



POST-SECONDARY POLICY

Cross Lake Education Authority acknowledges the significant importance of providing moral support, advisory services, and financial assistance to eligible band members who aspire to advance their education and training. We are committed to making every effort possible to help band members successfully pursue and complete their educational endeavors.

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Post Secondary Contacts

Location	Toll Free	Phone	Fax	Email
Winnipeg Office	1-800-856-5091	204-944-0802	204-944-8204	applications@clea.mb.ca
Cross Lake Administration	1-800-883-6256	204-676-2917	204-676-2087	applications@clea.mb.ca
Student Advisor Jeannie Bergsma	1-800-856-5091	204-230-9876 Cell	204-944-8204	jeannie@clea.mb.ca
Student Advisor Jacqueline Ross	1-800-883-6256	431-264-0493 Cell	204-676-2087	jacqueline@clea.mb.ca
Post Secondary Clerk Cheyenne Halcrow	1-800-856-5091	204-944-0802	204-944-8204	cheyhalcrow@clea.mb.ca
Post Secondary Manager Lloyd Settee	1-800-856-5091	431-277-3946	204-944-8204	lsettee@clea.mb.ca

Policy Objectives

To encourage and support pre-qualified, eligible band members to gain access to Post Secondary education and to graduate from their respective programs with the qualifications they require to pursue their chosen careers, and to realize their individual potentials for contribution to the community and to society at large.

To provide counseling to students in budgeting, career planning, and job market research, and assistance in acquiring financial resources to successfully complete their studies.

To ensure that students are well-informed about the various sources of educational funding and the procedures for accessing these funds.

To meet the ever-increasing demand by band members for Post Secondary assistance and to provide post-secondary educational opportunities to as many band members as possible.

Purpose of the Policy

CLEA developed the Post Secondary Policy to provide students and staff with a comprehensive, detailed guide to Cross Lake Education Authority's Post-Secondary Education Program. CLEA has outlined our responsibilities and the students' responsibilities to the Authority and Community. It is essential that all students fully understand their rights and responsibilities. We believe that this open administration will foster the continued development of policies and procedures that will treat all students in a consistently fair manner.

Policies Outline

Program policy and guidelines

Goals of the Education Authority

Education priorities for funding allocations

Types and levels of allowances available through the program

Student responsibilities

Definitions

Academic Plan - the program credit requirements. Each semester, students are to comply with course requirements/prerequisites to complete their certificate, diploma, or degree in a timely manner. All registered courses must coincide with the program requirements.

Academic Probation - a period during which a student is under strict academic guidelines, usually because of low or failing grades.

Academic Year - the academic year normally refers to two semesters with an approximate duration of eight months.

Band Member - a person who has met the requirements to become a member of the Cross Lake Band of Indians under the Canadian Indian Registry system.

Certificate - certification for completion of a college or university program.

Dependent Spouse - a person who is married to the student or a person who has lived with the student as a partner for a period of at least one year prior to application for educational support. This person is dependent upon the student and does not receive an annual income of more than \$6,500.

Dependents - any person or persons who relies on a student for support and is living full-time with that student.

Diploma - refers to diploma received for completion of a college or university program.

Full-time Student - a student, who in each term or semester of the first year of a degree or diploma program, takes a minimum of three courses or the equivalent number of credit hours and in each subsequent term or semester takes a minimum of four courses or the equivalent number of credit hours.

Eligibility Submission and Letters

To be eligible for the Educational Assistance Program, applicants must fulfill the following requirements and apply to applications@clea.mb.ca:

Be a Canadian Citizen - registered to the Nation.

Must have been a status Cross Lake Band Member for twelve consecutive months prior to the date of application.

Applicants must have fulfilled the university or college entrance criteria and must be currently enrolled or have received acceptance for enrollment in a program of study at a post-secondary institution.

See Website for application www.crosslakeeducation.ca or CLEA office.

Submitting a Records Release form

To fully support students, it is essential that both CLEA and your parents have authorized access to your records. Students fulfill this requirement by completing Record Release forms and obtaining the necessary signatures.

