

**ST. MARY'S FIRST NATION
EDUCATION DEPARTMENT
POST-SECONDARY EDUCATION
STUDENT HANDBOOK**



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POST-SECONDARY EDUCATION PROGRAMS

Post-Secondary Education Programs are those that prepare students for occupations beyond the skilled trades or vocational level. Thus, post-secondary education is typically defined as excluding such skilled trade or vocational programs. Some colleges and universities may provide programs at the trade or vocational level, but these programs are not post-secondary level education and therefore not sponsored by St. Mary's First Nation Education Department.

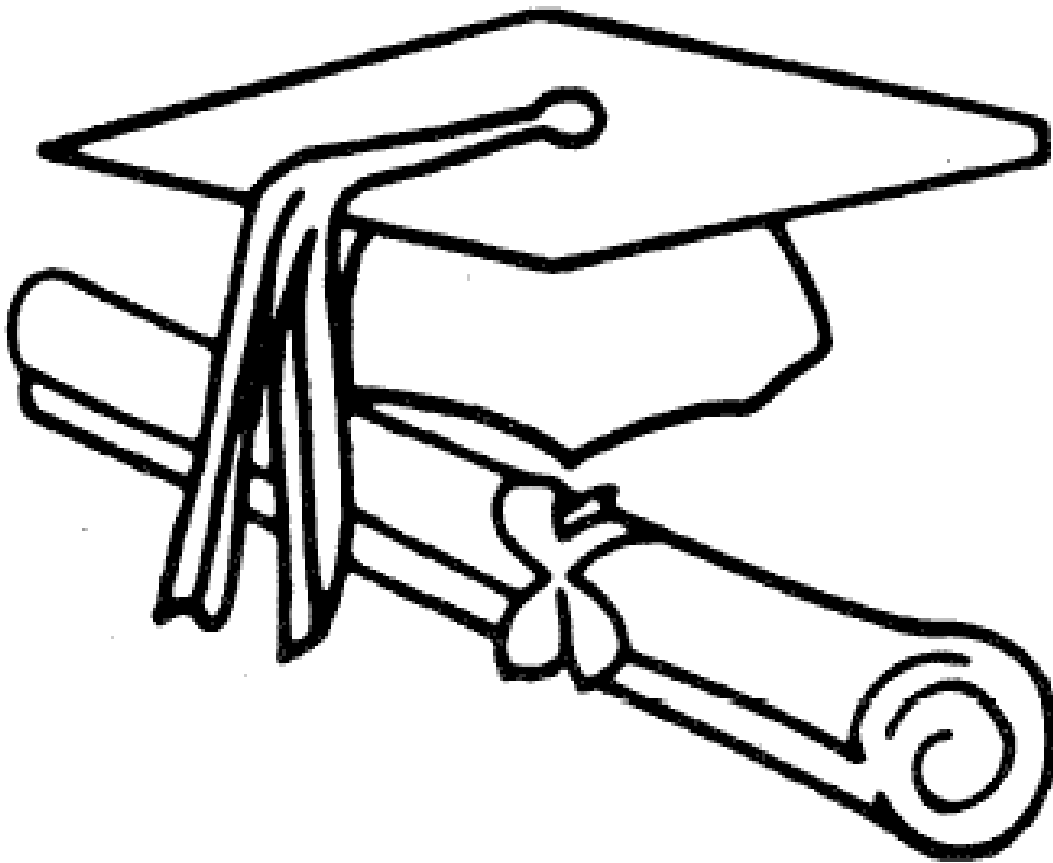


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Letter of Acknowledgment

“In the knowledge of my people, the Elders and the children are as one in the Circle of Life. The circle represents the unity of the earth, moon, sun and stars, the four cycles of the seasons, and life as we are born, as we age and die, to be reborn. The Elders are the holders of knowledge, the teachers of our culture, songs, heritage and survival, which are held in high esteem and respect. The children, our future, represent the carriers of this knowledge that never grows old. The Eagle represents the strength, truth, wisdom and freedom of the First Nations of this the Turtle Island called North America. The Eagle represents many virtues to the First Nations People. Although, in modern society, it is most familiar as an American emblem of Liberty, equality, and fraternity, this metaphor originates with the teaching of the First Nations. The soaring flight of the Eagle allows it to communicate with the Creator and pass on the Creator’s messages to the First Nations. Its flight also confers the gift of foresight on the Eagle since, from the great height; the Eagle can detect imminent danger and warn the First Nations of coming perils. The Eagle represents the collective strength, truth wisdom of the First Nations of North America. It exemplifies the solidarity of Nations, when unity is required. All of these qualities will be necessary if the First Nations are to pass on to their children the wisdom of yesterday, together with the technology of today.”



