

**The Confederacy of Mainland Mi'kmaq
Post-Secondary Education Assistance Program Policy**

The Confederacy of Mainland Mi'kmaq' (CMM) Post-Secondary Education Assistance Program exists to provide financial assistance to eligible registered band members from the following member bands (Annapolis Valley, Bear River, Glooscap, and Pictou Landing) in gaining access to Post-Secondary education and to graduate with the skills and competencies needed to pursue individual careers and to contribute to the achievement of Mi'kmaq self-government and community self-reliance.

I. POLICY INTRODUCTION

1. The Confederacy of Mainland Mi'kmaq' Post-Secondary Education Assistance Program is intended to provide financial assistance to eligible registered band members from, Annapolis Valley, Bear River, Glooscap, and Pictou Landing First Nations towards the cost of their Post-Secondary education.

2. This policy outlines:

- a. Eligibility criteria to be met by students in order to qualify for financial assistance;
- b. Types and levels of allowance available through the program;
- c. Duration of assistance that may be provided while a student attends a postsecondary education program;
- d. Student policies concerning:
 1. Application process
 2. Student Career Plan
 3. Course Load Policy
 4. Academic Probation Policy
 5. Course Withdrawal Policy
 6. Tutorial Policy
 7. Re-admission Policy for students who have Withdrawn or been discontinued
 8. Attendance at Intercession/Summer Session
 9. Progress Documentation

3. This policy is effective April 1, 1994 and will apply to all students funded from the 1994-1995 academic year on.

II. DEFINITIONS

In this policy:

- a. "BAND MEMBER" means a person whose name is registered on the band list of The Confederacy of Mainland Mi'kmaq member bands.
- b. "Post-Secondary EDUCATION" means a program of studies offered by a recognised Post-Secondary institution for which completion of secondary school or equivalent is required for admission.
- c. "PROGRAM OF STUDIES" includes all Post-Secondary programs that are at least one year in duration, leading to a certificate, diploma or degree.
- d. "Post-Secondary INSTITUTION" is a degree, diploma and/or certificate granting institution that is recognised by a province and include educational institutions affiliated with or deliver accredited Post-Secondary program by arrangements with an accredited Post-Secondary institution.
- e. "Full-time STUDENTS " taking at least 4 full credits, PART TIME STUDENTS taking less than 4 full credits.
- f. "ACADEMIC YEAR" is as defined by the Post-Secondary institution.
- g. "ELIGIBLE STUDENT" means a registered band member of The Confederacy of Mainland Mi'kmaq' member bands who meets all admission requirements of the Post-Secondary institution, and the funding application requirements of The Confederacy of Mainland Mi'kmaq.

III. ELIGIBILITY

1. To be eligible to apply for assistance under this program policy the applicant:
 - a. Must be a registered band member of a CMM member band;
 - b. Must have met Post-Secondary entrance requirements.
2. Financial assistance will be provided within the limits of funds allocated to The Confederacy of Mainland Mi'kmaq by the Aboriginal Affairs and Northern Development Canada. Students will be deferred if the number of eligible applicants exceeds the annual approved budget.
3. The following criteria will be used by CMM in the approval process. Deferred students from the previous year will be included in the appropriate category.

Priority Criteria:

Priority 1 - Continuing students who are presently enrolled and have successfully completed an academic year and will be continuing in their present program for the next academic year. Students who ceased to attend because of a medical reason, which can be documented by a valid medical certificate, will be considered a Priority 1 when they reapply.

Priority 2 - Secondary school graduates living in Nova Scotia

Priority 3 - Mature applicants living in Nova Scotia

Priority 4 - Secondary school graduates from outside Nova Scotia

Priority 5 - Mature applicants living outside Nova Scotia

Priority 6 - UCEP Students; or Students who have accessed the maximum years of full funding at their applied Level – acceptance for additional funding will be at the discretion of the Education Advisor and Education Directors.

