students and Levels of Study

The following statements apply to all levels and other forms of study:

1. Enrolment must be in an accredited and transferable program at the Public/Private Post-Secondary institution on the Master List of Designated Educational Institutions.
2. Fort McKay First Nation will determine how many courses per term are considerate full-time for your program to be eligible to receive a monthly living allowance.
3. A student shall complete a program evaluation / Academic Plan to ensure that all courses will apply towards his/her program of study. Completion of program must result in a certificate, diploma, degree.
4. Students must reapply for sponsorship every term with the required documentation (transcriptions, course registration, etc.). Continued sponsorship will be dependent on academic performance.
5. Attendance is mandatory in the minimum course load required for program of study. Deductions may be made for absenteeism.
6. It is important for students to ensure all their information is correctly recorded with the post-secondary education office (i.e. address/phone, email) and any changes in personal, program or financial circumstances are reported immediately via written correspondence.
7. A student is encouraged to seek employment and gain work experience for at least one year following completion of a program before pursuing studies in an entirely different field.
8. Students must report any other funding they receive during the sponsorship period to Fort McKay First Nation Education Department. Students should also notify other funding agencies (local, provincial, or federal) of the details of their sponsorship.

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Levels of Study:

1. University/College Entrance Preparation (UCEP/Pre-Med/Pre-Tech/Transition Year Program):


- a. Must pass entrance examination for UCEP program.
- b. Program of study must be, at least, one full term or one academic year in duration.
- c. Available to a student who requires UCEP in order to meet college or university entrance requirements.
- d. A student shall take the recommended program structure required by the institution in order to complete the program in the specified sponsorship limits.
- e. Sponsorship limit is ten months.
- f. Exceptions to the above criteria will be assessed on a case-by-case basis. Students must submit a written request to review their file.

2. College or University Certificate/Diploma Program:

- a. Program of study for a certificate program shall be up to a maximum of one full academic year in duration; two full academic years for a diploma program.
- b. Program must have a Grade 12 prerequisite or Mature Student Status requirement.
- c. The maximum sponsorship limit for a college diploma is twenty months.
- d. The maximum sponsorship limit for a college certificate is ten months.
- e. A student shall take the recommended program structure required by the institution in order to complete the program in the specified sponsorship limits.
- f. Exceptions to the above criteria will be assessed on a case-by-case basis. Students must submit a written request to review their file.

3. University Degree Program:

- a. A student shall take the recommended program structure required by the institution.
- b. Three-Year Undergraduate Degree: Sponsorship limit is thirty months.
- c. Four-Year Undergraduate Degree: Sponsorship limit is forty months.

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d. Exceptions to the above criteria will be access on a case-by-case basis. Students must submit a written request to review their file.

4. Professional/After Degree/Qualifying Program

- a. Three-Year Professional Degree: Sponsorship limit is thirty months.
- b. Two Year After Degree: Sponsorship limit is twenty months.
- c. Qualifying Year: Sponsorship limit is ten months.
- d. Exceptions to the above criteria will be access on a case-by-case basis. Students must submit a written request to review their file.

5. Graduate Degree Program (Masters or Doctorate, including Graduate Degree):


- a. Sponsorship limit is thirty months for a Masters graduate degree level.
- b. Sponsorship limit is forty-eight months for a Doctorate graduate degree level.
- c. A student enrolled in a graduate study shall be required to submit a copy of a bound thesis or project. The FMFN Education Department will reimburse an additional copy purchased by the student for this purpose upon submission of receipts.
- d. Exceptions to the above criteria will be access on a case-by-case basis. Students must submit a written request to review their file.

6. Intersession (Spring/Summer):

- a. A student shall take the recommended required by the institution to be considered a full-time student.
- b. Exceptions to the above criteria will be access on a case-by-case basis. Students must submit a written request to review their file.

7. On-line Distance Learning/E-Learning:


- a. A student may receive sponsorship support for tuition, books and supplies, as required by the Post-Secondary institution. Tuition will be paid directly to the institution. The institution must be an accredit school.

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b. A Post-Secondary living allowance may be provided by the Fort McKay First Nation Post-Secondary Support Program, subject to Education Department presentation and approval and/or budgetary consideration.

