



POST-SECONDARY POLICY AND GUIDELINE

kīci kiskinwāmātowin
Updated November 2024

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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1.0 INTRODUCTION

1.1 CLEA Educational Philosophy

1. CLEA recognizes that each employee has abilities that differ widely and encourages them to change with the times as new standards, stresses, demands and needs are presented.
2. CLEA believes that the basic purpose of education is to realize self-respect, self-fulfillment and relevance in a dynamic society, and that the education system be on-going, flexible and centered on the human needs of students that it is designed to serve.
3. Within the limitations of the human, natural, and financial resources committed to education, it is the purpose of the CLEA to provide an educational environment that will afford students the opportunity to develop the necessary skills, attitudes and social behaviour that will enable them to meet the challenges in life and make a positive contribution to society.
4. CLEA is specifically committed to the awareness and preservation of the Cree culture and language as practiced and spoken by the people of Cross Lake.

2.0 PURPOSE OF GUIDELINE

The purpose of this internal guideline is to support the CLEA Post-Secondary Team, in particular, the Student Advisors on the implementation of the CLEA Post-Secondary Program and to ensure fair, transparent, equitable application to all participants of the program.

2.1 Policy Statement

CLEA supports eligible band members that want to attend school to pursue a post-secondary education at a college, university or other learning institutions. CLEA will provide the necessary financial, educational and personal supports to students to assist them in their education journey.

CLEA will ensure that every student in the “CLEA Post-Secondary Program” is treated fairly and equitably as any other student in the program.

2.2 Policy Objectives

To encourage and support 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.

3.0 ELIGIBILITY

3.1 Eligibility Criteria

To be eligible for sponsorship, all applicants must meet the following criteria;

1. Be a registered Band Member of the Cross Lake Band of Indians,
2. The applicant has been accepted by an accredited post-secondary institution.

3.2 Priority Categories

The selection process will be guided by the following CLEA priority categories in determining sponsorship;

Priority 1: Students that are currently enrolled in a program, with a 2.0+ GPA, and will be returning the following academic year as a full-time student in the same program,

Priority 2: Students graduating from Grade 12, both regular and mature student diploma, and has been accepted to full-time studies,

Priority 3: Previous applicants that were placed on a waiting list due to limited funding and were not offered a spot in the program,

Priority 4: Previously funded students who have fully completed one program of studies and are seeking advancement in their chosen field of study,

Priority 5: Previously funded students that were suspended from their program of studies and funding was terminated by CLEA.

3.3 CLEA Organizational Capacity Priority

CLEA reserves the right to prioritize funding to meet internal organizational capacity needs in the ongoing development of teachers and education assistants in education programs leading to certification. Educations programs

such as, but not limited to, the PENT program, U of W Access Education and University College of the North.

3.4 Other Eligibility Considerations

The selection process may also consider the following secondary factors in determining eligibility for sponsorship;

1. **Academic Achievement** - achievement will be considered during the annual selection process. Students with outstanding academic performance will receive higher priority within their respective category,
2. **Location of the Post-Secondary Institution** - priority is given to public post-secondary institutions within Manitoba. Students are expected to attend the nearest institution that offers the chosen program of studies,
3. **Good Standing** – an applicant must be in good standing with CLEA as past sponsorship(s) will be considered including non-completion of studies or outstanding financial obligations,
4. **Future Plan of Students** – students that indicate in their application that they plan to return to the community upon completion of studies,
5. **Nation Capacity Priorities** – students that pursue areas of study, such as medicine, engineering, sciences, computer science etc, that is determined a priority capacity need that will advance our nation both socially and economically,
6. **Virtual Learning** – students planning to pursue their education through virtual learning.

4.0 APPLICATION PROCESS

4.1 Application Deadlines

All applications for the fall session must be received by March 31 through the CLEA website or hard-copy delivered to a CLEA office.

March 31 – Application Deadline for Fall Semester (September)

February 1 - Application Deadline for Spring/Summer Session

NOTE: Applications received after March 31 will not be accepted.

