



Algonquins of Pikwakanagan First Nation

Post-Secondary Education Program Policy and Procedures

Post-Secondary Education Sponsorship may be provided within the limits of available funds, to eligible students accepted for enrollment in Public Programs of Study.

When necessary policy changes occur, a memorandum of such changes will be posted on the First Nation Website at www.algonquinsofpikwakanagan.com. Education Services will notify students who are currently being Sponsored.

Ultimately, it is the student's responsibility to ask for current information regarding Sponsorship.

Mission Statement

The intention of this Algonquins of Pikwakanagan First Nation Post-Secondary Policy is to help its' eligible members gain access to Public Post-Secondary Education in a fair and equitable manner, and; to graduate with qualifications and skills necessary to pursue individual careers.

**ALGONQUINS OF PIKWAKANAGAN FIRST NATION
POST-SECONDARY EDUCATION PROGRAM
POLICY & PROCEDURES**

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ELIGIBILITY FOR SPONSORSHIP

The Applicant must:

- Be a Registered Member of the First Nation according to the First Nation Membership Code
- Have been accepted by an eligible Institution in one of the Levels of Education Sponsored by the First Nation under this Policy;
- Submit prior to the deadline, a fully completed Application for Sponsorship.
- Meet one of the Levels of Education
- Meet one of the Priority System Level
- Must reside in Canada 12 consecutive months immediately prior to the date of application
- Programs must be a minimum of eight (8) months or 32 weeks in an academic year

RESTRICTIONS ON SPONSORSHIP

- **All Sponsorship is subject to the availability of funds (Because Sponsorship funding provided to the First Nation is usually insufficient to satisfy all applications received.)**
- **Incomplete applications will not be considered**
- **Study at Private Institutions is not sponsored**
- **Fast Tracking is not sponsored**
- **On-Line programs are not sponsored**
- **Programs less than 8 months or 32 weeks are not sponsored**
- **Any change in a student's Program of Study requires prior written consent of the Manager, Education Services**

LEVELS OF EDUCATION SPONSORED

Sponsorship may be provided for three Levels of Education:

UCEP University/College Entrance Preparation/Prerequisite Programs
(i.e. Pre-Health, etc.) – One Year Only Program Requirement

Level I - Community College Certificate or Diploma – One to Three Years

Level II - University Undergraduate Programs – Three to Four Years

Approved sponsorship will support one (1) continuous Program of Study at each Level of Education; and will be completed within the timeframe set by the Institution and approved Sponsorship.

PRIORITY SYSTEM

Our Priority System is designed to provide fair and equitable access to limited Post-Secondary Sponsorship.

CONTINUING STUDENTS:

Priority 1 - Students in Level I and Level II who were successful in meeting the standard requirements in the preceding academic year and students who were approved for medical withdrawal have to submit a completed renewal application by the due date **(May 15)**

SECONDARY STUDENTS:

- Priority 2 -**
- (a) Secondary students whose applications were deferred from the previous year due to lack of funds.
 - (b) Secondary School students who have graduated in the previous academic year, and who have submitted a deferral letter and were approved by the Manager, Education Services by the specified due date;
 - (c) Current year secondary school graduates

MATURE STUDENTS:

- Priority 3 -**
- (a) Mature students whose applications were deferred from the previous year due to lack of availability of funds.
 - (b) New mature student applications

PART TIME STUDENTS:

Priority 4 - Part -Time students.

RETURNING STUDENTS:

Priority 5 - Students returning to Public Post-Secondary Education who withdrew because of academic failure or after having withdrawn voluntarily must demonstrate initiative to have furthered their studies on their own. Each case will be reviewed on an individual basis. Students must reapply for sponsorship and provide all required documentation as a new applicant by the due date.