8. Part-Time:

a. A student shall receive sponsorship support for tuition and textbooks/required supplies, as per the post-secondary institution.

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6.0 Types of Sponsorship Support

1. Tuition Support


The cost of the tuition and other mandatory student fees will be paid directly to the institution by Fort McKay First Nation. Tuition refunds will be made payable to Fort McKay First Nation, depending on the withdrawal deadline dates.

A student who withdraws from a course(s) shall contact the Post-Secondary Support Coordinator, if there is an insufficient reason and where a refund is not received from the institution, deductions will be made from the student's BPD to recover the costs of the course(s). Withdrawals from course(s) will require proof of compassionate reasons or a written verification from a doctor to confirm reasons for medical withdrawal. Arrangements for repayment shall be made with the Post-Secondary Program Coordinator. There will be a 6-month grace period before costs will be recovered.

Tuition and books shall be paid in full upon **first enrolment** in a particular course; upon **second enrolment** in the same course, only tuition shall be paid (students shall be responsible for the books); **third enrolment**, student shall be responsible for full tuition and books.

Tuition support will be provided for the following:

- a. Student activity fees.
- b. Mandatory registration fees.
- c. Other required program activity fees (e.g. practicum, conferences). Please refer to Appendix H to review on a case-by-case basis.
- d. Initial professional certification and examination fees to enter professions programs (e.g. GMAT, Nursing, LSAT)
- e. Parking fees up to a maximum of \$100/month reimbursement with a detailed original receipt.
- f. Graduation fees.

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Tuition support will not be provided for the following:

- a. Health and dental plan (it is the student’s responsibility to opt out of health benefits in their school account).
- b. Extra-curricular courses, programs, workshops and activities unrelated to students’ program of studies,
- c. Fees incurred for courses or program changes.

2. Book Fee Support


Students will receive the following book fee support according to the type of program they enroll in:

- a. Post-Secondary & Upgrading Students\$1,300 per semester
- b. Supplies\$150 per year
- c. School supplies which are listed as required by the Post-Secondary Institution. Please contact the Post-Secondary Coordinator for approval in advance of purchase.
- d. The Educational institution will invoice Fort McKay First Nation Directly for the cost of books.

Where the cost of books exceeds the amount given, the Fort McKay First Nation Education Department will consider reimbursement upon submitting of all original detailed receipts.

3. Technology Fee Support

For computer, related hardware, and software a student may receive a one-time support up a maximum value of \$1500 upon submission of detailed original receipts. Please contact the Post-Secondary Coordinator for approval in advance of purchase.

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4. Travel Support and Rates

Students who are required to live away from their permanent place of residence may qualify for travel support. Travel allowance is a form of subsidy to assist students with the *partial* cost of their travel to and from their permanent place of residence. This support is not meant to cover the entire cost of students' travels. Please refer to **Appendix B** (page 23) for a schedule of travel allowances. Travel support requires detailed original receipts.

5. Living Expenses Support

Eligible full-time student will be entitled to financial assistance for living expenses, according to the Monthly Living Allowance Schedule in **Appendix A** (page 22). The living allowance will be paid in Canadian funds regardless of the location of the institution.


Fort McKay First Nation Students shall not receive a post-secondary allowance if they are:

- a. Enrolled in a part-time course load.
- b. Employed full-time.
- c. On Special Leave through Fort McKay First Nation Employee Policy D13.
- d. Receiving Employment Insurance or other government issued benefits.
- e. Receiving Social Assistance.

Living allowance subsidies are direct deposited to the students' bank account prior to the first of the month.

Garnishee Orders:

Any student required by law to pay maintenance support for his/her children must do so according to the court order. If this process is not followed and the garnishee order is issued to the Fort McKay First Nation, then the amount owed will be deducted from the student's monthly living allowances in accordance to the court order. Alternate banking arrangements to circumvent the garnishee order will not be permitted.

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6. Tutorial Assistance

Costs associated with tutoring may be provided to students having difficulty in a specific course of study to a maximum of \$4,500 per semester. The amount was calculated based on the average tutoring rate of \$50/hour for a maximum of 90 hours for three courses ($\$50/h * 90h = \$4,500$).