4.2 Application Categories & Requirements

4.2.1 New Students Application Process

The following is a list of required documentation that must accompany your application form;

- 1) **A completed Post-Secondary CLEA application form** – available on CLEA Website
- 2) **Acceptance Letter** – showing acceptance from an accredited post-secondary institution,
- 3) **Student Learning Objective Statement** – a brief description by student on their learning objectives such as;
 - a. what they want to learn,
 - b. the reason(s) for your chosen area of studies
 - c. what they wish to accomplish,
 - d. their future plans upon completion of studies.
- 4) **Status Card** – A photocopy of a status card, if requested by CLEA.
- 5) **Grade 12 Equivalency Diploma** – a high school diploma or a grade 12 mature student diploma,

Applications that are subject to third party confirmation of student information or documentation, such as transcripts or enrollment confirmation, will be placed on a Sponsorship Contingency List that is managed by the Post-Secondary Team.

4.2.2 Returning /Continuing Students

Returning students must provide the following documentation along with their completed application form;

- 1) Verification of Enrollment for next academic year
- 2) Transcripts from last term

All students planning to continue their education the following academic year should notify their assigned Student Advisor of their intentions. They must also complete a new application by March 31.

4.2.3 Teacher Education Program

Para-professionals recommended for continuing education and training are encouraged to explore the various options available to them and whether they receive their education on campus or virtual learning.

A para-professional that would like to be considered for ongoing education for the spring/summer session is encouraged to inform their supervisor of their interest.

The school principals/supervisors from both schools will provide a list of recommended names by April 15 of each year. These recommended names will be submitted to the Education Director or designate for final approval. These names will be forwarded to the Manager of the Post-Secondary Program for upcoming spring/summer session intake. These participants will be required to complete an application form.

5.0 SELECTION PROCESS

5.1 Evaluation of Applications as per 3.1, 3.2 and 3.3

STEP 1: Pre-Screening by the Post-Secondary Team

The Post-Secondary Team will meet first the first week of April to start the process of reviewing and vetting all the completed post-secondary applications. The Post-Secondary Team has the responsibility to ensure that all applicants have met the eligibility requirements as outlined in 3.1 of this policy and to identify how each applicant meets the "other" considerations set out in 3.2 (Priority Categories) and 3.3 (Other Eligibility Considerations) of this policy. The review and vetting process of application will be finalized by April 31.

The Post-Secondary Team will meet with the Selection Committee to present their proposed "recommendation list of students" that meet the eligibility criteria in section 3.0. The Selection Committee will make the final determination on which applicants make it to the "Sponsorship Final List" and offered a sponsorship spot for the upcoming Academic Year. If necessary, the Selection Committee can also approve a "Sponsorship Waiting List."

Each member of the Post-Secondary Team reviewing applications are subject to 5.3 Conflict of Interest Guidelines to ensure fairness and impartiality in the selection process.

STEP 2: Selection Committee Approval

5.2 Selection Committee

On February 1 of each year, the Post-Secondary Team, will provide a list of names to the Education Director or designate to be considered for the Selection Committee.

The selected names will be notified to determine whether the individuals will accept a role in the upcoming selection process.

Each member appointed will be subject to 5.3 Conflict of Interest Guidelines to ensure fairness and impartiality in the selection process.

List of potential members that can be considered for the committee;

- Elder (s)
- CLEA Finance Representative
- CLEA Human Resource Representative
- CLEA Management designate

- School Principal (s)
- Retired CLEA Educators
- Former Students - Graduates
- Off-Reserve Member living in Winnipeg
- Community MSP Program Manager/Advisor,
- Pimicikamak Okimawin Councillor – Education Portfolio Holder(s)

The Selection Committee will meet to review, approve and make the final decision on the Sponsorship Final List and, if necessary, a Sponsorship Waiting List.