Charleston, Mike. Traditions and Education Towards a Vision of our Future: A Declaration of First Nations Jurisdiction Over Education. Ottawa: 1998: p.ii.

ST. MARY'S FIRST NATION EDUCATION
DEPARTMENT
DIRECTOR OF EDUCATION

LETTER TO STUDENTS

Dear Student,

On behalf of the St. Mary's First Nation Chief & Council, and St. Mary's First Nation Education Department Post-Secondary Program, I would like to welcome all new and returning students and wish you great success in your pursuit of a post-secondary education.

The fundamental purpose of this handbook is to familiarize you with the Post-Secondary Student Sponsorship Program. It is structured to give you an inside look at the policies and guidelines which govern its delivery and to advise you of what is available to registered status First Nations who qualify for sponsorship.

If you have any questions, concerns, or difficulties throughout your academic career please contact me at 506-459-2219 or via email annettepaul@smfn.ca or drop by the SMFN Education Department Office located at 150 Cliffe Street 3rd Floor Fredericton N.B.

I believe that education is about protecting the interests of future generations. As a post-secondary student your input and involvement alongside elders, parents, and community leaders is important. In the upcoming year, I would be very interested in hearing and sharing with you ideas and / or initiatives that would enhance and support the educational aspirations within our community.

Sincerely,

Annette Paul
Education Director

GLOSSARY OF TERMS

Academic Year

-as defined by the post secondary institution, but will not be less than eight (8) months in duration

Application Fees

-means cost for applicable fees associated when applying to a post secondary institution. Once sponsorship is approved, the student must supply original receipts for reimbursement

Approved Post Secondary Institution

-are degree, diploma and certificate granting institutions, which are recognized by a province and include educational institutions affiliated with, or delivering accredited post secondary programs by arrangement with a post secondary institution

Book Allowance

-a financial contribution to post-secondary students equal to cost of required text books as determined by a course syllabus

Canadian Resident:

-an applicant that has lived in Canada for 12 consecutive months prior to the date of application for sponsorship

Dependent

-means any other person who is dependent upon the student as defined by Revenue Canada and who does not receive income in excess of the level of income allowed for a dependent spouse by Revenue Canada

Eligible Student

-means a registered band member of Saint Mary's First Nation, who meets all admission requirements of the post secondary institution, and the funding application requirements of the Saint Mary's Post Secondary Education Program

Full -Time Students

-are students who are admitted to an undergraduate or college program and are enrolled in four (4) or more full time courses per semester.

Indigenous and Northern Affairs Canada (formally called Indian and Northern Affairs Canada INAC)

-means the document outlining the Post Secondary Student Support Program Regional Guide

Saint Mary's Education Directorate (SMED)

-means the body that implements the post secondary education policy as set forth by the Saint Mary's First Nation Government through its Post Secondary Education Program.

Saint Mary's First Nation Government (SMFNG)

-means the body that adopts the post secondary education policy set forth and delegates the Education Directorate through its Saint Mary's Post Secondary Education Program to implement such policies.

Living Allowance

-means a financial contribution to assist the student while attending a post secondary institution

Mandatory Registration Fees

-as indicated by the post-secondary institution's calendar

Mature Student

-means a person who does not meet all the normal academic admissions requirements of the post secondary institution and has been away from full-time studies for a minimum of two years and is 21 years of age or more.

Part-Time Students

-are students who are admitted to an undergraduate or college program and are enrolled in less than four (4) full time or equivalent courses per semester.

OSR

-own source revenue, which is a financial contribution by St. Mary's First Nation beyond the amount provided by Indigenous and Northern Affairs Canada

Post-Secondary Education

-means a program of studies offered by a recognized post secondary institution for which completion of secondary school or equivalent is required for admission.

Program of Studies

-includes all post secondary programs greater than two academic years in duration leading to a certificate, diploma or degree if a program of studies is two years credits are required to be transferable

Registered Member

-means a person whose name is registered on the Saint Mary's First Nation members' band list

Rent Supplement

a financial contribution to assist students with rent/mortgage payments

Semester

-refers to a part of the academic year, as defined by the post secondary institution. Semesters usually cover the periods from September – December (Fall) January – April (Winter) May-June (Intersession) and July – August (Summer)