To access support for tutoring, the student must provide the following information:


Written correspondence from the student explaining:

- a. Why the tutor is required.
- b. The number of tutoring hours recommended.
- c. The start and completion date of tutoring.
- d. The names of tutors recommended by the post-secondary institution.

If the tutor is invoicing FMFN Education Department directly, a contract must be signed. Please reach out to the Post-Secondary Education Coordinator to set this up. Students may pay out of pocket and submit receipts for reimbursement. For payment or reimbursement, the following is required: a detailed invoice from the tutor indicating the dates of the tutoring session, content covered during session, tutoring hours, and hourly rate.

7. Monthly Survey

In order to qualify for types of tuition supports, and living allowance students must be in good academic standing and complete an electronic Academic Self-Reflection Survey Appendix E (page 33) answering questions to indicate their Attendance, Personal Qualities and Work Habits, and Personal Well-being. **Monthly survey check-ins are due the third Friday of each month.**

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7.0 Special Requests/Programs

1. International Institutions

International student tuition will be paid for students whose permanent place of residence is outside of Canada. Funding will be provided based on the value of Canadian Institution Tuition rates offering a similar program. For students, whose permanent place of residence is Canada, international student tuition payments will be paid on a case-by-case basis. The student must write a letter or make a personal presentation to the Education Department to be considered. The level and limit of support will be determined by the Education Department.


2. Private Institutions

Tuition payments for accredited private schools may be supported, only if there is proof that a public institution is not an option. For example: a similar program is not offered at a public institution or the student's attempt to enroll in a public institution was unsuccessful. The student must write a letter or make a personal presentation to the Education Department to be considered. The level and limit of support will be determined by the Education Department on a case-by-case basis.

3. Special Students with Special Needs

Allowances for students with special needs (i.e. physically challenged and learning disabled persons) requiring additional assistance related to their post-secondary programs shall have their request considered on an individual basis. Approval of monetary assistance will take into consideration the following factors:

- a. Actual cost of intervention services.
- b. Availability of assistance from other sources either public (Government), Private Association or non-profit group.
- d. Practicality as well as convenience.

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It is the student's and/or potential student's responsibility to initiate the process for acquiring support services within Post-Secondary Institution. The assessment of special needs will be carried out through the student services staff /specialist at the institution to be attended by the special needs students. Final decision may be made by the Fort McKay First Nation for any monetary assistance.

In the event that the special needs student wishes to appeal the decision made by the Fort McKay First Nation, the normal appeal process will apply.

4. Transfers

a. Program to Program:

Transfers from one program to another are not encouraged by Fort McKay First Nation; however, they shall be considered on a case-by-case basis.


b. Faculty to Faculty:

Same as program to program transfer. In addition, a student may be responsible for any additional costs incurred (tuition and books) for that academic year and for any months exceeding maximum sponsorship limits.

c. Institution to Institution


A student transferring from one institution to another shall ensure that courses are transferable to his or her program of studies by consulting with academic advisors from both institutions. A student shall submit the following documents to the Post-Secondary Office:

- i. Letter of permission from the original institution enrolled in (if applicable).
- ii. Letter of acceptance from the institution the student is transferring to.
- iii. Transcripts.
- iv. Student profile.

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5. Leave

A student in good standing may be eligible for taking leave from the program after completing one, two, or three years of studies without penalty. Leave will be dealt with on a case-by-case basis. Written request must be submitted to the Fort McKay First Nation Post-Secondary Office for consideration. E.g. leave of studies, maternity leave, medical leave, bereavement leave, court leave, sick leave.

		
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8.0 Graduation Incentives

Fort McKay First Nation will provide an educational incentive to sponsored students who have successfully completed their program of studies. To be eligible, graduates must submit their:

- a. Official transcripts.
- b. A copy of student credentials/parchment (certificate, diploma, degree).
- c. Graduate students (masters, doctorate, post-graduates diploma, degree) shall be required to submit and electronic copy of their research.

Students who complete their program will be awarded the incentive at the Annual Education Celebration at the end of June.