ELIGIBLE AND NON-ELIGIBLE COSTS FOR SPONSORSHIP

ELIGIBLE
Tuition/Fees
Books by Purchase Order &/or receipts
Special Equipment (i.e. program requirements)
Living Allowance (in Canadian dollars)
Travel (>100km)
Tutoring Support
Emergency Travel – must contact Education Manager

NON-ELIGIBLE
Campus clothing, book bags
Laptops, cell phone, filing cabinets, etc.
Printers, computer software
Living allowance for Part-time Students
Living allowance in American currency
American-currency Tuition fees
Non-Approved purchases
Bus Passes, U-Passes, Parking Fees
Reimbursement for Student Loans

IMPORTANT DEADLINES for MANAGER'S RECEIPT of Student Documents

May 15	All students MUST submit their completed application to be eligible for Sponsorship
May 15	Secondary students MUST submit an unofficial transcript of current marks, with official marks to follow
May 15	Secondary Student's request for one year deferral of Sponsorship
July 30	Release of Information Form
July 30	Bank/Direct Deposit Information Form
August 2	Timetable/Schedule
September 19	Confirmation of Enrollment Form
October 20	ALL Students' Mid-Term/FALL Semester marks
November 1	Completed Applications for Sponsorship for January Enrollment. Approved applicants will be notified by December 15. Based on availability of funds.
December 21	Marks/Grades Transcripts for <u>ALL</u> Continuing College Students for the Fall Semester
January 26	Marks/Grades Transcripts for ALL continuing University <u>Students for the Fall Semester</u>
May 15	Marks/Grades Transcripts are due for ALL continuing <u>College & University students</u> for the WINTER Semester

If transcripts are not available by the above-specified dates, then a letter from the Faculty Department Head must be provided indicating that the transcript is not available until a later date and **MUST** indicate whether the student has been successful.

15th of Each Month **ALL** Sponsored students **MUST** maintain contact (e-mail/telephone) with the Post-Secondary Counsellor at post.secondary@pikwakanagan.ca or 1-866-841-8900 to provide a monthly update.

Failure to comply with the Important Deadlines may result in your funding being put on hold and/or loss of Sponsorship.

MAINTAINING ELIGIBILITY

A student approved for Institution Sponsorship must maintain their eligibility status for continued Sponsorship by adhering to the following:

1. Maintain their approved funded status of Full Time or a Part Time student, as defined by the Institutions for the full academic year (i.e. number of courses).
2. Provide Education Services with a completed Confirmation of Enrollment Form and Release of Information Form before any Full Time Living Expenses are released for the second month of study in the current academic year.
3. Maintain contact with the Post-Secondary Counsellor by providing information on his/her current address, respond to e-mails, phone calls, letters, faxes, and provide report of grades by the **DUE DATES**. Failure to do so could result in Sponsorship being withheld and/or loss of Sponsorship.
4. Attend all scheduled classes/labs/tutorials, prepare for class by doing homework, reading assignments, placements; and be diligent in submitting all assignments on time, and completing all tests and exams.
5. When experiencing difficulty in his/her Field of Study must contact the Post-Secondary Counsellor before he/she is in jeopardy of failing, dropping out, or being put on academic probation.
6. Meet the Institutions' passing requirements, in order to maintain their continued Sponsorship (i.e. passing mark).
7. Students who are in jeopardy of not meeting the Institution passing requirements may be placed on Academic Probation for the next semester based on individual circumstances.
8. Students who withdraw from Level II studies to undertake Level I studies, drop in Priority status, and may or may not receive Sponsorship depending on the availability of funding.
9. A Continuing Student may receive Sponsorship for Level II Studies after successful completion of UCEP and/or Level I studies, in their **CONTINUOUS** approved Program of Study, if funding is available.

CHANGING YOUR PROGRAM OF STUDY

A change in the student's Program of Study will affect his/her continued Sponsorship. Therefore, to ensure no negative impact upon continued Sponsorship, please contact the Manager, Education Services, prior to any change.

ATTENDANCE RECORDS

Education Services reserves the right to request attendance records from the Program Co-ordinator/Instructors. Allowances may be withheld.