Submit Supporting Documentation

Provide an acceptance letter from the applicant's chosen university or college and/or a document indicating promotion and/or approval to continue studies from the Post Secondary educational institution which the applicant has most recently attended.

Provide official transcripts from the most recent secondary school or Post Secondary school attended.

Students must submit an academic plan outlining the courses that are to be taken for the duration of the program.

Once an application has been received by CLEA, an acknowledgement letter will be emailed and mailed out to the recipient.

If funding has been approved by CLEA, an acceptance letter will be sent to the recipient outlining next steps.

Eligibility Requirements & Priority

Priority will be given to applicants in the following below order.

1. Students currently enrolled in a Post Secondary institution returning to a full-time degree or diploma program who have maintained a GPA of 2.0.
2. Students graduating from Grade 12 and entering an institution, enrolling in a full-time degree or diploma program.
3. Students who have graduated from Grade 12 in previous years and have not applied for/or received funding.
4. Band members with Grade 12 equivalents who have not previously received funding from this program.
5. Previously funded students who have fully completed one program of studies and are seeking to attain the next level of Post Secondary studies or the next level of studies within their current field of study.

Continued Eligibility Interview

To retain their eligibility, continuing students must complete an interview with the Student Advisor each year prior to returning to full-time studies.

Students who aspire to pursue post-secondary studies outside of Canada can do so. However, it is important to note that their living allowance will be provided in Canadian funds, matching the

amount allocated to students studying within Canada. Tuition fees will be covered by CLEA up to the maximum cost associated with a comparable program in Canada.

Students' failure to comply with the above conditions will result in sponsorship being terminated by CLEA.

Application Process

Application packages must be submitted by March 31st to be considered for the Fall semester start date. Any applications received after the deadline or found to be incomplete will be placed on a waiting list, sorted according to the date of receipt and eligibility criteria. Priority funding will be given to those enrolling in programs that commence in September. If a program starts at a different time, sponsorship approval will depend on funding availability and applicant eligibility.

Deadlines for Application - School start date

Fall (September) deadline May 31st (2024)

New Fall (September) deadline March 31st (2025)

Winter (January) deadline May 31

Spring (May) deadline February 1st

Summer (July) deadline February 1st

Application Packages Content

Student Funding Application

Completed CLEA Application. Submit an academic plan outlining the courses you will be taking for the duration of your program.

Student Authorization and Waiver

This document is necessary to permit education staff to access student records. It is important for funding purposes, and on occasion the Student Advisor has a need to verify that students are attending classes.

Records waiver, acceptance letter, transcripts, and your academic plan

This is necessary to ensure students commitment and qualifications for Post Secondary education.

If approved - Student Funding Application Contract

Outlines the student's contractual responsibilities and it must be signed and returned to the Student Advisor.

New Students Application Process

The following items must be submitted to CLEA to be considered for sponsorship.

Photocopy of status card.

Completed Post Secondary application package issued by the Education Department.

Letter of acceptance from the chosen academic institution.

Transcripts from previous academic institutions or secondary school.

Academic plan.

Letter of recommendation from teacher, employer, recognized community member.

Continuing Students Application Process

Continuing students must provide the same items as new students but must also include the following.

Letter of acceptance for next academic year

Transcripts from last term

Application Evaluation – Selection Committee

The Selection Committee is responsible for reviewing completed post-secondary application packages using the criteria outlined in the Post-Secondary Policy. The committee will select students for sponsorship (depending on budget), and it will also select and rate students for the wait list. The Selection Committee must include any combination of **four** of the following members.

Assistant Education Director or Director

Student Advisors

Executive Councillor with Education Portfolio

Teacher or Guidance Counsellor

The Selection Committee will meet in April to review applications for post-secondary funding. The Selection Committee will meet in early February to review applications for January enrollment. Letters of Sponsorship or non-sponsorship will be sent to applicants no later than one week after the selections date.

To uphold the principles of fairness and impartiality in the post-secondary admissions process, it is imperative to prohibit selection committee members from participating in the evaluation or approval of applications submitted by themselves or their immediate family members. This policy ensures an unbiased and transparent assessment of all applicants.

