



Mamu Tshishkutamashutau Innu Education

Post-secondary Education Assistance Policy

Sheshatshiu

3 March 2021

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1.0 Introduction

The objective of the Mamu Tshishkutamashutau – Innu Education (MTIE) Post-Secondary Education Assistance (PSEA) Program is to help Innu gain access to education and job training opportunities so that they may contribute to the achievement of Innu self-government and economic self-reliance.

The MTIE PSEA Program provides financial assistance to eligible Innu towards the costs of their post-secondary education at both public and private institutions as recognized by MTIE.

This document outlines:

- Definitions and terminology;
- The criteria to be met by applicants in order to qualify for financial assistance;
- The application process;
- How decisions are made regarding funding;
- The types and maximum levels of allowances available through the PSEA program;
- Student obligations to the PSEA program; and
- The appeal process.

2.0 Definitions

“Administering Office,” means the organization responsible for administering the PSEA Program. In the case of this policy, the MTIE PSEA Program is managed by the Community Director of Education – Sheshatshiu.

“Fiscal Year” is the period of April 1 to March 31.

“Continuing Student” is a student enrolled in studies on a continuous basis without interruption from their program.

“Dependent” means a child under the age of 16 years or 21 years and under with a mental or physical disability, that is dependent on the funded student and is not funded through CSSD.

“Member” is a person who is recognized as a Sheshatshiu Innu by the Sheshatshiu Innu First Nation and who is registered under the Indian Act.

“Post-Secondary Education” is a program of studies, offered by a Canadian public or private institution, for which completion of secondary studies or equivalent is a prerequisite for admission.

“Post-Secondary Institutions” are degree, diploma, or certificate-granting institutions that are recognized by a province and include educational institutions affiliated with or delivering accredited post-secondary programs by arrangement with a public or private post-secondary institution.

“Program of Studies” is a post-secondary program leading to a certificate, diploma, or degree.

“Public Institution” is a place that receives the majority of its funding from federal and provincial governments.

“Private Institution” is a post-secondary institution that is privately owned and unaffiliated with any level or branch of the government.

“Semester” is part of an academic year as defined by the post-secondary institution.

“Single Parent” means a person who has a minor dependent residing with him/her.

“Sponsoring Organization” means a private, public, or not-for-profit organization or business that applies under this policy to sponsor hiring and on-the-job training of Innu people from the community of Sheshatshiu.

3.0 Application Process

3.1 Student Eligibility

3.1.1 In order to be eligible to participate in the MTIE PSEA Program, applicants must be a registered member of the Sheshatshiu Innu First Nation.

3.2 Student Application Process

3.2.1 Application forms can be obtained at the MTIE office or at www.innueducation.ca. A copy can be found in the Appendix 7.3 of this Policy.

3.2.2 Completed applications must be submitted by the deadlines as set out in sub-sections 3.3 and 3.4 of this policy.

3.2.3 Applications for PSEA support received by the MTIE administering office must include at minimum:

- A completed application form;
- Documented proof of acceptance to program;
- A recent high school transcript of marks (if applicable).

3.2.4 Applications lacking any of the required information may face a delay in the processing of their application, or it may be returned to the applicant with an explanation.

3.2.5 Students should be aware that application for funding can take place at the time of applying to the training institution; however final decisions will not be made on an applicant until a letter of acceptance is received from the institution.

3.2.6 Once a student is approved for funding in a particular program, the funds cannot be used in another program; that is, students cannot switch programs after being approved for funding unless approved by Community Director of Education.

3.3 Application Deadlines

3.3.1 The administering office must receive applications for assistance of non- continuing students on or before the following dates:

- Fall enrolment: June 1
- Winter enrolment: November 1
- Spring/Summer enrolment: April 1

3.3.2 Applications received after the deadline will be held until it can be determined if there are still funds available. If not, they will be voided and applicants will be required to re-apply.