The members of the selection committee will meet on the following date:

April 31 – to review and approve applications for the Fall session (September) and Winter Session (January)

5.3 Conflict of Interest

To uphold the principles of fairness and impartiality in the post-secondary selection process, it is imperative that the Post-Secondary Team and the Selection Committee members recuse themselves from participating in the evaluation or approval of applications submitted by themselves or their immediate family members. This will ensure to avoid a conflict of interest during the assessment and selection of applicants.

Conflict of interest is a breach of an obligation to CLEA that has the effect or intention of advancing one's own interest or the interests of others in a way detrimental to the interests or potentially harmful to the integrity or fundamental mission of CLEA.

The Post-Secondary Team and the Selection Committee members are encouraged to review the "Conflict of Interest Guidelines" in 8.3 of the Cross Lake Human Resources Policy Manual.

5.4 Preparing Sponsorship Final List

The Selection Committee will finalize a list of the successful applicants that will be offered a sponsorship. The list will be forwarded to the Post-Secondary Team for communicating with the successful applicants.

5.5 Preparing Sponsorship Waiting List

If required, the Selection Committee may also prepare a waiting list of students that met the eligibility criteria. This waiting list will be affected by factors such as the number of new secondary students applying, continuing students, organizational capacity priorities and the amount of funds available to CLEA for the upcoming academic year. Each student whose name is on the waiting list will be notified of their status.

5.6 Sponsorship Contingency List

The Post-Secondary Team will develop and manage a list of individuals that are subject to additional required information to complete their application for consideration.

6.0 POST-SELECTION PROCESS

6.1 Post-Selection Correspondence

6.1.1 Notice of Receipt of Application – all applicants for the program will receive an acknowledgement from CLEA on receipt of application.

6.1.2 Letter of Offer – all successful applicants will be send a letter of offer, immediately after the Sponsorship Final List (5.4) has been approved by the Selection Committee.

6.1.3 Letter on Waiting List Status – applicants will be send a letter informing them on their “waiting list” status.

6.1.4 Letter on Academic Terms and Conditions - Student Responsibilities - Assigned CLEA Student Advisor – **See Annex 1 for details**

6.1.5 Letter on Eligible Expenses & Financial Terms and Conditions – **See Annex 2 for details**

6.1.6 Letter on CLEA Academic Excellence Incentives – For Information

Purposes - On November 15 of each year, a letter on “CLEA Academic Excellence Incentives” will be send to all students as a reminder on potential financial opportunities to CLEA sponsored students with a B or better GPA, completing a degree or diploma, or to students in programs identified as Nation capacity priority

Reference: 7.7 Academic Excellence Incentives

7.0 FUNDING CATEGORIES

7.1 Funding Categories – Description

Note: Refer to “Schedule of Funding Amounts Per Category” for formula, costing and approvals.

- 7.1.1 Application Fee** - is a non-refundable charge by a Post-Secondary institution to process an application. If already paid by student, they will be reimbursed for one fee, the fee for the post-secondary institution they were accepted and are being sponsored by CLEA. Students will be required to provide a receipt.
- 7.1.2 Registration Fee**– a registration fee is the amount a student must pay to enroll in a program/course. CLEA pays directly to the institution.
- 7.1.3 Book Allowance** – a student will be eligible for books and supplies for every three credit hour course at the start of each term.
- 7.1.4 Tutorial Fees** – students are eligible for funding to cover tutorial services. Students are encouraged to first make use of the institution's free tutoring services, if available. Additional hours will be on a case-by-case basis depending on the level of difficulty that a student is experiencing in the course. Tutors will directly invoice CLEA for payment.
- 7.1.5 Tuition** – is a fee paid to a post-secondary institution for each student. Fees are calculated based on the number of course credits you take per semester. CLEA pays directly to the institution. For students under a third-party scholarship arrangement can request for supplementary financial assistance to a maximum set amount in Canadian funds.
- 7.1.6 Supplies, Equipment & Laptop Allowance** – to acquire the necessary tools and materials required for studies. This can include special clothing or equipment or practicums, workshops and other school-initiated activities as part of study curriculum. Student will 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. Students may also request supplementary funding for the purchase of a laptop.
- 7.1.7 Professional Accreditation Exams** – students can request financial assistance to write a mandatory exam (s) leading towards accreditation in their chosen area of study. CLEA will cover 100% of the cost for the exam fee. If a retake of the same exam is necessary, CLEA will cover 75% of the

fee. If it should come to a third and final exam, CLEA will cover 50% of the exam fee.