Additional approval considerations by the Selection Committee

The economic or social benefit of the applicant's intended program of studies to the community may impact the student's sponsorship.

In the case of specific community jobs, applicants will be expected to commit to working for an entity within the Cross Lake Band of Indians and or its various entities and departments. This commitment is for a minimum of 24 months after graduating from fully funded programs provided the opportunity for employment exists.

Additional considerations

1. The location of the post-secondary institution. Priority will be given to public post-secondary institutions within Manitoba. Students are expected to attend the nearest institution that offers the chosen program of studies.
2. New students enrolling in a university or college programs are encouraged to come back to the community and provide two years of service to the community.
3. Skills and Trades - two years or less at a Post Secondary institution.
4. Adult Basic Education/Upgrading - part-time sponsorship is available which is tuition, books and supplies without cost of living.
5. Correspondence Courses - through a Post Secondary institution.

Considerations for Funding Priority

When assessing your funding application, the following factors will be taken into consideration:

1. Students with outstanding debts from previous or current educational sponsorships must settle these obligations before being eligible for additional funding.
2. If a student has received funding in the past, they must provide transcripts related to the previously funded period as part of their application.
3. Applications from individuals with a track record of non-completion of programs or courses will not be reviewed until all other applications have been processed.

Academic Success Provision

Academic achievement will be considered during the annual approval process. Students with outstanding academic performance will receive higher priority within their respective category. It is also important to note that students enrolled in a full course load will typically receive a higher rating than those with less than a full course load.

Funding Sources

Cross Lake Education Authority recognizes the importance of streamlining the funding process for Post Secondary students to ensure fairness, transparency, and accountability. To maintain the integrity of the Educational Assistance Program and to avoid double funding, all funding requests and dispersals for post-secondary education will originate from a single agency within the Nation.

All eligible applicants seeking financial support for Post Secondary education from Cross Lake Education Authority must request and receive funding through us as the single designated agency. CLEA will be responsible for receiving and processing funding requests, disbursing funds, and maintaining accurate records of financial assistance provided to students.

Applicants receiving financial support from Cross Lake Education Authority are prohibited from seeking or accepting funding from multiple entities within the community **for the same educational or financial purpose.**

Scholarships, or bursaries from outside agencies are allowed and encouraged.

Post-secondary students must immediately inform Cross Lake Education Authority of any other funding sources they have applied for or received related to their education. This notification is mandatory when submitting the initial funding application and must be updated as needed.

Cross Lake Education Authority reserves the right to verify and audit financial assistance provided to students to ensure compliance with this policy. Audits may include reviewing financial records, bank statements, and communication with other funding entities.

Students who wish to appeal a repayment decision may do so through the established appeal process outlined in the Educational Assistance Program.

Categories and Amounts of Financial Assistance

Bearing in mind the distinctions between the students by level and student status, there will be distinct categories and amounts of funding for which those students will be eligible. This funding may come from multiple sources such as CLEA and the JP Program as an example.

Part time students – Follow the same guidelines, policies and procedures outlined throughout this document as full-time students, but only receive 50% of the incentives.

Categories of funding may include the following:

Tuition Assistance

Living Allowance

Book Allowance

Supplies/Equipment Allowance

Tutoring

Travel

Other Funding

Tuition Assistance

Tuition assistance includes students' fees for registration, tuition, and the cost of books and supplies as required by the Post Secondary institution.

Tuition and registration fees will be paid directly to the institution where the student is enrolled.

Full-time Student Living Allowance

Living allowances are intended to address regular daily living expenses, including food, accommodation, and local transportation. They are not intended to cover personal debts accrued prior to or during enrollment at post-secondary institutions. This encompasses, but is not limited to, obligations such as credit card payments, vehicle loans, outstanding personal debts, and overdue rental payments.

The maximum level of living allowance is determined by the current Cross Lake Education Authority's Schedule of Living Allowances.

A student must be carrying a full program load to receive a living allowance. If a student withdraws from a course during a term, the living allowance will be discontinued for the remainder of the term. Sponsorship will also be discontinued at the end of the term.