3.4 Continuing Student Application Deadlines

3.4.1 The administering office must receive continuing student application renewals on or before the following dates:

- Fall enrolment: June 1
- Winter enrolment: November 1
- Spring/Summer enrolment: April 1

3.5 Notification of Approved Applications

- 3.5.1 When an application is approved, applicants may be notified in writing or email, as well as by telephone if possible. Each applicant shall receive a copy of this policy with his/her written acceptance.
- 3.5.2 Each applicant will be required to complete the necessary documentation (available at the MTIE office) and submit it to the Community Director of Education. At this time, the applicant will be provided with the opportunity to ask any questions or address any concerns about the program and/or PSEA policy.
- 3.5.3 Before an application can be processed an official transcript of previous semester marks must be handed in to the Community Director of Education.

3.6 Notification of Refused or Deferred Application for Assistance

- 3.6.1 Applicants found to be ineligible for assistance will be informed in writing or email as to the reason for their ineligibility (i.e.: program of study, duration of program, did not provide transcript, prior discontinuation of a program without reason or resolution to the issues surrounding the discontinuation).
- 3.6.2 Applicants whose application is being deferred will be notified in writing or email.

3.7 Confidentiality and Informed Consent

- 3.7.1 Once accepted to the PSEA Program, the student's file and its contents are considered privileged information. The administering office and the student will adhere to the principle of confidentiality (respecting the rights and privacy) and informed consent (written consent to disclose details); thus, no personal information on a student's record will be released to persons outside of the education staff and executive (parents, guardians, academic professionals, etc.) without the written consent of the student.

3.8 Prioritization of Applicants

- 3.8.1 Due to a limited and sometimes varied budget available for the PSEA program, applicants cannot be guaranteed funding under this policy. Therefore, at the beginning of each fiscal year, MTIE will determine the number of clients that may be funded.
- 3.8.2 Applicants will be approved in accordance with the following priorities:
 1. All continuing students in good standing shall be allotted funds first (students already being funded through PSEA).
 2. Most recent high school graduates.
 3. Deferred students (eligible but not funded in the past due to limited funding).
 4. Recent PSEA graduates who wish to further their studies.
 5. New students already studying at a post-secondary level (students who have already completed a part of their program but were not previously funded by PSEA).
 6. If all funds are still not allotted, then consideration will be given to late applications.

4.0 Limits of Assistance

4.1 Types of Programs Covered

- 4.1.1 Assistance is provided for all areas of post-secondary education including University and College Programs. Programs must be at least one year in duration.
- 4.1.2 Appendix 7.2 contains a list of acceptable NL institutions to be funded under the MTIE PSEA Program. Additional acceptable institutions are found on the ISC website.

- 4.1.3** University and College Entrance Programs (UCEP) are those that provide academic upgrading and personal development to prepare students for higher levels of learning and to increase their chances of success once they get into specified areas of training. This type of program guarantees entrance into a post- secondary institution.
- 4.1.4** University courses are those that may be funded for a period of up to 4 years, depending on undergrad or master degree programs.
- 4.1.5** Eligible college courses are those provided by institutions outlined in Appendix 7.2.

4.2 Assistance Provisions

- 4.2.1** No extension of funding will be granted due to failed, dropped, or repeated sources or from loss of credits due to transferring to another institution or by taking courses not specific to the program of studies.
- 4.2.2** If the student cannot complete the program on schedule due to medical reasons, it must be substantiated with a medical certificate from a doctor.
- 4.2.3** Additional assistance for personal reasons must be substantiated according to the circumstances. Acceptable personal reasons are restricted to:
 - Marital breakdown of the student.
 - Serious illness of any member of the student's immediate family that requires the student's extended presence with his/her family.
- 4.2.4** If a student quits their program of study for no acceptable reason, that student will be required to repay to MTIE 75% of their total original contribution.
- 4.2.5** If a student quits their program of study for no acceptable reason, that student will not be eligible to reapply for PSEA funding for a minimum of one year.
- 4.2.6** If a student quits their program of study for no acceptable reason for a second time after the one-year waiting period has expired, the student will be ineligible for funding for two years.
- 4.2.7** Students wishing to reapply for funding must submit in writing a letter outlining why they quit.

5.0 Financial Assistance

A summary of financial assistance can be found in the Appendix. All figures are subject to change/adjustment based on funding currently available to MTIE. Rates for students living/studying in Labrador may differ from those living/studying abroad, and are subject to review.