Exceptions may be made for absences due to Medical Reasons, and must be certified by a medical professional and approved by the Manager, Education Services.

INELIGIBILITY & OVERPAYMENTS:

A Student may become ineligible for continued Sponsorship for several reasons:

1. INELIGIBILITY

- Unauthorized withdrawal from his/her registered Program of Studies;
- Failure to maintain Full Time/Part Time Student status; (Fraud)
- Academic failure;
- Chronic Absenteeism

2. OVERPAYMENTS

- Received an overpayment for expenditure(s) for which they were not eligible
- Non-payment of debt due to acceptance of an ineligible expense (such as living allowance, tuition fees, books & supplies, travel)
- who is in any financial debt to the First Nation, will be eligible to re-apply for Sponsorship when all of his/her debt is paid;
- fails to officially withdraw from any course before the Institution deadline and Education Services cannot be reimbursed for tuition or textbook, this may not apply if the student withdraws for medical reasons (supporting documentation must be supplied to the Manager, Education Services)

Please note that if the student has done any of the above mentioned when the student rectifies their situation and wishes to re-apply they will drop in Priority status.

WITHDRAWAL

When a student decides to withdraw from his/her studies before the Institution's deadline for withdrawal and the Institution will not refund the pre-paid cost of Tuition, Books & Supplies for that Program. The student becomes fully responsible for repayment of those costs to the First Nation.

CONDITIONS OF WITHDRAWAL

A student may choose, or due to unforeseen circumstance to withdraw from his/her Studies, the student must:

- **if at the start of your program you feel THE PROGRAM is not appropriate for you, please call and discuss immediately with Education Services, as to avoid any potential costs to you and the First Nation**

- adhere to the Institution's Withdrawal Deadline date (if applicable);
- explain the situation in writing to the Manager, Education Services; who will decide how the circumstances will affect future eligibility for Sponsorship (in this respect, please note the Institution **cannot** authorize withdrawal)

Students returning to Public Post-Secondary Education who withdrew because of academic failure or after having withdrawn voluntarily must demonstrate initiative to have furthered their studies on their own. The Manager, Education Services will consider the merit and circumstances of each case on an individual basis.

WITHDRAWAL FOR MEDICAL REASONS

The student shall immediately provide, to the Manager, Education Services a medical professional certified statement that the student is physically/mentally unable to continue his/her Studies. Upon return to his/her Studies, a medical professional certified statement must be provided to the Manager.

CONFIDENTIALITY

The Algonquins of Pikwakanagan First Nation, Education Services are responsible for ensuring the confidentiality of information on file for all students. This information will not be released to anyone without the students consent in writing.

Any person acting on behalf of a student over 18 years of age must provide a written consent from the student and will apply **ONLY** if the student is unable to contact us directly, i.e. illness, injury or incapacitation. Otherwise, all communication will be between the student and Education Services.

HOW TO APPLY FOR SPONSORSHIP

Sponsorship supports continued Post-Secondary Education in one Program of Study only. **It** is very important that the student choose his/her path wisely.

- Study and understand this Policy
- Obtain, fully complete and submit application, prior to deadline with all the necessary Forms

EACH APPLICANT MUST:

1. Submit a completed Application for Sponsorship for Post- Secondary Education by the deadline of May 15 of the current academic year. (Appendix 1)
2. Include an estimated costing for tuition, textbooks & supplies or any special equipment that is mandatory for their Program of Study by May 15.
3. Include the program description and diploma requirements by May 15.
4. Include a letter addressed to the Manager, Education Services why you have chosen this career path.
5. Include a photocopy of both sides of your status card.

6. Include a copy of transcripts from your last year of study.
7. Provide his/her letter of acceptance from the Institution.
8. Continuing students must re-apply each year by May 15, all documents must be included by the due date, and (this includes transcripts).

APPROVED SPONSORSHIP:

The completed forms are due by the Important Deadline Dates.