Dependants of a student may only include the student's spouse and those children of the student and the student's spouse. To be eligible to receive additional living allowance for dependents, those dependents must be living in the same residence as the student.

Book allowance

Students will be subsidized up to \$100 per three credit hour course for books and supplies at the start of each term.

Registration and Application Fees

Registration and Application Fees are paid for new students. If already paid by student, they will be reimbursed upon qualification of sponsorship. Students will be required to provide a receipt.

Supplies and Equipment Allowance

This is designed to provide essential support for acquiring necessary tools and materials needed to successfully complete your degree or certificate.

Other program fees

Registration for other program activities such as practicums, workshops, and school-initiated activities. Students require a letter from their instructor or professor at the start of the year stating the requirements and that they are compulsory for the program or course.

Special clothing and equipment

May be provided if required for the students' program of studies. Additional funding for special clothing or equipment may be provided if documentation is provided in writing.

Tutorial fees

Fees are paid up to \$300 per year. Students should first make use of the institution's free tutoring services if available. Additional tutoring may be provided if a letter from the instructor states that the student needs additional tutorial assistance.

Travel

Students who must travel more than one hundred kilometers and are living away from their normal place of residence are eligible for paid travel four times per year to and from the closest public Post Secondary institution. These funds are paid at the start of the year, Christmas, and year end. Travel expenses will normally be the lowest priority for funding and will be disbursed in the most economical way possible.

Bereavement

Sponsored students are eligible for emergency travel for individual and family members for life threatening illness, or for bereavement.

Immediate family includes the following: husband, wife, mother, father, son, daughter, brother, sister, grandmother, grandfather, and grandchild, first cousins, in-laws, aunts, and uncles who are brother or sister to your parents.

For life threatening illness immediate family includes husband, wife, mother, father, son, daughter, brother, sister, grandfather, grandmother, and grandchild.

House hunting

Full-time students can receive funding for apartment or house hunting. This funding is only available one time throughout your academic journey. Single students are expected to stay in residence, and those with school-age children should wait until the school year ends before attending a session on campus. Arranging childcare is the student's responsibility. Standard travel costs are used and can be arranged by the Post Secondary

Moving Expenses

Sponsored students attending an institution away from their usual residence can claim moving expenses. Moving expenses are covered to a maximum of \$1000 and includes all travel and incidental costs.

This assistance is available for first-time sponsored students, those who were sponsored previously are not eligible.

To apply, students need to provide a copy of their tenancy agreement. Half of the allowance is given upfront to cover moving expenses, and the remainder is provided once the student has settled into their new place. If a student successfully completes their studies and returns to their original residence, they can also receive additional funding to move home.

Funding can be used to purchase additional items like bedding, towels, and small appliances.

Teaching staff and others attending spring and summer term courses do not qualify for relocation expenses.

Winter Clothing

A winter clothing allowance is provided to students and their dependents annually if required. Each student is eligible for \$400 plus an additional \$100 for each dependent.

Dependent Student School Supplies

Sponsored students with dependants who are enrolled in Nursery or Kindergarten to Grade 12 are eligible to receive a total of \$265 per dependant. Breakdown below.

School supplies \$100 for each dependent. A copy of each child's registration is required.

Gym clothing \$75 for each dependent

Home economics or shop clothing for Grades 6-12 only \$60 for each dependent

Additional Miscellaneous of \$30 for the student and each dependent

Eyeglasses

Assistance to purchase eyeglasses and/or to have an eye exam is issued up to a maximum of \$300 every two years. Students must provide a receipt for proof of purchase or exam to receive the funds.

Graduation

CLEA provides financial support for Post Secondary graduation related expenses including graduation fees, pictures, graduation attire, and tickets for a banquet. Each graduate can invite up to two guests.

For graduates from Manitoba Post Secondary institutions, guests must reside within the Province of Manitoba. If a student is graduating from an out-of-province institution, they can invite two immediate family members residing in Manitoba.

To be eligible for the graduation allowance, a graduate must complete a graduation request form. Cross Lake Education Authority covers certain expenses for invited guests, including economical travel, hotel accommodations, meals, and taxi fares.