5.1 Tuition Assistance

- 5.1.1** Tuition costs will be provided for full-time students to a maximum of \$20,000 per school year. A student has to meet minimum requirements of full-time student status at their chosen institute of study in order to be eligible for full funding (travel, living allowance, etc.).
- 5.1.2** Any student with a diagnosed special need can supply a note to the effect, declaring a regular full-time schedule may be considered too much given the special need. Under such circumstances, an applying student may be eligible for the PSEA Program without meeting minimum requirements of full-time student status at their chosen institute of study.

- 5.1.3** Assistance is provided for the actual costs of tuition fees at the public/private post-secondary institution of the student's choice.
- 5.1.4** Tuition assistance will be paid directly to the institution for all students. Upon registering, students must identify themselves to the registrar's/cashier's office as being sponsored by the MTIE PSEA Program. If required, a letter of sponsorship will be supplied by MTIE to the registrar/cashier. The student is responsible for securing the letter of sponsorship.
- 5.1.5** Tutoring services can be funded for students having difficulty in certain subject areas and/or courses. The funded rate for tuition is \$20/hour and the funded amount will not exceed \$60/week.

5.2 Books, Equipment and Supplies

- 5.2.1** The full cost of required books will be covered for all full time PSEA students.
- 5.2.2** Where possible payment will be made directly to the school book store. If the actual cost to the student is less than the amount issued in the cheque, the student will be required to repay the difference to MTIE.
- 5.2.3** Other equipment required for courses (for example, lab coats, safety equipment, special tools, etc.) must be pre-approved for purchase and will be covered for all PSEA students. Approval for these items will be on a case-by-case basis.
- 5.2.4** Consumable items (such as paper, pens, pencils and binders) and/or computers or laptops will not be covered.

5.3 Ground Transportation Allowance **

- 5.3.1** Ground transportation allowance is available for all full time PSEA students living off campus (not in a residence). If public transit is available, the cost of a bus pass will be reimbursed.
- 5.3.2** The allowance rate for ground transportation is \$20 per day, 5 days per week, paid on a monthly basis, if public transit is not available.
- 5.3.3** No ground transportation allowance will be paid for dependents or spouses.

5.4 Living Allowance

- 5.4.1** Living allowance is available for all full time PSEA students living off campus. If living in a school's residence the student will not be eligible for full amount of living allowance.
- 5.4.2** For a single PSEA student living away from home or off campus, a living allowance of \$266.50 a week will be provided on a monthly basis (\$1066 monthly maximum for single student).
- 5.4.3** For a single PSEA student living at home or on campus, a living allowance of \$115/week will be provided on a monthly basis (\$460/month maximum for single student).
- 5.4.4** For a PSEA student with a dependent 16 and under that resides with the student (or a dependent with a mental or physical disability under 21), a living allowance comprised of the amount of \$412/week for single students and \$455/week for married or common-law students, will be paid on a monthly basis (only eligible if spouse is not working). Each additional child living with the student is eligible for \$50/week, excluding those who fall under CSSD authority.

5.5 Travel To & From School

- 5.5.1 Students attending schools outside the Lake Melville region will receive air travel to and from school every 16 weeks (no more than 2 round trips per academic year). However, travel support is normally restricted to the travel costs to the Canadian Post-Secondary Institution, which offers the select program of studies, nearest the student’s home.
- 5.5.2 Students with dependents and/or a spouse will receive airfare for these individuals in accordance with 5.5.1.
- 5.5.3 Students or their parents/guardians may decide to drive to school or return home via road. In these circumstances a mileage rate of \$0.54 per kilometer will apply, with the total mileage amount not to exceed the cost of a one-way ticket for the student.
- 5.5.4 Per-diem will be provided for student and dependent(s) for travel via road.
- 5.5.5 Hotel or other accommodations will be covered at a maximum of \$150 a night for the student only if driving in accordance with the following table:

distance	# of nights accommodations
>800 km to <1000 km	1
>1000 km to <1600 km	2
>1600 km to <2200 km	3
>2200 km to <3000 km	4

- 5.5.6 Ferry costs incurred during the drive will be covered, maximum of \$60.
- 5.5.7 All receipts for hotel, ferry or other reimbursable expenses must be submitted to the Administering Office upon the return of the student. If no receipts are submitted, deductions will be made from the students allowance for the full amount of travel expenses provided.
- 5.5.8 MTIE is not responsible for any damages that may occur to personal vehicles when traveling to and from school.
- 5.5.9 The MTIE PSEA Program does not cover additional expenses related to moving or traveling. For example, storage costs, moving van costs or travel costs related to picking up items stored if a student decides to stop their program or attend another.