- Application for new Sponsorship (Appendix 1) May 15**
- Application for Continuing Student Sponsorship (Appendix 5) May 15**
- Release of Information Form (Appendix 2) July 30**
- Personal Banking Information Form (Appendix 3) July 30**
- Confirmation of Enrollment Form (Appendix 4) September 19**

STUDENT APPLICATION CHECKLIST-All Documents Due May 15 (Keep this copy for your records)

	One complete Application Form (provide signatures and dates on both sides)
	Letter of Intent Re: course of study/future plans
	Photocopy of both sides of Status Card
	Transcripts from last year of study
	Current Prices for Tuition, Textbooks and Supplies
	Full Program Description and Diploma Requirements (can be found online at the post-secondary institution's website)
	Letter of Acceptance from campus of choice (as soon as it is received)
	Proof of Dependents (photocopy of Child Benefit Statement, if you are claiming dependent(s))

Please mail completed application: Algonquins of Pikwakanagan First Nation
 Education Services, Post-Secondary Counsellor
 1657A Mishomis Inamo
 Pikwakanagan, Ontario K0J 1X0

PLEASE NOTE TO SECONDARY STUDENTS

Secondary School graduates in the current graduation year may request deferral of their Sponsorship for a **maximum of one year**. A letter must be provided to the Manager, Education Services for approval by May 15.

CONTACTS

For further inquiries for ALL students, please contact the Post-Secondary Counsellor:
Tel: 1-613-625-2800 Fax: 1-613-625-2449 Toll Free: 1-866-841-8900

E-mails: post.secondary@pikwakanagan.ca
 or mgr.education@pikwakanagan.ca
Website: www.algonquinsofpikwakanagan.com

APPEAL PROCESS

To ensure fairness and equitable treatment under the policy, the Algonquins of Pikwakanagan First Nation Education Services have established the following appeal process. When decisions made by the Manager, Education Services are appealed, the following process is followed:

1. The student or applicant will present his/her case in writing to the Chairperson/ Portfolio Holder of the Standing Committee of Council for Education and Cultural Development. The Chairperson will add the issue to the next regular meeting of the Standing Committee or decide if a special meeting is required.
2. The student or applicant will be notified by the Chairperson of the Standing Committee of Council for Education and Cultural Development, in writing, via e-mail and regular postal mail of the date and time for the meeting when his/her case will be presented. The student or applicant has the option of being present or having a representative attend on his/her behalf. A letter of consent must be provided to the person who will be representing the student.
3. All written documentation on the case will be provided to the Standing Committee of Council for Education and Cultural Development.
4. The Standing Committee of Council for Education and Cultural Development, after hearing evidence from all parties, may render its decision in private, and provide that decision in written format to the Chairperson of the Committee. The Chairperson will notify the applicant of the Committee decision.
5. If the student or applicant is not satisfied with the decision of the Standing Committee of Council for Education and Cultural Development, he/she can appeal to the Executive Director of the Algonquins of Pikwakanagan First Nation. The decision of the Executive Director will be final.

There is no appeal against refusal of assistance due to unavailability of funds.

Definitions – Post-Secondary Policy

“**Academic Probation**” means that, when a student fails to meet the Minimum Standard Requirements, the Manager, Education Services will review his/her case and appropriate corrective action will be arranged.

“**Academic Year**” as defined by the Public Post-Secondary Institution, but will not be less than eight months or 32 weeks.

“**Books & Supplies**” means textbooks, supplies and/or special equipment (clothing, footwear, accessories, etc.) as certified by the Public Post-Secondary Institution as a requirement of the student’s Program of Study.

“**Chronic Absenteeism**” means frequent or habitual absence from school for any reason during a month/school year.

“**Continuing Student**” means a Sponsored student who is currently attending a college or university program.

“**Council**” means the duly elected Chief and Council of the Algonquins of Pikwakanagan First Nation.