If required, travel expenses may be provided if the exam is in a different locale.

7.1.8 Graduation Expenses – financial assistance is provided to students graduating from one of the following categories;

- a. From a 3 or 4 year university program,
- b. From a master's or doctorate program,
- c. From a college certificate or diploma program.

The financial assistance is intended to cover graduation fees, pictures, graduation attire and two (2) banquet tickets. Each graduate can invite up to two guests. For invited guest, CLEA will cover costs for expenses related to economical travel, accommodation, meals and taxi fare.

7.1.9 Accommodation Expenses - to provide funding for full-time students to find suitable accommodation for the upcoming academic year. The eligible expenses include;

- Travel - to search for accommodation,
- Damage Deposit – the amount of first months rent – will require copy of rental agreement and receipt for deposit,
- Costs for relocation – travel to new residence based on mileage
- Local Relocation – under exceptional circumstances, a student will be considered for relocation support for moving from one apt to another apt within the same city
- Rental Subsidy – a rental subsidy may be considered for students with children to go towards rent costs. These requests will be considered on a case-by-case basis.

7.1.10 Travel - Academic Year - the start of the school year, Christmas Holidays and End of the Year travel,

7.1.11 Travel – Urgent Family Matters - available to full-time and part-time students (not dependents) for emergency travel to be with a family member in a life-threatening situation of an immediate family member. For life threatening illness of an immediate family member includes husband,

wife, mother, father, son, daughter, brother, sister, grandfather, grandmother, and grandchild.

7.1.12 Travel - Bereavement - available to full-time and part-time students (not dependents) for attending a funeral for immediate family members. 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.

Note: To coordinate travel with Nisokamatowin for dependents (spouse and children)

7.1.13 Living Allowance - intended to cover daily living expenses like food, accommodation, local transportation, home internet etc. To receive a living allowance, a student must be a full-time student

1. **Monthly Living Expenses** – accommodation, food, transportation, utilities
2. **Other Considerations** – dependents (spouse and Children), day care, school supplies, special dietary requirements and, if qualified, a rental subsidy.
3. **Dependents** - dependents of the student include a spouse (dependent spouse) that is not employed and those children under 18 years of age and meet the following criteria;
 - a spouse means a person to whom the student is legally married or living in “common law” relationship for a period of not less than one year before making application to the program,
 - the dependents must be living in the same residence as the student,
 - Children who are under the students foster care and receiving maintenance from Nikan Awasisak or another Child and Family Services entity cannot be claimed as dependents.
4. **Special Dietary Requirements** – will be considered for diabetics will be considered as part of their food allowance based on medical recommendation provided by a doctor.

7.1.14.1 Winter Clothing - A winter clothing allowance is provided to students annually if required. Each student is eligible for \$400 plus an additional \$100 for each dependent.

Note: this funding category will be discontinued as of March 31, 2025.

7.1.15 Eyewear - 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.

Note: this funding category will be discontinued as of March 31, 2025.

Approval Process: All funding categories are subject to approval by Manager of the CLEA Post-Secondary Program and/or the Education Director or designate. The Student Advisors will send individual requests on behalf of the student to the Manager.

7.2 Eligibility for Funding Categories - Student Status

The eligibility for the various funding categories depends on the students' academic and family status. For example, it is only full-time students that receive the living allowance and the amount depends on whether the student has dependents (spouse and children). See 7.1 for description of each funding category.