5.6 Child Care Allowance **

- 5.6.1 MTIE will subsidize certain childcare costs of PSEA program participants. The dependent children must be living with the student and not be funded by CSSD.
- 5.6.2 Childcare costs for dependent children under 12 are subsidized in accordance with the following maximum levels, paid bi-weekly:
- \$40 per day for the first child
 - \$10 per day for each additional child
 - Maximum of \$60 per day, per funded student.
- 5.6.3 This is a maximum amount and it should be understood that not all students would be eligible for this maximum subsidy. Circumstances that will be taken into consideration include the status of parents as PSEA students and as employed / unemployed persons.

5.7 Rental / Residence Assistance **

- 5.7.1 PSEA students will be eligible to receive 100% of the costs of their monthly rent from MTIE, not including utilities, up to a maximum of \$1,000/month. Rent will be paid

directly to the student at the end of the month; it is the student's responsibility to pay their landlord. Rent is preferred over lease.

- 5.7.2** Students will be responsible for paying their own utility bills (heat, light, TV, internet, phone). If a landlord in the rental dues includes utilities, the entire contribution toward any particular student's rent will remain at a maximum of \$1,000/month.
- 5.7.3** Rental assistance will be provided during the timeframe that coincides directly with a student's period of study. Rental assistance will not be provided during times the student is not enrolled in a semester (ex. Student's rent will not be covered if they return home for the Spring/Summer semester and plan to return in the fall semester).

6.0 Student Obligations

6.1 Requirements

Once an applicant is accepted under the PSEA Program he or she undertakes the responsibility of providing the information contained in this section of the policy. Failure to meet the requirements and regulations of this program may result in hold back of funds until all requirements are met. Consistent delays in providing required documentation and information might result in termination of assistance.

- 6.1.1 Application Renewal:** Students must provide a Renewal Application Form for each semester of studies. This is to confirm to the administering office that the student is indeed returning to school. The administering office must receive this form by the deadline dates outlined in Section 3. Student failing to provide renewals will be required to submit a new application to regain entry into MTIE's PSEA program.
- 6.1.2 Transcript of Marks:** Once accepted for funding, students must provide a transcript of marks after each completed semester of studies or at scheduled evaluation times.
- 6.1.3 Proof of Required Textbooks:** PSEA will require a list of required textbooks with prices from each institution so that payment can be made directly to those institutions. If the student wishes to purchase second-hand books, a receipt from the seller must be submitted.
- 6.1.4 Proof of Travel:** Students must provide receipts for all travel.
- 6.1.5 Change of Status:** If there is any change in a student's address, situation, marital, financial or dependent status, a new application will have to be completed and submitted.
- 6.1.6 Student Address:** The MTIE PSEA Program application requires the student's home address as well as the address while in training, if available. If not, students are to immediately report their complete mailing address and telephone number to the administering office once it becomes available.
- 6.1.7 Agreement Form:** Following the initial application interview, students will be required to sign an Agreement Form. This form states that the student is fully aware of his/her responsibilities as a student.

6.2 Regulations

- 6.2.1** It is mandatory for all students to attend courses in the training program on a regular basis and write all required reports/papers and exams. If a student is found to be not attending a course on a regular basis, it may result in the student no longer being eligible for funding for the duration of the training program.