“**Dependent Child**” means a child who is under the age of 18 years, is a registered member of the Algonquins of Pikwakanagan First Nation and who is reliant upon the student.

“**Dependent Spouse**” means a person, who is a “registered member”, is married to the student and/or has lived as a common-law spouse with the student for a period of one year prior to his/her application for post-secondary sponsorship and who is reliant upon the student.

“**Education Services**” means the Algonquins of Pikwakanagan First Nation Education Department.

“**Emergency Travel**” means travel due to a life threatening illness or a death in the immediate family.

“**Exceptional Student**” means a student identified by the school Identification, Placement and Review Committee who is an exceptional learner within their school.

“**Field of Study**” means a specific concentration of specialization under the Program of Study. For example, i.e. Field of Study is Registered Nurse; Program of Study is School of Health and Community Studies. (see Program of Study)

“**First Nation**” means the Algonquins of Pikwakanagan First Nation.

“**Full Time Student**” means a UCEP and/or Pre-requisite Program Requirement; a Level I student who is registered in all courses designated by the Public Post-Secondary Institution, or a Level II student who registered in five courses or 30 credits for each year at a Public Post-Secondary Institution.

“**Full Time Living Expenses**” means the monthly living allowance provided to the full time registered student.

“**Institution**” means a Public Post-Secondary Institution that offers credentials from certificates to degrees the student is attending. (Referred to throughout this policy as “*Institution*”)

“**Immediate Family**” is defined as wife, husband, common-law partner, father, mother, brother, sister, children, foster parents, adopted brother/sister, half-brother/sister, grandparents, as well as any person residing in the household for a period of at least one (1) year.

“**Level of Education**” refers to levels of Sponsorship in this policy.

“**Manager, Education Services**” is the person who approves applications for Post-Secondary Sponsorship and who manages the Algonquins of Pikwakanagan First Nation education funding.

“**Mature student**” as defined by the Public Post-Secondary Institution.

“**Medical Withdrawal**” means that if a student is unable to continue his /her studies due to medical reasons, a medical professional certified statement must be provided to Education Services. This will include reason for reduced workload or withdrawal from the Program of Study. Prior approval by the Manager of Education Services is required before a withdrawal. Upon return to his/her Studies, a medical professional certified statement must be provided to the Manager for approval.

“**Member**” means a person whose name appears on the Membership Register of the Algonquins of Pikwakanagan First Nation Membership Code.

“**Mid-Term Report**” is a statement of the student’s current academic standing by their Public Post-Secondary Institution.

“**Minimum Standard Requirements**” refer to the lowest marks acceptable for sponsorship to continue.

“**Part Time Student**” is as defined by the student’s Post-Secondary Institution.

“**Post-Secondary Education**” means an accredited education program offered by a Public Post-Secondary Institution.

“**Program of Study**” is the actual set curriculum and courses approved by the Ministry to obtain a certificate, diploma, and a Degree, i.e. School of Health and Community Studies, and the Field of Study is Registered Nurse. (see Field of Study)

“**Post-Secondary Sponsorship Application**” is a set of required forms completed by the student.

“**Post-Secondary Counsellor**” means the person responsible for the academic support of the Algonquins of Pikwakanagan First Nation post-secondary students.

“**Semester**” refers to a part of the Academic Year, as defined by the Public Post-Secondary Institution.

“**Sponsorship**” means financial support from the Algonquins of Pikwakanagan First Nation.

“Standing Committee of Council for Education and Cultural Development” is a committee consisting of Community Members, staff, and Council representatives, who develop and recommend to Council effective and fair programming within the Education Services Department.

“Term” means as defined by the Public Post-Secondary Institution.

“Terms & Conditions of Sponsorship” refers to the contractual agreement signed by the student.

“Tuition” includes academic fees charged to the student upon his/her acceptance into a Public Post-Secondary Institution.

