



**MOHAWKS OF THE  
BAY OF QUINTE**

**POST-SECONDARY  
EDUCATION  
POLICY & PROCEDURES  
FOR APPLICATION**

## **POST-SECONDARY EDUCATION DEPARTMENT INFORMATION**

The Post-Secondary Education Department operates from the Mohawks of the Bay of Quinte Administration Office, located at 24 Meadow Drive, Tyendinaga Mohawk Territory.

To contact the Post-Secondary Education Department:

Telephone: 613-396-3424 and toll-free at 1-888-207-5505

Fax: 613-396-3627

E-mail: [sandym@mbq-tmt.org](mailto:sandym@mbq-tmt.org) or [pattig@mbq-tmt.org](mailto:pattig@mbq-tmt.org)

### **HOURS OF OPERATION**

Monday to Friday 8:30 a.m. to 4:30 p.m.

Except on statutory or designated holidays

Students should contact the Mohawks of the Bay of Quinte Administration Office to ensure the availability of Education Counsellors.

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**DATES OF COMPLETION  
AND REVISIONS**

	<b>DATE</b>	<b>MOTION #</b>	<b>SECTION</b>
COMPILED	June 9, 1995	7	All
REVISED	December 20, 1995	6	Accepted QMS Recommendations
REVISED	December 4, 2002	13	5.a. Books and Supplies
REVISED	April 2, 2008	10	ALL
REVISED	May 15, 2013	24	ALL
REVISED	April 10, 2015	4	ALL

## PREAMBLE

*This document outlines the Mohawks of the Bay of Quinte policy and procedures for the post-secondary education program, within the limits of the Aboriginal Affairs and Northern Development Canada (AANDC) policy, this policy and the availability of funding.*

*Funding is limited and is not guaranteed from year to year. Applications will be considered on an annual basis, based on availability of funds, and not all students applying to this program may be funded.*

**DEFINITIONS**

- a. **Academic Year** refers to a minimum of eight consecutive months of study in one year.
- b. **Bachelor's Degree** refers to an academic degree earned for an undergraduate course of study or major that lasts for 3 years or 4 years for an honours degree.
- c. **Continuing Student** refers to an applicant who was funded by MBQ in the preceding academic year.
- d. **Full-time study** refers to attending a post-secondary program on campus during an academic year.
- e. **Graduate Student** refers to an applicant who is pursuing a Master's Degree as defined below.
- f. **Master's Degree** refers to the program described by the student's university as being sequential to the attainment of a Bachelor's degree which is the normal academic prerequisite.
- g. **Mature Student** refers to an applicant who has been out of the education system for more than one (1) year.
- h. **MBQ** refers to the Mohawks of the Bay of Quinte.
- i. **Member** refers to a person who is a registered status member of the Mohawks of the Bay of Quinte.
- j. **Post-Secondary Education** refers to a program of study offered by a publicly funded post-secondary institution for which completion of a secondary school diploma is a prerequisite.
- k. **Post-Secondary Institute** refers to a publicly funded degree or diploma granting institution that is recognized by a province and includes educational institutions affiliated with or delivering with a post-secondary institution.
- l. **Primary Residence** refers to physically living on the Tyendinaga Mohawk Territory for no less than twelve (12) months.
- m. **Probationary Contract** refers to a contract that a student must sign if he/she does not obtain the minimum standard required for their program of study or an average of 60%, whichever is higher, or does not attend school on a regular basis. Once signed, the student must report to the MBQ Post-Secondary Education Department on a bi-weekly basis and provide progress reports/copies of assignments and tests.
- n. **Program of Study** refers to all post-secondary programs greater than one academic year in duration leading to a diploma or degree.
- o. **Secondary Student** refers to an applicant who has graduated with their secondary school diploma within the previous year.

- p. **Student out of Country** refers to a student attending school outside of Canada. Funding would be provided in Canadian funds only. See Section 4.a)iii.
- q. **TMC** refers to the duly elected representatives of the Tyendinaga Mohawk Council.