<u>Full-Time Students</u>	<u>Part-Time Students</u>
Living Allowance	Application Fee
Application Fee	Registration Fee
Registration Fee	Tuition Fee
Tuition Fee	Book Allowance
Book Allowance	<u>Virtual Learning</u>
Supplies & Equipment & Laptop	Application Fee
Tutorial Fees	Registration Fee
Accommodation Search	Tuition Fee
Graduation Allowance	Book Allowance
Travel <ul style="list-style-type: none"> - Academic Year - Urgent Family Matters Travel - Bereavement Travel - Graduation Guest Travel 	

<ul style="list-style-type: none"> - Accommodation Search Travel - Relocation Travel <p>Winter Clothing Allowance</p> <p>Eyewear Allowance</p>	<p><u>Teacher Education Program (PENT)</u></p> <p>Living Allowance (single rate)</p> <p>Travel</p> <p>Application Fee</p> <p>Registration Fee</p> <p>Tuition Fee</p> <p>Book Allowance</p> <p>Supplies & Equipment & Laptop</p> <p>Graduation Allowance & Travel</p>
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7.3 Duration of Funding – Length of Program

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.

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

7.3.3 Students registered in a University at the graduate level (Masters or Doctoral) programs may be eligible to a maximum of 24 months from the start of their graduate studies to complete their post-graduate program.

7.4 External Sources for Funding

Students receiving financial support from CLEA are prohibited from seeking or accepting funding from multiple entities within the community for the same educational or financial purposes.

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.

7.5 Self-Funded Students

CLEA does not provide reimbursement to previously self-funded students. However, a student that self-funded in the previous academic year will be considered for future sponsorship and are encouraged to submit an application through the CLEA website.

7.6 International Studies - Exchange Rate

A student with a third-party Scholarship from another organization or institution will be considered for supplementary funding towards their tuition. The funding will be in Canadian funds up to a maximum amount set by CLEA.

7.7 Academic Excellence Incentives

CLEA offers incentives for academic excellence to current CLEA students enrolled in a post-secondary institution.

Category 1: Academic Advancement Incentive

An academic excellence incentive created to recognize outstanding performance by CLEA sponsored students.

To be eligible, the student must meet the following criteria;

- Had an overall average of B or better during the fall/winter session,
- carried a full course load,
- will be returning to full-time studies in the fall.

The 2024/25 value: UCEP at \$500.00., College at \$800.00 and University at \$1,000.00.

Category 2: Accomplishment Recognition Incentive

An academic accomplishment incentive was created to recognize CLEA sponsored students who have successfully completed an undergraduate degree or diploma.

To be eligible, the student must have carried a full course load in their final year of study.

The 2024/25 value: **\$ 2,500.00**

Category 3: Nation Capacity Priority Incentive

The Pimicikamak Nation Capacity Priority Incentive was created to encourage Pimicikamak citizens to consider a career path in areas of academic study that will advance the socio-economic priorities and aspirations of our nation. The following academic streams are considered a priority; (see 7.3.3)

- medicine
- registered nursing
- engineering
- business administration
- education
- computer science

To be eligible, the student must meet the following criteria;

1. has been accepted into a program or faculty, on a full-time basis, in one of the identified priority area of study,
2. will be returning to full-time studies in the fall in the same field of study,
3. maintain the expected GPA of the faculty or program.

The recipients of this incentive are entitled to renew this incentive payment on a yearly basis while in their program or faculty.

The 2024/25 value: **\$ 3,500.00**

Application for Incentives:

To apply for category 1 and 2 incentive, a student is required to submit the following documentation;

- a letter outlining their eligibility,
- an official transcript from their post-secondary institution,
- a photocopy of their degree or diploma (Category 2).

To apply for the category 3 incentive, a student is required to submit the following documentation;

- a letter outlining their eligibility with a brief description on how they would like to contribute to the nation priorities,
- an official transcript from their program or faculty department,
- a letter of intent from your program or faculty department.

All applications should be submitted to your assigned student advisor or emailed to the CLEA office by May 31 of each academic year.