- 6.2.2** Students are required to maintain a satisfactory level of academic performance and remain in clear standing with the institution. To ensure that students are keeping within these guidelines, progress reports will be requested by MTIE from the institution as well as transcripts after each semester.
- 6.2.3** Students in short-term courses, who are failing the required work or fail to remain in clear standing with the institution due to absenteeism or lack of effort, will have their status with the PSEA Program reviewed. Marked improvement would have to be shown within two (2) weeks of notification. If this does not occur, student may be terminated from the PSEA Program.
- 6.2.4** Students in program with three (3) or more semesters, who are failing due to absenteeism or lack of effort, will have to show marked improvement in academic performance by the beginning of the second semester. If this does not occur, the student's status with the PSEA Program will be review and he or she may be terminated from the PSEA Program.
- 6.2.5** Students are expected to manage the assistance funds made available to them in a manner that ensures that all training program fees and related expenses are paid when due. Cheques will be issued on a monthly basis.
- 6.2.6** Any student discontinuing or intending to discontinue his or her program must notify both MTIE and the academic institution in writing, providing the reasons for discontinuation. These PSEA funded students will be required to refund the last semester of funds that was provided to them.
- 6.2.7** Any abuse of the funds made available through the program will result in the termination of assistance for the individual abusing the program.

6.3 Appeal Process

- 6.3.1** To ensure fair and equitable treatment under this policy, MTIE has established an appeal process. Where a student is convinced that the administering office's guidelines are not being fairly applied to his or her situation, the student shall have access to an appeal hearing.
- 6.3.2** Decisions to withhold or discontinue funding due to a clear lack of adherence to this policy document should rarely, if ever, be overturned, even through a properly administered appeal process.
- 6.3.3** There is no appeal in the following situations:
- Refusal of assistance because funds are not available;
 - Where the student does not meet the academic and attendance requirements of the institution and funds are terminated by the administering office;
 - For students who are rejected for funding due to money owed, in excess of \$400, to MTIE's PSEA Program from a previous training;
 - Where the students are re-applying for funding and have dropped out of previous training programs for invalid reasons; and
 - Clear abuse of funds.
- 6.3.4** Winning an appeal with an institution does not guarantee reinstatement into the PSEA Program. An appeal must also be made to the MTIE PSEA Program.
- 6.3.5** The applicant must contact MTIE (the administering office) in person or in writing to inform them of his or her intent to appeal.
- 6.3.6** The applicant will be required to submit in writing an appeal request providing the following information:

- Student's current address and telephone number;
- The name, address, and telephone number of the person selected by the student to represent him or her at the appeal hearing;
- A copy of the student's appeal to the institution (if applicable);
- A copy of the student's readmission into the institution (if applicable); and
- Any documentation relating specifically to the appeal (doctor's notes, death certificates, etc.).

6.3.7 If the appeal is for medical reasons, then a letter from the doctor and/or professional counselor certifying the student's condition is required with the following information:

- Dates of appointments;
- Recommendations made to the student from the doctor and/or counselor; and
- The length of time the student received treatment.

6.3.8 If the appeal is for academic reasons, a letter from the instructor or student's counselor detailing the student's problem areas is required.

6.3.9 The administering office will set up an Appeal Board consisting of:

- One or two persons involved in the administration of education programs;
- A trustee from the MTIE Board; and

6.3.10 The administering office will forward to the Appeal Board the following information:

- A copy of the letter to the student detailing the action being taken against the student;
- A letter from the student initiating the appeal;
- A copy of the student's appeal to the institution (if applicable);
- A copy of the student's re-admission into the institution (if applicable);
- Copies of any documentation relating specifically to the basis of the appeal (doctor's notes, death certificates, doctor or counselor appointments, etc.)
- A copy of the student's most recent transcript;
- A copy of the written statement from MTIE's Community Director of Education regarding his/her contact with the student; and
- A copy of a report from the student's instructors (if applicable).

6.3.11 The student must launch an appeal within thirty (30) days upon receipt of the notification of action taken by the administering office.

6.3.12 The Appeal Board will hold an appeal hearing within thirty (30) days after receipt of the appeal package from the administering office. The administering office will send notification to the student of when the package was forwarded to the Appeal Board.

6.3.13 The appeal Board will review an appeal only when all required information has been received and when all pertinent information has been compiled.

6.3.14 If a student successfully appeals his/her case, the following criteria will be followed:

1. The student will re-apply to the educational institution. The student will be required to forward a copy of their new acceptance letter for the institution to MTIE for review.
2. If accepted to the educational institution, the student will re-apply to MTIE for funding.
3. If funding is reinstated, a separate and new set of funding terms and conditions will be developed for each individual case. Student will be required to adhere to these new funding terms and conditions at the risk of an immediate suspension of benefits.