1.

**APPLICATION ELIGIBILITY  
AND REQUIREMENTS**

- a. Applicant must be a registered member of the Mohawks of the Bay of Quinte (MBQ).
- b. Applicant has successfully completed secondary school and has been accepted into a post-secondary program of study.
- c. Applicant's post-secondary account with MBQ must be in good standing.
- d. Applicant must provide a copy of the letter of acceptance from the post-secondary institution.
  - i. Applications will **NOT** be processed for approval without a copy of the letter of acceptance.

2.

**PRIORITY FOR  
EDUCATION FINANCIAL  
ASSISTANCE**

Applications for post-secondary education financial assistance will be considered, subject to the availability of funding and according to the following priority categories:

- a. Continuing students enrolled in a post-secondary program (undergraduate degree, college level program, or Master's program) that were sponsored by the MBQ Post-Secondary Education Department.
- b. Students who have completed secondary school who have graduated from the Hastings and Prince Edward District School Board, the Algonquin and Lakeshore Catholic District School Board or the Limestone District School Board. Secondary school graduates may take up to one (1) academic year off without changing status in this priority category.
- c. Students who have completed secondary school that reside in Canada. Secondary school graduates may take up to one (1) academic year off without changing status in this priority category.
- d. Successful students who attended college or university in the preceding academic year and who were not sponsored by MBQ Post-Secondary Education Department.
- e. First time Mature Students who have been accepted into a College or University Program and who are ordinarily resident on the Tyendinaga Territory.
- f. First time Mature Students who have been accepted into a College or University Program and reside in Canada.



- g. Students who have been accepted into a College or University and reside in the United States may be eligible to receive tuition only. Refer to Section 4.a.iii.
- h. Students who were previously sponsored by MBQ Post-Secondary Education Department that have successfully completed a post-secondary program or who were unsuccessful in a previous attempt.

3.

**LEVELS OF ASSISTANCE**

- a. Education Financial assistance may be provided for students pursuing higher levels of post-secondary education up to the maximum number of academic years at each level. This must be continuous as listed below:
  - i. Level I: Community College (2 to 3 academic years)
  - ii. Level II: Undergraduate Studies Bachelor's Degree (3 to 4 academic years)
  - iii. Level III: Advanced or Professional Degree Programs (for example, MD)  
Master's (2 years)
- b. Education Financial assistance may be provided for the standard number of academic years listed above.

4.

**EDUCATION FINANCIAL  
ASSISTANCE**

**a. Education Financial Assistance Available:**

- i. Full-time students may receive education financial assistance for living allowance, books and tuition.
- ii. Part-time students may receive education financial assistance for tuition and books only.
- iii. Students attending school outside of Canada may receive education financial assistance for tuition to a maximum of \$4,000.00 CDN at Level I (College) and \$7,000.00 CDN at Level II (University and Graduate) per academic year.

**b. Living Allowance:**

A student, registered as full-time by his or her post-secondary institution and that meet the MBQ Post-Secondary Education Policy definition of full-time study for each semester, may be eligible to receive a monthly living allowance provided that:

- i. There is an availability of funding;
- ii. The student has not reached the limits of the ‘Levels of Assistance’ set out in Section 3.a. of this policy;
- iii. The student is a continuing student, as defined by this policy, and does not have an overpayment amount owed to the MBQ Post-Secondary Education Department on their file; and
- iv. The student has submitted a transcript for previously sponsored courses as well as all required documentation.
- v. Students, eligible for the monthly living allowance, may receive a maximum of \$7,200.00 each academic year to either apply directly to the costs of residence or as a monthly allowance of \$900.00.
- vi. Students eligible for a living allowance will receive bi-monthly direct deposits on the 1<sup>st</sup> and 15<sup>th</sup> of each month they are attending school. Students must provide either a void cheque or an authorization for direct deposit form.