1. Completed level of study greater than or equal to a four-year undergraduate degree - \$1000
2. Completed level of study less than a four-year undergraduate degree - \$500

		
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9.0 Termination of Sponsorship

The Fort McKay First Nation Post-Secondary Office will discontinue full or partial sponsorship support for any of the following reasons:

1. Incomplete application procedure.
2. False or fraudulent information in any form will disqualify a student from obtaining further sponsorship for a minimum of two-years. The student will be suspended until they provide evidence in the contrary. Fraudulent acts include, but are not limited to the following:
 - a. Claiming dependent(s) who do not reside with the student.
 - b. Continue to collect living allowance after the student has withdrawn from school.
 - c. Claiming children in the care of Social Services as dependents for the purpose of acquiring additional funding.
 - d. Failure to notify the Post-Secondary Education Coordinator of a change in academic status from full-time to part-time while continuing to collect monthly living allowances as a full-time student.
 - e. If not recovered, fraudulent funds received, will be taken out the Business Profit Distribution (BPD) until paid in full. A six-month grace period will be extended before costs are recovered.
3. Upon notification from the institution of withdrawal or dropping out of a program of study.
4. Students must comply with their institution's attendance policy.
5. Termination of a student's enrolment at the post-secondary institution.

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6. Changes to approved program of study without prior approval from Fort McKay First Nation Post-Secondary Office.

7. When a student has exceeded allotted student months as defined in the policy.

8. Living allowance will be discontinued when full-time status changed to part-time status.

9. Failure to fulfill the academic performance requirement as per the standards of your institutions.


Penalties

Upon termination of sponsorship a student is subject to the following penalties with respect to eligibility status:

- a. On first occurrence, the student is not eligible to apply for sponsorship for the remainder of the academic year.
- b. On the second occurrence, the student is not eligible to apply for sponsorship for the remainder of the academic year plus an additional academic semester.
- c. On the third occurrence, the student is not eligible to reapply for a period of two academic years. Furthermore, a personal presentation or essay must be submitted to the Fort McKay First Nation Education Department.

In addition, upon the termination of sponsorship a student may be required to reimburse the Post-Secondary Education Department monies not utilized in accordance with Fort McKay First Nation Post-Secondary Policy Handbook.

This means, the Education Department has the right to determine the monies owed by the student whose sponsorship has be terminated

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10 Appeal Procedure

To ensure fairness and equitable treatment, the following appeal process may be used if a student is unsatisfied with a decision made by the Post-Secondary Education Coordinator.

1. The student must file the appeal in writing within two weeks (postmarked) of the situation that the student feels justified to appeal (e.g. deferral or rejection of funding application). This letter must be sent to the Fort McKay First Nation Education Director.
2. The appeal letter should be detailed in explaining the issue/problem with specific reference to the section of the Fort McKay First Nation Upgrading and Post-Secondary Education Handbook that is disputed.
3. The Education Director will review the student's appeal letter and supporting documents. A written response will be sent to the appealing student within seven (7) business days from the date of receipt of the Education Director's decision. If the student is not satisfied, he/she can further appeal to the Fort McKay First Nation Chief Executive Officer (CEO) using the same process previously described.
4. The CEO's decision will be final. The appealing student will be notified in writing within seven days (7) of the CEO's decision.

APPENDIX A

SCHEDULE OF MONTHLY LIVING ALLOWANCE FOR FULL-TIME STUDENTS

- Living allowance is a supplement, not a replacement of your own resources.
- Living allowance may not cover all of your costs and you could be responsible for making up the difference.


	Living Allowance
Single student living with parents	\$1,500
Single student	\$2,200
w/1 dependent	\$2,500
w/2 dependents	\$2,700
w/3 dependents	\$2,900
Each additional	\$50

APPENDIX B

SCHEDULE OF TRAVEL ALLOWANCE

- Travel Allowance will be paid once at the commencement of the academic year to travel to school, once at Christmas time, and once at the end of the term to travel home.
- Reimbursement is contingent on submission of receipts to the Post-Secondary Coordinator based on the maximum allowable rates below:

Location of Learning Institution	Student's Travel Allowance (Per Term)	Dependent's Travel Allowance (per Dependent)
Alberta (less than 500 km)	\$300	\$100
Alberta (greater than 500 km)	\$500	\$125
British Columbia	\$900	\$225
Saskatchewan	\$900	\$225
Manitoba	\$1,000	\$250
New Brunswick	\$1,000	\$250
Newfoundland	\$1,200	\$250
Northwest Territories	\$1,000	\$250
Nova Scotia	\$1,000	\$250
Nunavut	\$1,000	\$250
Ontario	\$1,000	\$250
Prince Edward Island	\$1,000	\$250
Quebec	\$1,000	\$250

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APPENDIX C

APPLICATION FOR EDUCATION SPONSORSHIP

Please select level of education and type of support needed below.