8.0 TERMINATION OF FUNDING

Termination of Educational Assistance

8.1 Suspension by CLEA

CLEA will terminate sponsorship to a student who:

- a) is registered as a full-time student and becomes a part-time student without notifying their assigned CLEA Student Advisor in advance of such a change in status,
- b) Withdrawal from a program without notifying the assigned CLEA Student Advisor,
- c) is registered as a full-time student and is regularly absent from one or more of the minimum number of courses required per semester to be considered full-time by the institution,
- d) Students who receive failing or incomplete marks on 50% or more of their courses will be placed on academic probation by CLEA,
- e) Students who register at a post-secondary institution and who receive the student allowance, but do not attend classes at the institution, must return all allowances which were received and/or paid on their behalf. This includes tuition fees, books and supplies allowances, and any other monies which may have been forwarded to the student or to the institution on their behalf;

Note: Students who owe money to the CLEA Post-Secondary Education Program and who wish to return to post-secondary studies and furthermore who wish to receive financial support must make arrangements to pay back the amount owed before any future funding is provided.

8.2 Academic Probation

- a) Students placed on academic probation by their educational institution will 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.
- b) To avoid academic suspension from the students' educational institution, CLEA will work with individual students, in identifying options and an action plan for the student to achieve passing grades in the current semester. These options may include additional one-on-one tutorial services including one-on-one skills development and/or will be

encouraged to participate in a study skills program offered by their education institution.

8.3 Probation Agreement

- a) In addition to 8.2 (b), students will be required to sign a letter stating that unless they achieve a passing grade on all courses in the current semester they may be removed from full sponsorship until they successfully complete the courses.

9.0 STUDENT APPEAL PROCESS

Cross Lake Education Authority is committed to ensure that all post-secondary participants are treated in a fair and equitable manner.

A student who believes that he/she was not treated in a fair and equitable manner during the “selection process” can appeal the decision.

9.1 Appeal Procedure

Step 1: Submit a letter to CLEA stating the basis for the appeal,

Step 2: A meeting between the student and the CLEA Post-Secondary Manager will be arranged to discuss the appeal in an attempt to reach a resolution,

Step 3: If no resolution is reached with the Post-Secondary Manager, and the student wishes to advance their appeal, a meeting will be arranged with the Education Director or designate,

Step 4: If no resolution is reached with the Education Director or designate and the student wishes to advance their appeal, CLEA will arrange for an Appeal Committee to hear the appeal,

Step 5: CLEA will appoint individuals to form an Appeals Committee. The composition of the committee can include the Post-Secondary Manager, two School Principals and the Councillor (s) from Pimicikamak Okimowin responsible for the Education Portfolio,

Step 6: CLEA will inform the student of the meeting date, time and location to hear the appeal,

Step 7: The decision by the Appeal Committee will be shared with the student.

9.2 Appeal Decisions

All decisions made by the Appeal Committee are final.

10.0 REVIEW AND AMENDMENT OF GUIDELINES

10.1 Review Process

CLEA will initiate an annual review of this “policy and guideline” document, by October 31 of each year, to ensure all information is up-to-date, that best-practices are incorporated to advance efficiency and fairness to future program participants. Finally, the review process will ensure that proposed changes are aligned with the CLEA’s organizational objectives.

The Post-Secondary Team will conduct the internal review as part of their “what we learned” from the current/previous academic year. The team will provide a report to CLEA Management by February 15 of each year on their findings and, if necessary, to recommend amendments to the policy and guideline.

10.2 Amendment Process

Amendments to this policy and guide will be finalized by CLEA Management.

Amendments will be posted on CLEA’s intranet site for internal use. These amendments will also be reflected in the “Student Post-Secondary Application Guide” and posted on the external facing website for public use.

11.0 DEFINITIONS

Academic Plan - An outline of courses, schedule and the duration of the program for the completion of certificate, diploma or degree requirements.