“University/ College Entrance Preparation” (UCEP) is a one year program that provides the student with the academic requirements/and career choices for entry into a Public Post-Secondary Program of Study at a college or university level.

This would also include a one-year Prerequisite Program Requirement to access a regular full time program, i.e. Pre-Health Program is required before the applicant is accepted into a certain Health program.

APPLICATION FOR SPONSORSHIP - POST SECONDARY EDUCATION

PLEASE FILL OUT THIS INFORMATION SHEET COMPLETELY AND ACCURATELY. INCLUDE YOUR SIGNATURE!		
NAME:		
STATUS #: (10 digit number)		
ADDRESS:		
PHONE:		
CELL:		
EMAIL:		
MARITAL STATUS: SINGLE SINGLE PARENT MARRIED COMMOM-LAW (Choose one) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
If single, will you be living with your parent(s) while attending school? YES <input type="checkbox"/> or NO <input type="checkbox"/>		
Will you be living in Residence while attending school? YES <input type="checkbox"/> or NO <input type="checkbox"/>		
GENDER: Male <input type="checkbox"/> Female <input type="checkbox"/>		DATE OF BIRTH [dd/mm/yyyy]: / /
Highest Level of Education Completed to date:		
Name of School:		Year of Graduation:
Name of School You Wish to Attend:		
Program of Study:		Field of Study
Program Start Date:		Program Completion Date:
Do you consider yourself a student with a learning exceptionality? YES <input type="checkbox"/> or NO <input type="checkbox"/> If yes, you may be required to submit documentation upon request.		
ATTENTION: Please attach a copy of the following: Letter of Intent, Status Card, Letter of Acceptance, Transcripts, Prices for Tuition Fees and Textbooks, Full Program Description with diploma requirements.		
DEPENDANTS		
NAME OF MEMBER SPOUSE:		STATUS #: (10 digit number)
DATE OF MARRIAGE or, if applicable common-law marriage: (Provide marriage certificate/and or Income Tax Statement)		
Any change in marital status, notification must be given to the Manager, Education Services.		
DEPENDANTS (Children Only) LIVING WITH YOU DURING ACADEMIC YEAR (if you are claiming dependent(s), as proof provide a photocopy of your child benefit statement)		
Name of Dependent Member Children:	Age:	Status# (10 digit number)
1.		
2.		
3.		
<i>Note: Providing false information and/or withholding pertinent information are acts of fraud. Fraud is a criminal offense.</i>		
The information provided on this form is true to the best of my knowledge at this time.		
_____ Signature		_____ Date
CONFIDENTIAL WHEN COMPLETE		

TERMS AND CONDITIONS OF SPONSORSHIP

The Sponsored student must meet the Public Post-Secondary Institutions’ passing requirements, in order to maintain their continued Sponsorship. This applies to full-time and part-time student status as approved.

This Sponsorship allows for:

- Canadian rates, based on Ministry approved Public Post-Secondary Education, for actual Tuition costs, including Student fees, paid directly to the Institution.
 - Funding for Books & Supplies in the form of a Purchase Order to the campus Bookstore, not to exceed the amount estimated for the program, as provided in information from the Public Post- Secondary Institution upon application.
 - Return Travel costs to campuses more than 100 Kilometers away from the student’s usual place of residence, twice per year, by most economical means.
 - An Allowance for Living Expenses for Full Time Students only, is released on the last business day of each month* in advance of each month of study in the Academic Year by Direct Deposit.
- * The exception is April when allowances will not be released before the first business day of that month, due to our fiscal year-end.

Note: Release of this Allowance may be withheld at any time, without prior notice, for failure to comply with the conditions of this Sponsorship.

This Sponsorship does not allow for:

- Reimbursement for initial application fee to a Public Post-Secondary Institution or the cost of obtaining transcripts
- Reimbursement for photocopying, fines for overdue library books, or field trips
- Funds for the purchase of computers, cell phones, filing cabinets, typewriters, campus clothing and/or book bags, or any items not specifically required by the Program of Study
- This sponsorship does not allow for payment of bus passes, U-passes & parking passes.
- Blanket coverage of any or all debt you may incur during your course of study, which includes a lease for accommodations.