**c. Tuition:**

Once the application for education financial assistance has been approved, the MBQ Post-Secondary Department will send a sponsorship letter directly to the post-secondary institution. Tuition will be paid upon receipt of an invoice from the post-secondary institution. **Any deposits required before June 1<sup>st</sup> are the student’s responsibility and will be reimbursed once a receipt has been submitted.**

- i. Tuition per year for Graduate Studies (as defined by this policy) will now be capped at a maximum of \$15,000.

**d. Books and Supplies:**

Students may receive an allowance for a books and supplies based on the availability of funding up to a maximum amount described below:

- i. This allowance will be issued as follows:

	<u>August</u>	<u>January</u>
College	\$ 400	\$ 400
University	\$1,000	
Part-Time Studies		
- University	\$100/Course	
- College	\$ 80/Course	

**e. Alternative Education Programs:**

- i. Monthly living allowances will not be provided for on-line, e-learning or distance education programs whether or not these are full-time or part-time.

- ii. It is understood that there are new and creative ways to obtain a post-secondary education. Students who wish to attend a recognized post-secondary programs designated as full-time but offered on a part-time basis, for example, FNTI programs. These students will be assessed for education financial assistance according to the following chart. Students are responsible for providing the MBQ Post-Secondary Education Department with their academic / career plan and course calendar, accommodation requirements and distance travelled upon approval of education financial assistance.

<u>Summary of Eligible Costs</u>	<u>Maximums Allowed</u>
Travel costs (only if 50 km or more)	\$ 100.00 per session
Accommodations	\$ 100.00 per night (Maximum 5 nights per month)
Meals if required to stay overnight	\$30.00 per day

5.

<b>APPLICATION PROCESS</b>
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- a. Applications will be completed by the MBQ Post-Secondary Education Department with the Student.
- b. The Student is responsible for submitting all the necessary documentation listed on the Application Form. This includes the Education / Career Plan essay that is part of the Application Form.
- c. Applications will be accepted at the beginning of each calendar year for that academic year and will be considered by priority category in order of the date received.
- d. The deadline for **First Time** applications for September and January enrolment is June 1<sup>st</sup> at 4:30 pm.
- e. The deadline for Continuing Students must renew their application for the next academic is May 15<sup>th</sup> **each year.**
  - i. To be eligible as a **Continuing Student**, the student must deemed eligible to continue by their post-secondary institution and in some cases may be required to complete and submit a probationary contract (see Section 8: Probation).
- f. Once a first time Applicant is approved for education financial assistance, the Applicant must visit the Mohawks of the Bay of Quinte Administration Office to sign and complete the Application.
- g. Funding decisions will be made based on the availability of funds from AANDC and in accordance with the priorities list found in Section 2: Priority for Educational Assistance.
- h. Students will be notified of funding decisions by letter postmarked on or before July 15<sup>th</sup>.

6.

**NOTICE OF CHANGE OF  
PROGRAM**

- a. Student requests for a change of program or institution may be considered within the first (1<sup>st</sup>) year of study only.
- b. Student must submit a written request, including the number of transferable credits, explaining the reason(s) for the requested change in program of study or institution.
  - a. Students will also need to re-submit the Education / Career plan essay.

7.

**TERMINATION OF  
EDUCATION FINANCIAL  
ASSISTANCE**

- a. Students are responsible for informing the MBQ Post-Secondary Education Department if they have withdrawn from their program during the semester or term and must provide a copy of the withdrawal form. Students who neglect to do this will not be eligible for any further education financial assistance until the MBQ Post-Secondary Education Department has been reimbursed any overpayment.
- b. Students, who have been withdrawn by the College or University, must provide a copy of the form or letter issued by the College or University.
- c. If the student is unsuccessful in achieving a minimum standard, education financial assistance may be withdrawn or that student may be placed on probation as outlined in Section 8.0 Probation. The minimum standard is the higher of either the minimum standard required for the program of study or 60%.
- d. Education financial assistance will be discontinued if a student has reached the maximum number of funding years identified in Section 3: Levels of Assistance.