Academic Probation - A warning from a post-secondary institution that a student has been placed on a 12 month probation that will require an improvement in grades to avoid being suspended from the institution.

Academic Suspension - An official notification from a post-secondary institution that a student had a GPA of less than 2.0 while on academic probation is now suspended from further studies.

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

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

Dependent Spouse - A dependent spouse is a partner, either married or in a common-law relationship for at least one-year, that is unemployed and dependent on the student's living allowance.

Full-time Student – A student taking three (3) courses (or 18 credit hours) per semester in their first year and four (4) courses (or 24 credit hours) in subsequent semesters.

Grade Point Average - A number that indicates how high you scored in your courses on average. This number is used to assess whether you meet the standards and expectations set by the degree program. The number ranges from a 2.0 GPA a “C” grade (satisfactory) ” to a 4.0 GPA an “A” grade (excellent).

Part-Time Student - A student who takes less than three (3) full-time courses per Semester.

Post-Secondary Institution – Degree, diploma, and certificate granting institutions which are recognized by a province and include educational

institutions affiliated with or delivering accredited post-secondary programs with transferable credits by arrangement with a post-secondary institution

Private Post-Secondary Institution - An independent post-secondary institution that have been granted the authority to confer academic degrees or diplomas from a provincial authority. Institutions that provide career-specific and outcome-based programs.

Scholarship - Scholarship is a grant or payment made to support a student's education, awarded on the basis of academic or other achievement (like sports). The funds are used to cover tuition, books, accommodation and other expenses.

Selection Committee - Individuals appointed each year to review, approve and make the final decision on the Sponsorship Final List and, if necessary, a Sponsorship Waiting List.

Semester - A semester is approximately 4 months per regular academic year. Semesters usually run from September to December (fall), January to April (winter) and May to August (Spring/Summer Session).

Student Learning Objectives Statement - A learning objective states what the student will learn and what they wish to accomplish by the end of their education journey.

Sponsorship - The act of supporting an individual financially to attend a post-secondary institution with a living allowance, accommodation search, travel and school-related expenses.

Sponsorship Final List – a list of individuals that are eligible for sponsorship and will be offered a spot for the upcoming Academic year.

Sponsorship Waiting List - A list of individuals that asked to be sponsored for post-secondary but were not offered a spot in the upcoming academic year but may be considered if a spot becomes available.

Sponsorship Contingent List - A list of individuals that are subject to additional required information to complete their application for consideration.

Spring/Summer Session - the spring session takes place in the months of May and June. The summer session is in the months of July and August.

ANNUAL TIMELINES AT A GLANCE

January 31 – the Post-Secondary Manager/Team will initiate an annual review and amendment process for this policy and guidelines.

February 1 - Application Deadline for Spring/Summer Session

February 15 – the post-secondary team will provide a report to CLEA Management on their findings and recommendations for future amendment (s) to the policy and guideline.

February 15 – the Post-Secondary Manager and team will provide a list of potential Selection Committee members to the Education Director or designate for final approval.

February 31 – to follow-up with nominated members of the Selection Committee on whether they accept

March 1 – Student Advisors will consult with students on whether they plan to continue their education the following academic year and to remind them they must complete a new application by March 31 on the CLEA Website

March 31 – Application Deadline for Fall Semester (September)

April - End of Academic Year for University Students – travel expenses to travel home.

April – First Week - the Post-Secondary Team will meet to start the pre-screening process on reviewing and vetting all the completed post-secondary applications for the upcoming fall session.

April 15 – the deadline for school principals/supervisors to recommend names for summer/spring session for paraprofessionals and/or teachers. Final list of names will be forwarded to Post-Secondary Manager to be actioned – application and funding.

April 31– meeting of the Selection Committee to review the “proposed list” of the Post-Secondary Team and to make final decision on a “Sponsorship Final List” and a “Sponsorship Waiting List.”

May 1 - the Post-Secondary Team will send “Letter of Offers” to successful applicants and, if necessary, letters to students placed on waiting list.