4. Students will be required to forward to MTIE all attendance records bi- weekly. Failure to adhere to this policy will result in immediate suspension of benefits.
5. Students will be required to forward to MTIE all academic performance records monthly. Failure to adhere to this policy will result in immediate suspension of benefits.
6. Students will be required to inform MTIE of any change in his/her employment/financial status as well as any change in the student's educational/medical/marital status. Failure to adhere to this policy will result in immediate suspension of benefits.

6.3.15 The Appeal Board's recommendation is final.

7.0 Appendix

7.1 Summary of Financial Assistance

allowance / expenses	student	dependents
tuition	\$20,000/year maximum	n/a
tutoring	\$20/hour per student per subject area; maximum \$60 a week	n/a
books and supplies	required books, equipment and supplies fully covered (max \$500 per semester)	n/a
ground transportation allowance **	\$20 a day for all students not living on campus (\$500 monthly). Only applicable if public transit is not available. Student on campus not eligible.	n/a
living allowance	\$266.50/week for all students off campus and/or not at home (\$1066/month) \$115/week for students on campus and/or at home (\$460/month)	student with children under 16, no spouse \$412/week (\$1248 monthly) with unemployed spouse & dependent(s) \$455/week (\$1820 monthly)
travel to & from school	airfare travel to & from school twice in each academic year is covered students who choose to drive will receive mileage, per diem and hotels in accordance with policy	all dependents covered under air travel
child care allowance	n/a	children under 12: \$40/day for first child, \$10/day for each additional child up to maximum \$60/day

** These rates will only be paid depending on Own Source funding availability.

7.2 List of Eligible NL Institutions

Academy Canada

2 University Drive, Corner Brook, NL (709) 637-2100

167-169 Kenmount Road, St. John's, NL
(709) 739-6767

BAC Training Centre Inc.

631 Conception Bay Highway, Conception Bay South, NL (709) 834-4085

Central Training Institute

15 Main Street, Badger, NL (709) 539-5150

Canadian Training Institute

38 CB Access Road, Bay Roberts, NL (709) 786-2400

Carpenters Millwright College

89 McNamara Drive, Paradise, NL (709) 364-5586

Centre for Nursing Studies

100 Forest Road, St. John's, NL (709) 777-6644

College of the North Atlantic

Baie Verte Campus (709) 532-8066

Stephenville Campus (709) 643-7730

Bonavista Campus (709) 468-2610

Burin Campus (709) 891-1253

Labrador West Campus (709) 944-7210

St. John's Campus (709) 758-7284

Carbonear Campus (709) 596-6139

Gander Campus (709) 651-4800

Grand Falls Campus (709) 292-5600

Goose Bay Campus (709) 896-6300

Clarenville Campus (709) 466-6900

Corner Brook Campus (709) 637-8530

Engineering Technology Centre (709) 758-7000

Placentia Campus (709) 227-2037

Seal Cove Campus (709) 744-2047

Port Aux Basques (709) 695-3582

St. Anthony Campus (709) 454-3559

Dietrac Technical Institute

82 Premier Drive, Lewisporte, NL (709) 535-0550

Queen's College

210 Prince Phillip Drive, St. John's, NL (709) 753-0116

Ironworkers Education and Training CO. Inc.

Eastern College

22 Pearl Place, St. John's, NL (709) 722-8580

Gander Flight Training

70 C.L. Dobbin Drive, Gander, NL (709) 256-7484

Operating Engineers College

Salmonier Line, 38 Sagona Avenue, Mount Pearl, NL (709) 747-2158

Holyrood, NL (709) 229-6464

Keyin College

Burin Campus (709) 891-1995

Grand Falls Campus (709) 489-8560

Stephenville Campus (709) 643-6444

Carbonear Campus (709) 596-6472

Marystown Campus (709) 279-5090

Gander Campus (709) 489-8560

St. John's Campus (709) 579-1061

Memorial University of Newfoundland

St. John's Campus
(709) 864-8212

Grenfell Campus (709) 639-8981

Fisheries & Marine Institute (709) 778-0470

United Association Training Center

Mount Pearl, NL (709) 747-2249

Woodford's Training Incorporated

Kelligrews, NL (709) 834-7000

7.3 Application Form



Mamu
Tshishkutamashutau
Innu Education

PO Box 539, Sheshatshiu, NL, A0P 1M0
phone (709) 372-4015 fax (709) 896-0796
www.innueducation.ca