TAB

-refers to Tuition Assistance Bursary

Transcripts

-an official or unofficial record showing courses taken and grades achieved

Transcript Fees

-means for application, enrollment, and funding purposes

Subsidized Tuition Rates

-is the amount that Indigenous and Northern Affairs Canada provides to First Nations students attending post secondary institutes within Canada, if it meets the following criteria; the normal entrance requirement is high school completion, the program is two academic years or more in duration, the program leads to a certificate, diploma, or degree; and the program is not classified as trade or vocational

Funding Priorities

The St. Mary's First Nation Education Department Director reserves the right to make funding decisions based on the following priorities:

First Priority:

- A student who is presently enrolled and has productively completed the previous term in post-secondary studies and is continuing his/her studies in the fall semester
- A student who completes an undergraduate degree and continues on to post-graduate studies without a break in studies.
- A student who completes a community college or UCEP / Bridging Year Program without a break in studies.

Second Priority:

- Any eligible high school graduate or mature student wishing to enroll in university or a UCEP program for the first time and have met the requirements for admission will be a second priority.

Third Priority:

- Any applicant whose application for funding has been deferred or refused due to lack of program funding and are reapplying for support will be a third priority.

Fourth Priority:

- Any applicant who is returning to post-secondary studies who has previously dropped out of college or university or **did not** completed the previous semester successfully, may return to school the following semester, but only on a part-time basis. Only tuition and books will be sponsored at this time. Students who fall under this category are not eligible for any living allowance dollars.

SMFN EDUCATION DEPARTMENT

POST-SECONDARY EDUCATION SPONSORSHIP

ELIGIBILITY:

1. Must be a registered status Saint Mary's First Nation Member
2. Must have met University or College Entrance requirements and have been accepted for enrollment in a post-secondary institution for a program of studies.
3. All required applications and documentation has been submitted by the SMFN Education Department deadline

Support will be provided within the limits of funds provided by Saint Mary's First Nation. If support for the number of eligible applicants exceeds the budget, applications may be deferred.

LEVELS OF SPONSORSHIP:

Sponsorship is available for three levels of post-secondary study, providing the program of studies meets the definition of post-secondary education programs. The three levels of post-secondary study are as follows:

- Level I: Community College and CEGEP diploma or certificate programs: (2 years)
- Level II: Undergraduate programs: (4 years)
- Level III: Advanced or professional degree programs such as a Masters and /or Doctorate degree programs (depending on length of program)

ELIGIBILITY FOR SPONSORSHIP

Students may attend a post-secondary institution as the following:

Full-time Students

Students classified as full-time must maintain a course load of 12 credit hours or more per semester (as per the SMFN PSE Education Department). Please note: The only exception to this rule will be for students requiring only three credits to graduate and must be completed within the semester they are enrolled in and are classified as full-time by the post-secondary institution they are attending. Only full-time students are provided with living allowance support and can receive the scholarship incentive.

Part-time Students

Part-time students do not receive a living allowance but may receive sponsorship for tuition and the cost of the books, which are listed as required by the post-secondary institution.

Intersession and Summer Session Students

Students are covered for tuition and books only

- Full-time students maintaining a 3.0 or higher Annual Grade Point Average (AGPA)
- Part-time students not receiving a student allowance 3.0 or higher Annual Grade Point Average (AGPA)

On-line Students

Students enrolled in courses via internet may receive support for tuition and the cost of the books, which are listed as required by the post-secondary institution.

Students Studying Abroad

Students attending a Foreign Institution (USA/Outside North America) must fall under the eligibility criteria listed on Pg. 1 and abide by the regulations. The post-secondary department has capped costs to comparable institutes in the Fredericton area. Tuition will be paid in Canadian dollars; students will be responsible to cover remaining costs.

Other

Any student, who has used the allotted time but do not have enough credits to graduate must provide a letter from the department head indicating how many credits are required. The amount of sponsorship will then be determined by the SMFN Director of Education.

TYPES OF SPONSORSHIP AVAILABLE

Tuition:

- ✓ One application fee is funded; If a student pays an application fee and provides a receipt, the amount will be reimbursed in September, once the student has begun attending the post-secondary institution
- ✓ Includes mandatory student fees for registration
- ✓ The cost of tuition that is required by the post-secondary institution. This is paid directly to the post-secondary institution, including any reimbursements
- ✓ The post-secondary department has capped costs to comparable institutes in the Fredericton area. All tuitions will be paid in Canadian dollars; Any tuition amount over the capped cost will be the responsibility of the students

Books /Supplies:

- ✓ Book Support includes mandatory books/supplies that are listed on students' course syllabus, with the exception of any hardware, such as computer equipment, cameras etc.
- ✓ Students are required to submit all original receipts. Receipts must equal the amount of the allotted book allowance as per the book allowance agreements or the difference will be deducted from living allowance. Exceeded amounts will be reimbursed (if paid out of student pocket) as per the book allowance agreement.
- ✓ Students whose course of studies exceeds the \$500 book allowance and requires financial assistance may apply for additional book allowance.