May – Third Week – a letter to new sponsored students on the “Academic Terms and Conditions” (annex 1) and their sponsorship responsibilities – a signature will be required for each student. The letter will also inform each student their assigned CLEA Student Advisor for the upcoming academic year.

May – Last Week – a letter to new sponsored students on “Eligible Expenses & Financial Terms and Conditions” (annex 2) outlining the funding categories, as outlined in 7.2, that they will be eligible depending on their student status (full-time, part-time, spring/summer session or virtual learning) along with their financial responsibilities.

May 31 – deadline for applications on the three “Academic Excellence Incentives.”

June - End of Academic Year for College Students – travel expenses to travel home.

June 15 – student orientation in Cross Lake

August 1 – travel expenses for students travelling to the location of their educational institution and residence,

August 15 – post-secondary clerk and Manger will assign students to student advisors

November 15 - a letter to all students informing them of the “CLEA Academic Excellence Incentives” and the potential financial benefits with hard work and academic success.

December - travel expenses for Christmas/Holidays travel

ANNEX 1: Academic Terms & Conditions – Student Responsibilities

Student Academic Responsibilities

- take full responsibility for planning and achieving academic goals;
- to attend classes regularly;
- maintain/achieve satisfactory attendance for each registered class (with no more than five (5) unexcused absences);
- maintain a full course load (or an agreed upon minimum number of courses) for the term;
- maintain/obtain a minimum GPA according to academic institution;
- readily provide an official course registration at the beginning of each term;
- to provide a "Student Authorization and Waiver" giving CLEA the authority to access my student records and to verify with post-secondary institution on student attendance;
- know that I have a choice whether to request for a tutor (at least three (3) weeks before the voluntary withdrawal deadline) in an attempt to achieve/strive for a satisfactory academic performance at the end of the specified time-frame/term;
- to consult with assigned CLEA student Advisor -before withdrawing from a course or program of study. Withdrawal must be made prior to fee reimbursement deadline otherwise the student may be responsible for tuition costs;
- readily provide an (unofficial or official) transcript at the conclusion of the specified term;
- provide an official transcript within a specified time frame before funding can be provided for the next term/academic year
- the student to always provide up-to-date contact information

Reference: CLEA Suspension (8.1) and Academic Probation (8.1)

ANNEX 2: Eligible Expenses & Financial Terms and Conditions

A letter to each student outlining the different funding categories, as outlined in 7.2, that they will be eligible depending on their student status (full-time, part-time, virtual learning along with their financial responsibilities.

Eligible Funding Categories for Full-time Student:

- As a full-time student you will be eligible for the following funding categories;
 - o Living allowance
 - o Application and Registrations Fees
 - o Tuition Fee
 - o Book Allowance
 - o Supplies & Equipment
 - o Tutorial Fees
- As a full-time student you are also be eligible to request the following funding categories;
 - o Spring/Summer Sponsorship
 - o Travel expenses
 - o Accommodation Search
 - o Relocation Costs
 - o Winter Clothing Allowance
 - o Eyewear Allowance
 - o Graduation Allowance

Student Financial Responsibilities:

It is the student's responsibility to ensure they understand the following;

- They take full responsibility in managing their finances responsibility and to ensure they live within their monthly allowance to cover accommodation, food, transportation, utilities,
- The understanding that the financial assistance is intended for education expenses only and not for other purposes such as personal debts incurred before or during post-secondary,
- They commit to attend a "Financial Planning 101" session in early September delivered by CLEA,
- They understand the importance of submitting receipts for books, supplies, application fee, tutorial services, relocation expenses, winter clothing and eyewear,
- To always provide up-to-date banking information to CLEA,

- They understand that CLEA does not accept requests for money advances.

Reference: Termination of Funding: (8.0)

This Cross Lake Post-Secondary Policy and Guideline approved on November 1, 2024.

Ekosani,

Greg Halcrow
Education Director
Cross Lake Education Authority