8.

**PROBATION**

- a. Each student's progress will be reviewed at the end of each semester while the student is receiving education financial assistance from the MBQ Post-Secondary Education Department.
- b. In addition to their standard Student Contract, students placed on academic probation will be required to sign a Probationary Contract.
- c. Education Financial Assistance will be discontinued immediately, if a Student that does not adhere to the regulations outlined in the Probationary Contract. Further, the Student be invoiced for the entire amount of education financial assistance and tuition paid on their behalf for the academic year.

9.

**APPEAL PROCESS**

The MBQ Post-Secondary Education Department will ensure that its students receive fair and equitable treatment; however, should any student be concerned that the preceding policies and procedures have not been fairly applied to his or her situation, the student will follow the appeal process outlined below.

There can be no appeal against failure to fund due to insufficiency of funds or where funds have been fully committed or where a student's errors, omissions or failure to perform have resulted in the student being expelled or required to discontinue their program of study.

Appeal process:

- a. The student must provide a letter outlining their issue to the Appeal Review Board in care of the Tyendinaga Education Committee. The Mohawks of the Bay of Quinte Appeal/Review Board will consist of:

2 Members of the Tyendinaga Education Committee  
TMC Education Portfolio Holder  
1 Post-Secondary Education Program Manager  
1 Member of the MBQ Executive Team

- b. The chair of the Tyendinaga Education Committee will then set up a meeting time for the Appeal/Review Board in which the student has the option to meet with the Board to have his or her case reviewed either in person or by teleconference.
- c. The Appeal Board will review and report to the student and the Tyendinaga Mohawk Council within 10 days of the meeting of the Appeal Board.

10.

**POLICY ACCEPTANCE**

- a. Duly accepted by a quorum of the Tyendinaga Mohawk Council this 9 day of June, 1995.
- b. Revisions duly accepted by a quorum of the Tyendinaga Mohawk Council this 2<sup>nd</sup> day of April, 2008.
- c. Revisions duly accepted by a quorum of the Tyendinaga Mohawk Council this 15<sup>th</sup> day of May, 2013.
- d. Revisions duly accepted by a quorum of the Tyendinaga Mohawk Council this 10<sup>th</sup> day of April, 2015

  
\_\_\_\_\_  
R. Donald Maracle, Chief

## APPENDIX A

### TYENDINAGA FIRST NATION STUDENT CONTRACT TERMS AND CONDITIONS

#### GENERAL

1. I understand that this education financial assistance is being provided to me on the condition that I am successfully completing a program and attending classes regularly. I understand that if I fail to do so, repayment of education financial assistance may be required.
2. I understand that each year I must apply for education financial assistance by completing an Application. The deadline for receipt of Applications for Education Financial Assistance for September intake is May 15<sup>th</sup>.
3. I understand that I will be considered for education financial assistance for the time outlined in the policy section Levels of Assistance, for example **two years for a two year diploma program**. Further, I understand that any Applications for Education Financial Assistance to complete my program beyond this period of time may not be approved.
4. I understand that the current post-secondary guidelines allow for completion of one college level program and one undergraduate program. Any requests for additional education financial assistance may not be approved.
5. I understand that should the budget be unable to accommodate all requests for education financial assistance, the Applications for Education Financial Assistance from returning students will be approved according to the following:  
  
College and University students taking a full course load in the same program who have complied with the attached terms and conditions and have successfully completed all their courses will be approved first.
6. I understand that should I fail to achieve the higher of either the minimum grade standard required for my program of study or at least a 60% average, I will be put on probation. During the following semester or term, if there is no improvement in my grades, further education financial assistance may be denied.
7. I understand that the Education Counsellors, MBQ Post-Secondary Education Department are available to discuss academic decisions as well as other matters of concern. I understand that confidentiality will be maintained when matters of a personal nature are discussed. The Education Counsellors can be reached via e-mail at [sandym@mbq-tmt.org](mailto:sandym@mbq-tmt.org) or [pattig@mbq-tmt.org](mailto:pattig@mbq-tmt.org).
8. Students requesting a change of program or institute may be considered. This will only be considered within the 1<sup>st</sup> year of study. A written request with justification must be received one month prior to

the start of the new semester or academic year. Also, the student must provide information regarding transferable credits.