Travel:

- ✓ Travel dollars will be made available only to students who are attending a program of study that requires them to live away from their permanent place of residence
- ✓ Travel dollars will be dispersed as follows; one-way beginning of semester, two-way at Christmas and one-way end of year.
- ✓ Travel dollars will be equal to the cost of return transportation from the student's place of residence to the nearest Canadian post-secondary institution, which offers the program of studies selected by the student.
- ✓ Seasonal travel is calculated using the most cost-efficient mode of public transportation, which is bus fair (maximum allowable per year \$500).

Living Allowance:

- ✓ Living Allowances are provided to students who are attending a post-secondary on a full-time basis, (12 credit hours) who have not exceeded the PSE Program maximum level as determined by the levels of sponsorship.
- ✓ The living allowance is expected to cover such costs as food, shelter, and daily expenses, daily transportation, daycare, rental and contingency funding. Students may be eligible for a \$200.00 per month supplement to assist with rent / mortgage payments (see page 17)

Residence and Meals:

- ✓ The cost of residence and meal plans may be provided to full-time students in lieu of the allotted living allowance on a semester to semester basis
- ✓ If the cost of residence and meal plans exceeds the allotted living allowance the student is responsible for the balance owing. If the cost of residence and meal plans is less than the allotted amount the remainder will be paid to the student as determined by the Education Department.
- ✓ Residence and meal plans are paid directly to the post-secondary institution
- ✓ Students who opt for residence and meal plans must sign a residence/meal plan agreement

Loan Policy:

- ✓ Loans are available each semester
- ✓ The amount of loan will not exceed \$400.00 per semester
- ✓ The loan will be paid back plus 5% interest within the semester it was borrowed
- ✓ A loan agreement must be signed before any funds are released. (see page)

Tutoring Support:

- ✓ Tutoring assistance is available to all St. Mary's First Nation Students.
- ✓ The tutoring recommendation form must be filled out by your professor and submitted to the Education Department (see page 24)
- ✓ Tutoring billing forms must be signed off by the tutor (see page 25)

Rent Supplement

- ✓ Available to students living outside of St. Mary's First Nation
- ✓ The supplement is in the amount of \$200.00 per month per the academic year
- ✓ A lease in the student's name must be submitted to the Education Department before any funds will be released
- ✓ An application must be filled out and submitted with the lease

Not Sponsored:

Health and Dental (not funded)

Students must opt out of the health and dental program that is offered by most post-secondary institutions. The St. Mary's First Nation Education Department is not responsible to cover these extra costs for students. There is a deadline and it varies for each institute, please make yourself aware of school deadlines.

Application Process for Sponsorship

To apply for sponsorship, all applicants must submit:

1. St. Mary's First Nation Funding Application
2. St. Mary's First Nation Release Form.
3. Student Declaration of Understanding Agreement

New students are also required to submit the following documentation:

1. Formal Letter of Acceptance at a recognized Post-Secondary Institution
2. Official transcript from the last academic institution attended
3. Pre-registered courses
 - Full time must show a minimum of 24 credit hours
 - Part time – 1 or 2 courses
4. Copy of Status Card
5. Banking Information if attending a Post-Secondary Institution outside of Fredericton
6. Book Allowance Agreement
7. Lease Agreement if applicable
8. Proof of Canadian Residency demonstrating that you have lived in Canada for 12 consecutive months prior to the date of application via a Lease, Record of Employment, Letter from Employer, or letter from Income Assistance (if applicable)
9. Birth Certificate(s) for any dependents (see Terms on page 17.)

Returning students are also required to submit the following documentation:

1. Official Transcript from previous semester
2. Pre-registered courses
 - Full time must show a minimum of 24 credit hours
 - Part time – 1 or 2 courses
3. Banking Information if applicable
4. Book Allowance Agreement
5. Lease Agreement if applicable
6. If transferring to a different Post-Secondary Institution, or Field of Study, a formal acceptance letter

Intersession / Summer Session Students

Students applying for Intersession and / or Summer Session must fill out a separate application due 30 days prior to applicable start date

APPLICATION DEADLINES

The following application deadlines apply to all students. Please be advised that funding may only be provided for applicants who have met these deadlines.