Graduation expenses in the following instances:

Graduation from a 3 to 5-year university program.

Graduation from a master's or Ph.D. (doctoral) program at a university.

Graduation from a community college certificate or diploma program.

Additional incentives as per the incentive policy may also be provided to graduates.

Requests for Alternate Funding and or other Financial Assistance

From time to time, for a variety of reasons, full-time Post Secondary students may request funding arrangements that differ from those contained in this policy. Such requests will be forwarded to the Post Secondary Manager who will make recommendations on the advisability of supporting the request. Approval of requests for alternate funding arrangements will be on an individual basis and will be judged on their own merits. Approval will depend upon the student's past record of financial dealings with CLEA, their maturity as a student as judged by the Post Secondary Manager, and their past academic record.

The Student Advisor with a quorum of an additional three selection members will only approve a request for alternate funding if the granting of the request is within the parameters of the eligibility section. Requests for financial assistance for this will normally only be accepted from senior students who are in the last two years of an undergraduate degree, post-graduate students, or students in the last semester of a multi-year diploma or certificate program.

Student Advances

There will not be any student advances. Due to direct depositing, student advances will not be accommodated. Budgeting is the student's responsibility. In the case of Emergencies, there are other in community agencies and resources that can assist.

Limits of Tuition Assistance by Level

This refers to the number of months a student is eligible to receive funding. Students are given a specific amount of time to complete their program.

If a student wants to attain a three-year Bachelor of Arts degree, they are given 32 months to complete the degree (4 years X 8 months/year = 32 months)

Level One - Community College, Vocational or Technical Institutes and CEGEP diploma or certificate programs. Students registered in a Level one program are eligible for a maximum of 16 months assistance to complete a program leading to a diploma, certificate, or license.

Level Two - Undergraduate programs

Students registered in a Level 2 program are eligible for a maximum of 32 months of assistance to complete an undergraduate program leading to a bachelor's degree.

Level Three - Graduate, Post-Graduate programs and Doctoral programs

Students registered in a Level 3 program are eligible for a maximum of 56 months of assistance to complete a post-graduate program, master's degree, or professional degree.

Changing programs uses up student months within each of the levels.

Once you have completed 16 months in a Level 1 program, no further Level 1 programs are available to you.

Once a Level 2 program is complete, a student may not be funded for future Level 1 or 2 programs.

Upon completion of a Level 3 program, students are not eligible for further Level 1, 2, or 3 assistances.

Funding cannot be backdated to cover time prior to the Selection Committee acceptance of a student's application for assistance.

Unaudited or failed courses will not be paid.

Conditions for Termination or Suspending Funding

Dishonesty

Harassment, of any kind including sexual harassment.

Intoxication or substance abuse affecting student achievement.

Withdrawal from a program without notification to the Selection Committee or Student Advisor.

Violation of the express or implied conditions of this program or the program of studies amounting to insubordination or wilful disobedience

If a full-time student has a change in status and becomes a part-time student during the semester, the student must inform the Selection Committee or Student Advisor of the change. If this does not happen, funding will be revoked.

A full-time student who is regularly absent from one or more of the minimum number of courses required, per semester, to be considered full-time by the institution, will risk their funding. The students in this category will be considered part-time and will not be eligible for the student allowances. The term reports will be used to determine if this clause applies.

Exceptions to Termination

A student, as determined by the Selection Committee, who presents sufficient justification for a second opportunity, may be considered for one. The student will be required to sign an agreement with the Selection Committee to ensure regular attendance and completion of all course requirements. If there is no noticeable improvement by the conclusion of the following semester, the student may be requested to withdraw.

Students who enroll at a post-secondary institution, receive the student allowance, but fail to attend classes must reimburse CLEA for all allowances they received or that were paid on their

behalf. This includes tuition fees, allowances for books and supplies, and any other funds that may have been disbursed to the student or the institution on their behalf.

Academic Probation

Students placed on academic probation by their educational institution will normally not be sponsored for one academic year or until they are accepted by an educational institution back into an academic program as a full-time student. Such students will not be guaranteed sponsorship by virtue of changing their program of studies or institution.