APPLICATION

POST-SECONDARY EDUCATION ASSISTANCE PROGRAM (PSEA)

PERSONAL INFORMATION

applicant name	date applied	
phone	social insurance #	
email	dependents with applicant (print below)	
birth date	name	birthday (d-m-y)
marital status married single other	a)	
gender	b)	
sifn membership #	c)	
home mailing address	d)	
	e)	
	f)	

This agreement is between the Post-Secondary Student Support Program and the student named above. This agreement is effective as per the Assistance Period of this agreement.

The purpose of this agreement is to set out terms and conditions of the financial assistance that the PSSP has agreed to provide you, and to outline student obligations and expectations.

part a: student information	
name	surname
date of birth (dd-mm-yy)	permanent address
town	province
postal code	phone
first nation	cell
status number	email
currently on employment insurance (y/n)	if yes, when does it expire (dd-mm-yy)
part b: dependent information (only those in care not under cssd)	
name	d.o.b. (dd-mm-yy)
name	d.o.b. (dd-mm-yy)
name	d.o.b. (dd-mm-yy)
name	d.o.b (dd-mm-yy)
part c: marital status	
single / single parent	married or common law / married or common law with dependents
spouse name	surname
d.o.b. (dd-mm-yy)	employer
employment insurance (y/n)	if yes, when does it expire (dd-mm-yy)
part d: post-secondary program information	
school street/box address	province
postal code	phone
program name	fax
start date (dd-mm-yy)	completion date (dd-mm-yy)

student type	type of program
new continuing returning	certificate diploma degree other
duration of program (years)	year of study
1 2 3 4 other	1 2 3 4 other
type of study	what semester(s) are you requesting funding
fulltime part-time online	fall winter spring summer

training information	
1. student name	2. program applied for
3. institution & location	
4. have you been accepted? (y/n)	5. if yes, attach letter
6. program start (dd-mm-yy)	7. program end (dd-mm-yy)
8. high school graduate (y/n)	9. if yes, which year - if no highest grade
10. have you completed training (y/n)	11. type & institution
12. length of training	13. year completed (dd-mm-yy)
14. school mail address	15. school phone #

to be filled out by MTIE post-secondary administration

part e: financial assistance – schedule & basis of payments		
student	type of assistance	total \$
	living allowance	
	dependent(s)	
	transportation	
	rent/residence	
	tuition	
	required textbooks	
	grand total	

This is to certify whether the applicant meets all the requirements for funding under MTIE’s PSEA program.

signature	date (dd-mm-yy)
approved for funding	date (dd-mm-yy)
yes no	

7.4 Conditions of the Agreement

- 1. You must make every effort to successfully complete the training course. If problems occur, you must contact the School Director (SD) immediately.
- 2. You must attend all classes unless otherwise excused by the training institute. Living/travel allowance will be adjusted to reflect unexcused absence.
- 3. Absences will be investigated and may be grounds for termination if your transcript reflects failing grades.
- 4. Termination will result if you are expelled, if you withdraw from, or if you complete your program ahead of schedule.
- 5. Financial assistance provided to you or on behalf of you is for actual costs incurred only.
- 6. You are responsible to ensure all receipts are provided to the SD for all transportation, books and rent if you request reimbursement or if you have been given an advance.
- 7. If receipts are not provided to the SD, PSEA will recover those costs through living allowances.
- 8. If you fail to complete you program for reasons deemed unacceptable by the SD you may be required to repay a portion of the financial assistance provided to you by PSEA for purposes of this agreement.
- 9. Any financial assistance is subject to the availability of funds provided to MTIE by Indigenous Service Canada (ISC). Financial assistance may be reduced or withdrawn based on these funds.
- 10. You must meet minimum academic requirements of the institution of your choice in order to receive funding from PSEA. If minimum academic requirements are not met, you will be placed on academic probation. Failure to meet minimum academic requirements while on academic probation will result in termination of funding.
- 11. You are responsible to submit and complete applications for financial assistance for each semester you plan to study at a post-secondary institute. Refer to PSEA policy for important dates.
- 12. You must advise the SD if any changes occur during your course of study, including but not limited to: marital status, number of dependents, address, course change, withdrawal from course, expulsion or academic probation.
- 13. If you plan to fly to your institute, the SD must be contacted at least 3 weeks before travel is planned.
- 14. You must manage your financial assistance in a responsible manner.
- 15. You must obtain a copy of the PSEA policy document (also available on the MTIE website) and become familiar with it. Failure to do so does not absolve you of your duties or the conditions of the agreement.