1. Intersession (May-June) thirty days prior to the beginning of classes
(Students applying for Intersession must have an AGPA – 3.0 or higher)
2. Summer Session (July-August) thirty days prior to the beginning of classes
(Students applying for Summer Session must have an AGPA – 3.0 or higher)
3. Academic Year (September – April) Last Thursday in June of any given year.

Applications received after the respective deadlines **will not** be considered. It is recommended that applicants do not withhold the St. Mary's Funding Application and Release Form pending receipt of the required supporting documentation (i.e. transcripts, letter of acceptance). Applications may be submitted without these documents; however, all supporting documentation must be submitted before final approval is granted.

Applications can be picked up at the St. Mary's First Nation Education Department or can be printed from the SMFN Education Department's website at www.smfeducation.ca



CONFIRMATION OF ATTENDANCE / COURSES / GRADES

All students will be required to provide confirmation of attendance, course registration, and grades where applicable, three times per academic year. Full-time students will need to submit an unofficial transcript showing a minimum of 12 credit hours (4 courses) per semester. Part-time students will need to submit an unofficial transcript showing no more than 1-2 courses per semester. Failing to fill these requirements will result in loss of funding. The student will fall under the Academic Dismissal.

First Confirmation*:

An unofficial transcript that confirms the list of registered courses due prior to the release of the November 1st funding of any given calendar year

Second Confirmation*:

An unofficial transcript must show a minimum of 2 passing grades for the first semester and the list of registered courses for second semester in order to receive the January allowance. In order for this same student to receive February allowance, the student must show that they have completed the four (4) courses with a minimum grade point average of a “C” grade or better from the first semester. You must also sign the January Student Allowance Agreement. Students who do not meet these criteria fall under the Academic Dismissal Policy.

Third Confirmation*:

An unofficial transcript that confirms the list of registered courses due prior to the release of the March 1st funding of any given calendar year

Year End Transcript:

An unofficial transcript showing all final grades due April 30 of any given year

*Failure to provide confirmation may result in the postponement or termination of sponsorship

RATES FOR MONTHLY STUDENT ALLOWANCE

	Student Category	Allowance Amount
A	Single student	\$775
B	Married / Common-Law student with employed spouse	\$775
	with 1 dependent	\$950
	with 2 dependents	\$1130
	with 3 dependents	\$1305
	\$50 per month for each additional dependent	
C	Married / Common-Law student with dependent spouse	\$995
	with 1 dependent	\$1145
	with 2 dependents	\$1305
	with 3 dependents	\$1455
	\$50 per month for each additional dependent	
D	Single parent with 1 dependent	\$1145
	" 2 dependents	\$1305
	" 3 dependents	\$1455
	\$50 per month for each additional dependent	\$1505

TERMS FOR MONTHLY STUDENT ALLOWANCE

- Rates are based on Students attending a post-secondary institution on a full-time basis.
- Dependents – children under 18 years of age and a live-in spouse that is not employed
- A student or spouse collecting an allowance cannot also be considered a dependent.
- Birth certificates (Long Form) of any dependents claimed will be required. The Education Department reserves the right to request a letter from the Canada Revenue Agency that demonstrates dependent children for which you are receiving the Child Tax Benefit for.
- Any student who claims a spouse as a dependent must submit documentation from the Canada Revenue Agency that demonstrates that the dependent spouse lives in the same residence and have filed their returns together.
- The monthly allowance may be paid out in monthly or bi-monthly installments as determined by the Department of Education.

Please note:

A schedule of distribution for post-secondary student allowance will be posted on a yearly basis. It is available on the St. Mary's First Nation Website www.smfeducation.ca

BOOK ALLOWANCE POLICY

A yearly amount of \$500.00 is provided to students to purchase required textbooks/supplies that are listed on course syllabuses or course outlines. It is divided in to two amounts. \$300.00 is provided for the first semester. \$200 is provided for the second. There are times when the cost of required textbooks exceeds the yearly amount. Those amounts will be reimbursed.

For each semester, students will be required to sign a Book Loan Agreement.