Withdrawal:

If extreme absenteeism and/or fraudulent actions cause you to withdraw from your studies, you will be held financially liable for the costs expended for your Post-Secondary Education by Education Services. As a result, you will be required to:

- Repay the total amount paid for Tuition for your program for your last Term of enrollment
- Repay any/all of Allowance for Living Expense amounts issued for the months affected

These conditions may not apply if you must withdraw for Medical Reasons. However, in this case, you will be required to provide a medical professional certified statement that confirms this claim.

Expectations:

This Sponsorship is a valuable and an increasingly rare award – and it should not be taken for granted. By agreeing to these Terms and Conditions, you are agreeing to respect our faith in your ability to succeed and to be respectful to your Public Post-Secondary Institution. By attending your classes regularly, being punctual, being prepared for your classes, by doing your assigned homework, handing in your assignments on time, being present for all your tests & exams, as required. To complete the Program of Study within the Public Post-Secondary Institution scheduled timeframe as approved by Education Services.

You must agree to keep Education Services informed as to **ANY** changes in your contact information, or in your personal life that may influence your studies, and to keep in regular contact with us so that we may assist you in getting any help that you may need. You are also expected to contribute to your own Post-Secondary Education by providing your own funds for the costs of moving to campus, such as rent deposit, utility hook-up, grocery staples, computer & accessories, etc.

Remember this application form must be completed on an annual basis.

I HAVE READ THESE TERMS AND CONDITIONS AND AGREE TO COMPLY WITH THEM IN ORDER TO BE ELIGIBLE FOR THIS SPONSORSHIP.

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF WITNESS

DATE

This form shall be completed in duplicate; one copy is for the applicant, the other for *Education Services*.
Note: The actual application form will be printed & provided to you on legal size paper in a larger/different font.

Appendix 2

[The document will be printed on Algonquins of Pikwakanagan First Nation Letterhead and provided to Sponsored student]

dd/mm/yyyy

RELEASE OF INFORMATION FORM

I, <<Student First Name>> <<Student Last Name>>, hereby give the Public Post-Secondary Institution I am attending, or will be attending, name<<Campus>>, permission to release any and all information regarding my academic performance and attendance at any given time within the fiscal school year 20(XX)/20(XX+1) to either:

<<First Name>> <<Last Name>>, Manager, Education Services, *or*
<<First Name>> <<Last Name>>, Post-Secondary Counsellor

Both of whom are the representatives of the Algonquins of Pikwakanagan First Nation are my financial sponsors.

Relevant information will include:

- copy of my Grade Report and/or Record of Academic Standing,
- copy of my “Confirmation of Enrolment” form, which I will submit to the Registrar’s office at registration,
- any relevant information to any changes in my Program of Study, such as a change from Full-Time to Part-Time status, and
- copy of my timetable.

Copies of the (Release of Information Form) will be submitted to the Campus Registrar’s Office and to the Coordinator of my *Program of Study* by <<First Name>><<Last Name>>, Post-Secondary Counsellor in Education Services, Algonquins of Pikwakanagan.

Student Signature: _____

Witnessed by: _____

Dated: _____

“SAMPLE FORM ONLY”

Appendix 3

[Will be printed on Algonquins of Pikwakanagan First Nation Letterhead and provided to Sponsored student]

dd/mm/yyyy

BANKING INFORMATION FORM

For purposes of a pre-authorized credit, so that your allowance can be direct deposited once your application has been approved:

Provide us with a copy of **VOID** or **cheque specimen** as confirmation of your bank account information or ask your bank to provide you with the required information: **“How to Set up Direct Deposits.**

NOTE: It is the student’s responsibility to ensure that they provided the correct banking information for direct deposit. Any banking fees incurred, due to incorrect banking information supplies, will be the student’s responsibility and the cost of these fees will be deducted as required.