Priority 7 - Students seeking Graduate studies/PHD

Priority 8 - Students who have previously dropped out or discontinued their program

IV. TYPES OF ASSISTANCE:

1. Tuition - includes the compulsory cost for application, tuition, and the cost of books and supplies, which are listed as required by the Post-Secondary institution. Should a student be the recipient of a scholarship/ bursary designated for either tuition, textbooks or living allowance, that amount will be deducted from the student's allocation.
Should the scholarship/ bursary have no designation, the student may keep full amount.
2. Travel Assistance - available to students who must attend a Post-Secondary institution outside of Nova Scotia because their program of studies is not offered within Nova Scotia. They may qualify pending budget for travel assistance for themselves once per semester. The most economical form of transportation will be used.
3. Assistance for Living Expenses - a monthly living allowance will be provided according to the Post-Secondary financial assistance category as determined and approved by CMM's Education Advisory Committee. Should a student decide to

live in residence, the amount allotted for the student for a living allowance will be used to cover the cost of the residence and meal plan. Should the cost exceed the student's allowance allotment, the student will be responsible for the balance due. A student may work part time, but no more than 19 hours per week.

4. Books/Supplies - when the student's initial books/ supplies funds are spent, a course syllabus must be submitted with their original receipts, for reimbursement. Receipts for Fall term must be submitted no later than November 16, 2020. Winter term receipts must be submitted no later than February 21, 2021.
5. Late Fees - CMM will not be held responsible for any late fees incurred by students. It is the student's responsibility to ensure that deadlines are met.
6. Full-time Students - will receive assistance for tuition, books, and travel (as approved) in addition to living expenses.
7. Part Time Students - will receive assistance for tuition and books (as approved).

V. DURATION OF ASSISTANCE

Assistance will be provided to eligible students attending:

- a) Undergraduate programs including bachelor's degrees, professional degrees, diplomas and certificates;
- b) Graduate programs, including advanced or professional degree programs at the Master's or Doctoral level.
- c) The duration of assistance will be the official length of the programs as defined by the Post-Secondary institution.
- d) Students enrolled in undergraduate-level programs may be assisted for up to one additional academic year only if an extension is approved in writing by the Faculty Chair, or the program's Dean.

CMM maintains a list of approved institutions. Students are advised to check with the Education Advisor before applying to an institution as the list is subject to change.

VI. STUDENT POLICIES

A. Student Responsibilities

- i. Students may apply to the Post-Secondary institution of their choice, but not a Private Institution. Conditional acceptance and final acceptance from a Post-Secondary institution does not guarantee that financial assistance will automatically be approved.
- ii. Students must submit an application for funding to CMM by 4pm June 15th for the Fall and Winter Sessions. New students must include a copy of their Status Card and their acceptance letter from the institution they were accepted. Returning students must submit an application form and marks from their last term.
- iii. Students wishing to attend the Winter Session must apply for funding by October 15th.

B. New applicants must provide in writing their Educational Plan and Career Goals And Objectives. This Education/Career Plan is mandatory and must include the location of the university the student wishes to attend. They must also include a copy of their Status Card. New applicants will be reimbursed for application fees to programs identified in their career plan. The Post-Secondary Education Counsellor and the Education Advisor are available to assist students with their education and career plans.

C. Course Load Policy - Students are required to register in a minimum of four (4) full credits or eight (8) half credits to be considered as full-time students. Any exception has to be approved in writing prior to the student registering for their courses.

D. Academic Probation Policy - Students who do not satisfy the following academic requirements will be placed on Academic Probation:

- i. Students who do not pass three full units of credits in five consecutive units.
- ii. Students who obtain a grade point average of at least 1.00 (D or 53-56) and less than 1.50 (60-62 or C-) and who have not already incurred probation (they are, however, eligible to re-register).
- iii. Students who have accumulated more non-passing grades than the number of merits earned are required to withdraw from the faculty.

- iv. iv) Part-time students who have not attained a quality point average of 1.50 (C-) after taking any five consecutive course(s).