7.5 Employment Information

1. are you living with a parent	yes no
2. are you living with a spouse	yes no
3. if yes, spouse’s name	
4. do you travel more than 50 km from residence to institution	yes no
5. mode of travel	car ferry train other
I certify that the information provided here is true and correct, and that I will immediately inform MTIE of any changes.	
signature	date (dd-mm-yy)

7.6 Privacy and Access to Information

The information collected in this agreement will be used by the SD for reporting purposes. This information may also be shared with ISC. Your information will be protected as per the Privacy Act and other applicable legislation. You will have access to your information if you request it.

7.7 Consent to Share Information

You, the participant, by signing below, provide written consent to the SD to share your personal information with the Government of Canada.

7.8 Monitoring and Audit Provisions

You, the participant, acknowledge and accept that your progress will be case managed, monitored and/or audited by MTIE or designate including a qualified auditor.

7.9 End of Agreement Requirements

- 1. You are responsible to provide the SD with official transcripts at the end of each semester, as well as your final transcript of marks and a copy of your diploma/certificate upon completion of your program. Failure to do so may result in the rejection of any of your future applications for funding from PSEA.
- 2. You are required to notify the PSEA of your employment status at the end of your training period, 12 weeks after your training period, 24 weeks after your training period, or until you find employment. Failure to do so may result in the rejection of your future applications to PSEA for funding.

7.10 Termination of Agreement

If any of these agreement terms and conditions are breached, either party may terminate this agreement in writing with no further obligation.

By signing this agreement, you agree that you have read and understood the above and agree to these conditions and requirements and you further understand that failure to fulfill these requirements and conditions could result in suspension of funding.

student name (please print & sign)

----- _ ----- _ -----
(dd-mm-yy)

witness (please print & sign)

----- _ ----- _ -----
(dd-mm-yy)

mtie office use only

received by	date received (dd-mm-yy)
authorized by	date authorized (dd-mm-yy)

7.11 PSEA Application Renewal

This is to certify that I, _____ (name), will be continuing
my studies at _____ (institution), in
_____ (town), during the following period (complete one row).

fall semester	start (m-d-y)	end (m-d-y)
winter semester	start (m-d-y)	end (m-d-y)
spring semester	start (m-d-y)	end (m-d-y)
intersession	start (m-d-y)	end (m-d-y)
work term	start (m-d-y)	end (m-d-y)

signature: _____ date (m-d-y) ____ - ____ - ____

|||||

for office use only

THIS IS TO CERTIFY THAT THE APPLICANT MEETS ALL THE REQUIREMENTS FOR FUNDING UNDER MTIE PSEA PROGRAM GUIDELINES.

signature	date (m-d-y)
approved for funding? yes no	date (m-d-y)

7.12 Conditions for MTIE PSEA Funding

I do hereby confirm that I am applying for financial assistance and I will:

1. meet the requirements of the institution for the continuation of my studies.
2. provide transcripts or statements of performance to MTIE at the end of each semester or at scheduled evaluation times.
3. report and changes to my student and/or program status to MTIE immediately.
4. manage the assistance in a responsible manner.
5. obtain a copy of the MTIE Student Handbook, read it and understand it thoroughly.

applicant signature

_____ - _____ - _____

m d y

7.13 Student Personal Information

name	date of birth (m-d-y)
address	status number
phone number	social insurance number

funding department:

start date:

end date:

g/l code	amount

name of bank	
transit number	
branch number	
account number	

student signature

m

d

y

supervisor signature

m

d

y