Applying for: Upgrading Certificate Diploma Undergraduate studies Graduate studies

Type of Funding needed: Tuition Books Living Allowance

PERSONAL INFORMATION:

Full Name: _____ S.I.N.#: _____ / _____ / _____

Address: _____

Phone #: (____) _____ Cell: (____) _____

Email: _____

Date of Birth: _____ Treaty Number: _____

Currently residing: _____ On-Reserve Marital Status: _____ Single
 _____ Off-Reserve _____ Married/Common-Law


Dependents: Yes / No → If YES: Age of Child(ren): _____, _____, _____, _____, _____

Employment Status: _____ Part-time
 _____ Full-time
 _____ Unemployed

Employer: _____ Supervisor: _____

Address: _____

Phone Number: _____ Email: _____

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EDUCATION INFORMATION:

Completed Grade 12 OR GED: Yes / No

→ IF YES:

Name of High School: _____ Year Graduated: _____

Post-Secondary Student Information: New Student: _____ Existing Student: _____

Name of Program (i.e. Business Admin): _____

Length of Program: _____ Expected Graduation Date: _____

Cost of Program: _____ Cost of Books: _____

Accepted into Program: Yes / No

Registered at School: Yes / No

Name of Post-Secondary Institution: _____

Address: _____

Phone #: _____ Fax #: _____

Name of Academic Counselor, Contact Person OR Department: _____

Contact Number: _____ Email: _____


Funding Source OR Funding Agency: _____

If you are an Existing Student, will you be returning next semester? Yes _____ No _____

→If YES:

Name of Institution: ___ Same as above Other (please specify): _____

Signature of Applicant: _____ Date: _____

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FORT MCKAY FIRST NATION POST-SECONDARY STUDENT SUPPORT PROGRAM STATEMENT OF INTENT:

Student Name: _____ Institution: _____

Program: _____ Program Length: _____

Why have you selected this program?

What are your future goals and job prospects?

I acknowledge that I have read and understood the conditions contained in the Fort McKay First Nation’s Upgrading and Post-Secondary Education Handbook and will abide by it.

Student Signature

Date

PROGRAM OF STUDY PLAN:

Instructions: Use the template to create an academic plan that begins with the end in mind. Please consult your institution's current Credit Calendar to read about your Program of Study requirements and use the table below that summarizes Sponsorship Limits to create an academic plan that is compliant with time limits. Please meet with an academic advisor at your institution for support with creating your plan and to learn more about course offerings at your school. Update your plan at the end of each semester or as circumstances change and submit it electronically to the Post-Secondary Coordinator

Summary of Sponsorship Limits:	
Level or Study	Sponsorship Limit
Upgrading	10 months
Certificate	10 months
Diploma	20 months
Undergraduate Degree: 3-year and 4-year	30 months, 40 months
After Degree: 3-year, 2-year	30 months, 20 months
Graduate Degree: Masters	30 months
Doctorate: PhD	48 months



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COURSE CODE	COURSE TITLE	CREDITS	FINAL MARK
Year 1, Term I (September – December)			
Year 1, Term II (January – April)			
Year 1, Term III (May – June)			
Year 1, Term IV (July – August)			

COURSE CODE	COURSE TITLE	CREDITS	FINAL MARK
Year 2, Term I (September – December)			
Year 2, Term II (January – April)			
Year 2, Term III (May – June)			
Year 2, Term IV (July – August)			



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COURSE CODE	COURSE TITLE	CREDITS	FINAL MARK
Year 3, Term I (September – December)			
Year 3, Term II (January – April)			
Year 3, Term III (May – June)			
Year 3, Term IV (July – August)			

COURSE CODE	COURSE TITLE	CREDITS	FINAL MARK
Year 4, Term I (September – December)			
Year 4, Term II (January – April)			
Year 4, Term III (May – June)			
Year 4, Term IV (July – August)			

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FORT MCKAY FIRST NATION POST-SECONDARY STUDENT SUPPORT PROGRAM
STUDENT FUNDING CONTRACT:

This contract is between the Fort McKay First Nation and the undersigned student for the purpose of acquiring education sponsorship in order to pursue an education at a post-secondary institution.