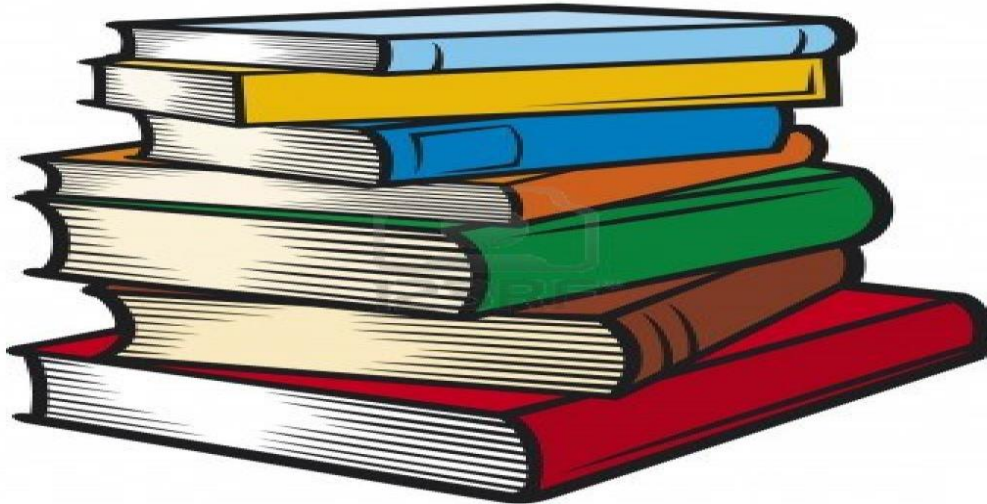
Students, who spend over the yearly amount of \$500.00 in the first semester, are not eligible to receive the \$200.00 January book allowance. If books are required in the second semester, students will be reimbursed for book purchases that are required texts as indicated on your course syllabus as receipts are brought in. These receipts are due no later than 15 business days after the purchase date.

Students who are eligible to receive a January book allowance will be required to sign the Book Loan Agreement. Book receipts must be brought in 15 business days after the purchase date.

Students who do not submit receipts will be deducted the amount of the book allowance from the February Allowance.

The SMFN Book Loan Agreement will be sent to all students eligible for the January book allowance. This agreement must be filled out and submitted to the education Department by November 30.

A copy of the Book Allowance Agreement for the first semester is on page 29.
A copy of the Book Allowance Agreement for the second semester is on page 30.



RENT SUPPLEMENT PROGRAM POLICY

Purpose: To assist registered St. Mary’s Band Members with rent/mortgage while attending school.

Definition: “Applicant” means a **registered** St. Mary’s First Nation Band Member attending a Post-Secondary Institute. This does not include those who have pending applications under custom adoption and/or McIvor. These individuals are not eligible for the Program.

Eligibility: Applicants must provide a rent/mortgage in their name. For greater certainty, the application submitted must be in the name of a registered Band Member; the name of a spouse or common law spouse will not be acceptable. There will be no exception to this rule. If more than one person is applying for the supplement living at the same address, only one Post-Secondary student may receive the supplement. Supplements will be issued in Canadian funds only.

AND: must have moved away from their permanent place of residence.

AND: cannot apply if they are living on the Saint Mary’s First Nation.

AND: must be considered a full-time student under the Post-Secondary Guidelines.

Term: Applications will be accepted while attending a Post-Secondary institute.

Process: An application must be received by the Education Department, as well as a copy of the rent/mortgage agreement. The amount of \$200 per month will be processed and added to the student allowance.

Authority: The Director of Operations will be responsible for the oversight of the Rent Supplement Program. However, the Program will be administered through the Education Department.

Tutoring Policy

Tutoring assistance is available to all St. Mary's First Nation Students. To those students who find themselves having trouble in a given course, it is recommended that tutoring assistance be pursued. To access funding for tutoring, the following two forms must be completed and returned to our office;

1. Tutorial Recommendation Form (a signed letter of recommendation from your professor).
2. Tutorial Billing Form (invoice for tutoring service from your tutor).

Before funds can be disbursed to cover the actual cost of tutoring, we must receive both of these documents, completed and signed by the appropriate individual. Once these documents are received, your request for tutoring assistance will be processed.

Many students tend to wait until just before final exams are upon them before they decide to seek help from a tutor. This last minute attempt to cram an entire term's work into a few study sessions is seldom productive. The earlier you seek help, the greater your success will be.

A copy of the Tutorial Recommendation Form is on page 24.

A copy of the Tutorial Billing Form is on page 25.

These forms can be printed directly from the St. Mary's First Nation Education Website at www.smfeducation.ca or can be picked up at the Education Department.

ACADEMIC DISMISSAL POLICY

If a student has failed two or more courses during any semester, the student allowance will be halted, but the student may continue on a part time basis meaning one or two courses. Only tuition and book allowance will be sponsored at this time. If the student is successful at this point, the student may return on a fulltime basis and full-time sponsorship will begin and will include allowance, tuition and books in the following semester.

If a student withdraws from courses and does not carry the required number of credits per semester the student allowance will be halted for the remainder of the semester but the student may continue on a part-time basis.

It is the student's responsibility to withdraw from classes when not attending classes/programs to avoid financial penalties; it is the student's responsibility to pay the tuition when not sponsored by the Saint Mary's Education Department.