E. Terms of Probation

Students who have not satisfied the academic requirements of their program shall be expected to do the following:

- i. Meet with an Indigenous Education Counsellor on a regular basis as determined by the CMM 's Education Advisor
- ii. Have their programs approved by the appropriate education staff.
- iii. Discuss their program with the Education Counsellor at the initial meeting and provide sufficient information such as past term papers, past tests, course contents and outlines, so that the Counsellor may be able to determine the student's academic deficiencies and counsel accordingly.
- iv. Enrol in a study skills program offered at their respective universities to improve their existing skills. In addition, these students will be required to submit receipts showing that they have successfully completed the program.
- v. Pass five (5) consecutive full units.
- vi. Have attained a quality point average of 1.50 (C-) at the end of the academic year or their full-time funding will be discontinued.
- vii. Achieve a quality point average of 1.50 during their first year of full-time studies or first five (5) courses taken after being placed on academic probation to remove probationary status.

F. Course Withdrawal Policy

A student may drop a course anytime during the first four to six weeks of the semester in which the course is offered; however, the following procedure must be adhered to when withdrawing from courses:

Should a student withdraw from a course(s), he/she is required to notify and receive approval from the Post-Secondary Indigenous Education Counsellor. He/she will then notify the main office of the change(s) to ensure that, if necessary, updates can be made to student files. If a student withdraws from a course(s) without following this procedure and the withdrawal has an adverse effect on student funding, i.e. overpayment of allowance and/or tuition, the student will be responsible for reimbursing CMM for any costs incurred.

G. Tutorial Assistance

Students are entitled to fifteen hours of tutoring. Forms are available from the Aboriginal Student Advisor or the main office in Truro. Students must have the professor of the course in which they require tutoring complete the form and recommend a tutor. Students are to keep track of tutoring time - not to exceed fifteen hours. The rate of payment for tutoring will be \$12.00 per hour. A tutorial billing form must then be forwarded to the Education Advisor for approval. Tutorial bills that are not signed and approved by the Education Advisor will not be paid (see copy of form attached at the end of the policy handbook).

H. Academic Dismissal or Dropout

Students who drop out or are dismissed from a program must wait two years before they are eligible to reapply for funding from CMM. Students will remain a Category 8 until the waiting period has elapsed and they are approved for funding.

Any monies owing to CMM by the student because of withdrawal or dismissal must also be reimbursed before the student's application will be considered for approval.

I. Attendance at Intercession/Summer Session

Pending budget, a student may be considered for tuition & textbooks for an Intercession or summer session only if they pass all courses and have funding time left and they are in need of those courses for graduating in the fall. A Post-Secondary application form must be filled out and marks from the year must be submitted before he or she can be considered.

- J. Students are required to submit their midterm marks by the **Second Friday of January** and final marks by **June 15th**. Failure to do so will result in their monthly student allowances being withheld or application not being approved.

K. Allowances

Students will be issued living allowances monthly. The cheque information will be available to student's mid-August of each year. Under no circumstances will student allowance cheques be issued prior to the dates approved by the Education Advisor.

Appeal Policy

To ensure fairness and equitable treatment, CMM has developed the following appeal process:

Any student who is convinced that CMM's policy on Post-Secondary education assistance has been unfairly applied to their situation may appeal the decision within 30 days commencing the day of notification. A written appeal must be forwarded to the Executive Director of The Confederacy of Mainland Mi'kmaq at 52 Legends Avenue, Millbrook NS, B6L 0A3.

An Appeal Board, consisting of CMM Executive, will be convened to hear the appeal. The student appealing may be accompanied by a representative of their choice at the Appeal Board.

The procedural role of the Education Advisor in the appeal process is restricted to providing information upon request.

The decision of the Appeal Board is to be consistent with the CMM Post-Secondary Education Assistance Program Policy and is final and binding.

TO BE COMPLETED AND RETURNED TO:
The Confederacy of Mainland Mi'kmaq
52 Legends Avenue, Millbrook NS, B6L 0A3

ACKNOWLEDGEMENT

I have been given a copy of The Confederacy of Mainland Mi'kmaq Student Handbook, which includes the Policies and Procedures of Post-Secondary Education Funding. I have carefully read the CMM Student Handbook and understand its terms.

I agree to abide by the terms of the Handbook including Policies in all respects and understand that compliance with the CMM Student Handbook is a condition of my funding.

Student (Print Name)

Student (Signature)

DATE