I have read the Post-Secondary Handbook. I understand its content and intent and, therefore, I agree that:

1. I will complete and sign the application form and return it to the Fort McKay First Nation Education Department along with all necessary supporting documents. I understand that any incomplete documents will be declined for funding and returned to me for clarification.
2. I understand that my application will be assessed according to the criteria set out in the funding policy.
3. Should I fail to earn credits or not complete the course(s) that I have enrolled in for reasons other than a medical release or compassionate reasons, my funding may be terminated. In addition, I will pay back any money that the Fort McKay First Nation has paid for these courses.
4. Until all transcripts of sponsored courses have been provided to the Education Department and arrangements to outstanding debts are paid to the Fort McKay First Nation Education Department, I understand that I will not be eligible for further funding.
5. I will immediately inform Fort McKay First Nation Post-Secondary Coordinator of any changes to my contact information, and any other information that may impact my funding such as changes to course(s) or program of studies, student status (full-time or part-time), claimed number of dependents, employment status, and change of address.

I have read and understand the policies and procedures for educational funding of the Fort McKay First Nation and I agree to all of the above conditions.

Student Signature

Date

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SUPPORTING DOCUMENTS:

In order to secure funding, you **MUST** provide the Education Department with copies of the following documents:

___ Acceptance Letter

___ Class Schedule

___ Transcripts

___ Child Tax Benefit if claiming dependents

___ Direct Deposit Information

___ Institution's Consent form to release student information to FMFN

Please email or fax the completed application and supporting documents to:


FMFN Education Department
education@fortmckay.com / **Phone:** (780) 828-2429 / **Fax:** (780) 828-4680

APPENDIX D

AUTHORIZATION TO RELEASE PERSONAL INFORMATION FORM

- It is the student’s responsibility (part-time and full-time) to provide a signed copy of the release of information form required by their institution to release student information to the Post-Secondary Coordinator.
- This is a requirement before funding will be approved.
- In some cases, you may find the institution’s release of personal information form on the school’s website or by visiting the office of the registrar.
- Please refer to the table below for examples of the form from commonly attended schools:


Institution	Link to Form
Keyano College	https://www.keyano.ca/
University of Alberta	https://cloudfront.ualberta.ca/
Grant McEwan	https://www.macewan.ca/

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APPENDIX E

POST-SECONDARY STUDENT SELF-REFLECTION FORM

- All Fort McKay First Nation students eligible for any type of sponsorship must complete an electronic self-reflection to the best of their ability.
- This form is required to be completed and submitted by the **3rd Friday of each month** in order to receive the living allowance if applicable.
- Failure to maintain regular communication with the Post-Secondary Coordinator regarding attendance and course standing may result in the loss of funding.
- Please submit Google Form electronically via email

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APPENDIX F

REQUEST FORM FOR ADDITIONAL FUNDS

Instructions: Complete this form and provide it to the Post-Secondary Support Coordinator for a recommendation. If the Post-Secondary Coordinator recommends that you attend the conference, course or required additional funds for purposes that directly relate to your program of study then the Director of Education will make the final approval.

Name of Student: _____

Program of Study & Institution: _____

Name of Requested Course, Conference, or Program: _____

Is the request a requirement for your program Yes No

Date of Request: _____

Explain how the additional funds are require for your program and how your education will be enhanced:

Expenses

Course/Conference Cost: _____

Materials/books Cost: _____

Travel Cost: _____

Accommodation: _____

Other (specify): _____

Student Signature: _____

Date: _____

P.S. Coordinator Signature: _____

Date: _____

Education Director Signature: _____

Date: _____