Your information should contain:

Bank Account Holder’s Name: _____

Name of Bank: _____

Bank Branch Number: _____

Bank Transit Number: _____

Bank Account Number: _____

Signed

Dated

All information will be kept confidential.

“SAMPLE FORM ONLY”

Appendix 4

[The document will be printed on Algonquins of Pikwakanagan First Nation Letterhead and provided to sponsored student]

dd/mm/yyyy

CONFIRMATION OF ENROLLMENT FORM

To: <<First Name>> <<Last Name>>, Manager, Education Services.

This is to certify that <<Student First Name>> <<Student Last Name>>, <<Student Number #>> is currently registered in the <<Program of Study>> Program with <<Campus>>, and as such, is considered a FULL-TIME student during the:

Fall Term, which starts on _____ and ends on _____.
dd/mm/yyyy dd/mm/yyyy

Winter Term, which starts on _____ and ends on _____.
dd/mm/yyyy dd/mm/yyyy

Dated

(signed/sealed by) Registrar's Admissions Office Staff

Registrar: Please retain a copy for your records and return original.

“SAMPLE FORM ONLY”

Appendix 5

ALGONQUINS OF PIKWAKANAGAN FIRST NATION ANNUAL INFORMATION FORM FOR ALL CONTINUING STUDENTS

IT IS A MANDATORY REQUIREMENT FOR ALL CONTINUING POST SECONDARY STUDENTS TO COMPLETE AND PROVIDE INFORMATION ON AN ANNUAL BASIS BY THE DUE DATE SPECIFIED IN THE POLICY. PLEASE FILL OUT THIS INFORMATION SHEET COMPLETELY AND ACCURATELY AND INCLUDE YOUR SIGNATURE! THANK YOU.		
NAME:		STATUS #: (10 digit number)
ADDRESS:		PHONE: CELL: EMAIL:
MARITAL STATUS: SINGLE SINGLE PARENT MARRIED COMMOM-LAW (Choose one) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
If single, will you be living with your parent(s) while attending school? YES <input type="checkbox"/> or NO <input type="checkbox"/> If applicable, are you remaining in residence? YES <input type="checkbox"/> or NO <input type="checkbox"/>		
GENDER: Male <input type="checkbox"/> Female <input type="checkbox"/>		DATE OF BIRTH [dd/mm/yyyy]: / /
Name of School:		Expected Year of Graduation:
Program of Study:		Field of Study and Length of Program:
Course Start Date:		Course End Date:
Do you consider yourself a student with a learning exceptionality? YES <input type="checkbox"/> or NO <input type="checkbox"/> If yes, you may be required to submit documentation upon request.		
REMINDER: Please submit final transcripts at the end of the school year by the due date. Please keep Education Services informed of any changes in your contact information, and/or in your personal life that may influence your studies.		
DEPENDANTS		
NAME OF MEMBER SPOUSE:		STATUS #: (10 digit number)
DATE OF MARRIAGE or, if applicable common-law marriage: (Provide marriage certificate/and or Income Tax Statement)		
Any change in marital status, notification must be provided in writing to the Manager, Education Services.		
DEPENDANTS (Children Only) LIVING WITH YOU DURING THE CURRENT ACADEMIC SCHOOL YEAR		
Name of Dependent Member Children:	Age:	Status # (10 digit number)
1.		
2.		
3.		
<i>Note: Providing false information and/or withholding pertinent information are acts of fraud. Fraud is a criminal offense.</i>		
The information provided on this form is true to the best of my knowledge at this time.		
_____ Signature		_____ Date
_____ Witness		_____ Date
Note: This Application Form is on "legal" size paper, and shall be provided to all Continuing Post-Secondary students on an annual basis to be completed and returned to our office by May 15.		
CONFIDENTIAL WHEN COMPLETE		