Students in default of obtaining funds under false pretences or if it is found that you have been in default of the PSE-Guidelines this could result in no sponsorship from the PSE program, as well any dollars owing will be forwarded to Saint Mary's First Nation finance department for collection.

Please note: Post-secondary institutions have their own academic dismissal policies. The above policy represents St. Mary's First Nation Education Department only.

APPEAL PROCESS

Students requesting an appeal can do so in writing to the Director of Operations and a decision will be made to bring it forward to the Chief and Council, if a decision cannot be rendered.

Chief and Council's decision is final and cannot be appealed to Indian and Northern Affairs Canada.

REPAYMENT POLICY

Due to a recent decision by Indigenous & Northern Affairs Canada, St. Mary's Education Department will now require any student who does not successfully complete a full academic year to reimburse the amount of post-secondary funding paid out on their behalf.

Any student who:

- a). formally withdraws from a Post-Secondary Institution
- b). informally withdraws (drops-out)
- c). is dismissed by the Post-Secondary Institution
- d). fails

will be responsible for repayment to the St. Mary's First Nation Education for any and all funding including tuition, book allowance, residence fees / meal plans, and living allowance.

A letter will be sent out to notify students.

SCHOLARSHIPS / AWARDS / BURSARIES

Program Incentives:

An annual financial incentive of \$500.00 is offered through the Post-Secondary Education Program over three levels of Post-Secondary study.

They include:

- Level I Community College and CEGEP diploma or certificate programs:
- Level II Undergraduate programs;
- Level III Advanced or professional degree programs, e.g. Master's and Doctorate degree

Eligibility for Scholarship Achievement Awards:

- ✓ Student is attending Level I, II, or III on a full-time basis
- ✓ Students who receive an annual GPA of 3.0 or above
- ✓ Student submits official transcript and Incentive application by May 31st of any given year.

This incentive will be made in addition to regular allowances for tuition and living expenses.

Graduation Award:

St. Mary's Education Department provides a \$500.00 graduation award to those students who have successfully completed their degree or certificate program and has received a diploma. Students must provide a copy of their diploma to the education department before any award is released.

Other Awards, Scholarships, and Bursaries Available to Native Students:

It is recommended that you inquire about other scholarships, bursaries, and awards available in your area. Please refer to our web-site for more information on bursaries and scholarships. www.smfeducation.ca



FORMS

The following is a list of forms that are included in this handbook. They can be printed from the St. Mary's First Nation Education Website at www.smfneducation.ca or can be picked up at the Education Department.

1. Tutorial Recommendation Form
2. Tutorial Billing Form
3. Application for Annual Scholarship Achievement Award
4. Banking Information
5. Loan agreement
6. First Semester Book allowance Agreement
7. Second Semester Book Allowance Agreement
8. January Student Allowance Agreement
9. Rent Supplement Application

ST. MARY'S POST-SECONDARY EDUCATION
PROGRAM

Tutorial Recommendation Form

Date: _____

RE: _____

Student's Name

To whom it may concern,

In my opinion, _____ requires _____ hour(s) of tutoring
Student's Name

in his/her _____ course. I would like to recommend
Course / Number

_____ to provide this tutoring service. If you have
Tutor's Name

any questions or comments in this regard, you may contact me at _____.
Contact number

Sincerely,

Professor's Signature

ST. MARY'S POST-SECONDARY EDUCATION PROGRAM

Tutorial Billing Form

To: St. Mary's First Nation
Education Department, Post-Secondary Program
150 Cliffe St.
Fredericton NB
E3A2T1

Date: _____

From:

Name: _____

Address: _____

Contact #: _____

Name of Student: _____

Time Start: _____

Time Finish: _____

Date of Tutoring: _____

Tutoring provided _____ Hours @ \$15.00 per hour

Total Amount Due: _____

Tutor's Signature _____

Student's Signature _____

APPLICATION FOR SCHOLARSHIP / BURSARIES / AWARDS

Types of Incentive Applied for (Please Check One)

Level I: **Academic Achievement Scholarship**
Community College or Certificate Programs

Level II: **Academic Achievement Scholarship**
Undergraduate Programs

Level III: **Academic Achievement Scholarship**
Advanced and Professional Degree Programs

Name: _____

University: _____

Student I.D. # _____

Program of Studies: _____

Field: _____

Year of Study: _____

Annual Grade Point Average: _____

Note: Please attach an official transcript, which identifies your GPA. Your annual GPA must be 3.0 or above. The application deadline is May 31st.