Students who incur failing or incomplete grades in 50% or more of their enrolled courses will be subjected to academic probation. Those under the purview of CLEA's academic probation mandate will be obligated to formally acknowledge, via a signed letter their understanding and commitment to attaining a passing grade in each course for the subsequent semester. Failure to meet this requirement may result in a temporary stop of full sponsorship until such a time as the student has successfully completed the previously failed or incomplete courses, or their equivalent alternatives.

Furthermore, students on academic probation may be mandated to engage in a study skills enhancement program, as provided by their educational institution.

Student Appeals Process

Cross Lake Education Authority is committed to providing fair and equitable treatment to all its students. Nevertheless, if a student feels that the previously mentioned regulations and guidelines have not been applied fairly to their specific circumstances, they may initiate an appeal using the following procedure.

Complete an appeal letter within 14 days and state the grievance. The Post Secondary Clerk will notify the Office Manager, who coordinate the Appeal Committee process.

Members of the Appeal Committee will consist of a Director of Education, The Office Manager, and the Executive Councillors with the Education portfolio.

The Cross Lake Education Authority typically receives more applications for sponsorship than there are available funds. The Appeal Committee's decision will be final.

Incentives and Scholarships

Cross Lake Education offers incentives, including scholarships and bursaries, to students enrolled in the various levels of Post Secondary education. Students are encouraged to seek financial support from other non-Cross Lake entities and sources. This will not affect their funding from CLEA. To apply for CLEA incentives, students must submit a written application to their Student Advisor along with their transcript of marks.

Academic Achievement Incentive – Level I and II. End of academic year of any degree or diploma

This incentive recognizes outstanding academic performance by students in Levels I and II. To be eligible, students must achieve an average grade of B or higher over a regular school year for both fall and winter. The incentive amounts are as follows:

U.C.E.P. - \$500

Community College - \$800

University - \$1000

Academic Incentive for High Achievers

Sponsored students who complete an undergraduate degree without withdrawing from any courses and maintain a grade point average of A or higher may be eligible for an additional incentive, with a maximum value of \$4000.

Strategic Studies Scholarship (Level III)

This scholarship has been established with the intention of motivating students to engage in academic courses that are instrumental in fostering economic independence. It specifically focuses on encouraging studies in areas such as Commerce, Public or Business Administration, Economics, Applied and Physical Sciences, Mathematics, Computer Science, Forestry, and Engineering.

Eligibility for this annual scholarship is extended to full-time students who have successfully navigated through their first year of study in the above fields and are committed to continuing their education in the same domain. The recipients of this award are entitled to renew their scholarship on a yearly basis, provided they maintain satisfactory academic performance and remain enrolled in the specified field of study.

The scholarship is distributed selectively, benefiting up to 5% of the students sponsored by CLEA, and holds a maximum monetary value of \$3500.

These funds are paid at the end of the academic year or any degree or diploma.

Procedure After Approval of Application

If the Selection Committee has approved the application, students will then be given the annual schedule of monthly allowances. Tuition will be paid directly to the institution to which the student has been accepted. Book and supplies allowances will be paid to the student once at the beginning of the school year.

Amendments to the Policy

Recommendations for amendments to this policy can be submitted to the education staff by December 31 of each year. Any policy amendments approved will take effect at the beginning of the next fiscal year. Notification will be posted on office bulletin boards and on the CLEA website.

Policy Review

An annual review of the Cross Lake Post Secondary Policy shall be conducted annually by Jan 31st to ensure its effectiveness, fairness, and alignment with the organization's objectives. The review will consider any feedback regarding changes in policies or regulations and any evolving educational needs. The Selection Committee responsible for conducting the annual review and it shall consist of a quorum of a minimum of four members. The Committee's findings and recommendations shall be documented and reported to Cross Lake Education Authority for approval, and any necessary updates or revisions shall be approved or denied and implemented accordingly. This annual review process underscores our commitment to maintaining a fair,

transparent, and responsive Post Secondary Policy that supports the educational goals of our students.