### **STUDENT ALLOWANCE CHEQUES**

1. I understand that I am eligible for education financial assistance only for the time that I am actually in school full-time as part of the program's schedule. I understand that I will not receive a monthly allowance for school terms where I have chosen to register for additional credits.
2. I agree to notify the MBQ Post-Secondary Education Department immediately should I decide to discontinue my studies for any reason and provide a copy of the withdrawal form.
3. I understand that if I am eligible for education financial assistance deposits are issued bi-monthly on the 1<sup>st</sup> and 15<sup>th</sup> of each month.
4. I understand that I am eligible to receive \$800.00 College/\$1000.00 University maximum for books and supplies for the school year.
5. I understand that my tuition and residence will be paid directly to the College or University. Any additional charges to add/drop course(s), tuition or residence fees may be reimbursed upon submission of receipts. Further, I agree to notify the MBQ Post-Secondary Education Department in writing of any such changes as soon as they are made.

### **OTHER STUDENT RESPONSIBILITIES**

1. I agree to contact the MBQ Post-Secondary Education Department by email or telephone at the following times during the year to provide updates on my progress. Once during the months of **October, December, February, and April.**

I understand that I may telephone the MBQ Education Department toll free at 1-888-207-5505 any time from Monday to Friday, 8:30 to 4:30 p.m.

2. I further agree to provide MBQ Education Department with the following:
  - a) my current address and phone number;
  - b) a copy of my progress report, evaluation form or grade report issued to me by the College or University as soon as they are received by myself. **N.B. if first semester grades are not received by February education financial assistance will be discontinued;**
  - c) a copy of my schedule each semester;
  - d) copies of tuition fee information as soon as it is received by myself;
  - e) copies of residence fee information, should I choose to live in residence;

- f) finish date for this school year, ie. when last exam is written.

I understand that failure to comply with the above may result in my education financial assistance cheque being delayed or terminated.

**I HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE TERMS AND CONDITIONS.**

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Student's Signature

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Date



## **APPENDIX B**

### **RELEASE OF INFORMATION FORM**

I, \_\_\_\_\_, \_\_\_\_\_  
Student Name Student Number

am presently enrolled in \_\_\_\_\_,  
Course

at \_\_\_\_\_, and I consent to the release of  
Institution

information regarding my attendance, progress, withdrawal from either the course or post-  
secondary institution listed above, mid-term and final transcripts to an authorized

representative of the Mohawks of the Bay of Quinte, who is sponsoring me. This

representative is \_\_\_\_\_, Education

Counsellor for the Mohawks of the Bay of Quinte. This release of information is effective

from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## **APPENDIX C**

### **PROBATIONARY AGREEMENT**

#### **CONDITIONAL ARRANGEMENT FOR EDUCATION FINANCIAL ASSISTANCE**

I \_\_\_\_\_ agree that while on probation I will adhere to the following regulations:

- 1) Attend school regularly and if two or more days are missed in a row I will bring in a Doctor's note.
- 2) Report any single day absence to the MBQ Post-Secondary Education Department immediately.
- 3) Do my very best.
- 4) Report to the MBQ Post-Secondary Education Department either by email, telephone or in person every two weeks to keep them advised of my progress.
- 5) Complete assignments/course work and utilize all counselling/tutoring services available.
- 6) Understand, if these regulations are not adhered to, that my education financial assistance may be discontinued immediately and I will be invoiced for the entire amount of education financial assistance and tuition paid on my behalf for the academic year.
- 7) Maintain a minimum standard of either the minimum grade standard required for the program of study or 60%, whichever is higher.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Education Co-ordinator

\_\_\_\_\_  
Date