BANKING INFORMATION

(Students who attend school away from the Fredericton, NB Area)

BANKING INFORMATION

Student Name: _____

Address: _____

Telephone: _____

S.I.N #: _____

D.O.B. _____

Month / Day / Year

Name of Financial Institution: _____

Address: _____

Transit #: _____

Institution #: _____

Account #: _____

_____ I have attached a void Cheque

_____ I have attached a Direct Deposit Form or Customer Account Information Sheet

LOAN AGREEMENT

St. Mary's First Nation
St. Mary's Post-Secondary Department

I, _____ agree to repay St. Mary's First Nation the total amount of
\$_____ (Loan is the amount plus 5% interest).

This loan will be repaid from my student allowance at a rate of \$_____ until said loan is
paid in full.

NOTE: By signing this loan agreement I agree that should I be dismissed, quit or no longer in a Post-
Secondary Program with St. Mary's First Nation, any monies owing will be applied to my
outstanding loan balance. I agree that any outstanding loan balance will be recovered by any other
types of payments payable to me within the St. Mary's First Nation (Business Enterprises) and/or any
other monetary distribution given by this First Nation.

Dated: _____

Signed: _____

Witness: _____

Start Date: _____

Finish Date: _____

BOOK ALLOWANCE AGREEMENT

First Semester (September to December)

I, _____, band number _____, hereby confirm and agree to the following terms:

- St. Mary's Education Department shall issue payment in the amount of \$300.00 for 1st semester book allowance.
- The total amount of the loan will be removed from your file once the total amount of book receipts for text books only, have been returned the SMFN education office.
- I confirm that if I do not return the receipts in the amount listed above for books
 - the amount advanced shall be prorated and the remaining balance shall become immediately due and payable through the October school allowance
 - or if I fail to complete the semester and withdraw from school, the balance remaining shall become immediately due and payable through any disbursements (royalties) issued from St. Mary's First Nation.
 - For greater certainty, I confirm that I will be required to repay any amount to St. Mary's First Nation and I will not receive any disbursements until the amount is satisfied in full.

Dated the _____ day of _____, 20__

Name – Print and Signature: _____

Witness: _____

SMFN Registry #

BOOK ALLOWANCE AGREEMENT

Second Semester (January to April)

I, _____, band number _____, hereby confirm and agree to the following terms:

- St. Mary's Education Department shall issue payment in the amount of \$_____ for 2nd semester book allowance.
- The total amount of the loan will be removed from your file once the total amount of book receipts for text books only, have been returned the SMFN education office.
- I confirm that if I do not return the receipts in the amount written above for books
 - the amount advanced shall be prorated and the remaining balance shall become immediately due and payable through the February school allowance
 - or if I fail to complete the semester and withdraw from school, the balance remaining shall become immediately due and payable through any disbursements (royalties) issued from St. Mary's First Nation.
 - For greater certainty, I confirm that I will be required to repay any amount to St. Mary's First Nation and I will not receive any disbursements until the amount is satisfied in full.

Dated the _____ day of _____, 20__

Name – Print and Signature: _____

Witness: _____

SMFN Registry #

JANUARY STUDENT ALLOWANCE **AGREEMENT**

I, _____, BAND NUMBER _____, HEREBY
CONFIRM AND AGREE TO THE FOLLOWING TERMS:

- St. Mary’s Education Department shall issue payment in the amount of _____ for the January student allowance.
- The total amount of the loan will be removed from your file once an unofficial transcript is provided showing you have not failed two or more courses.
- If you have failed more than two courses, the education department will continue to fund you for tuition and books only, for the winter semester on a part-time basis – no more than two courses. The tuition and books will not be covered for anything exceeding the two courses. The balance shall become immediately due and payable through any disbursement (royalties) issued from St. Mary’s First Nation.
- For greater certainty, I confirm that I will be required to repay any amount to St. Mary’s First Nation and I will not receive any disbursements until the amount is satisfied in full.

Dated the _____ day of _____, 20__

Name - Print and Sign: _____

Witness - Print and Sign: _____

SMFN Registry #

RENT SUPPLEMENT APPLICATION

Personal Information:

Name:

Address:

City: _____ Province: _____

Postal Code: _____

Rental Information:

Name of Landlord / Rental
Company: _____

Contact

Number: _____

Mortgage Information:

Name of Financial Institution: _____

Contact Person:

Contact Number

_____ I have attached a copy of my lease form

_____ I have attached a copy of my mortgage papers

_____ I understand that this supplement is only available while I am attending a post-secondary institution on a full-time

Signature: _____ Date: _____

NOTES: