



Serpent River First Nation

Postsecondary Student Support Program

Policy & Administrative Guidelines

Purpose

The Purpose of the information contained herein is to provide a basis of understanding with respect to the policies and administrative guidelines that apply to students receiving assistance through the Post-Secondary Student Support Program.

POSTSECONDARY STUDENT SUPPORT PROGRAM



Serpent River First Nation

POLICY TITLE:

PROGRAM OUTLINE

POLICY NUMBER:

I-01

Policy

The Postsecondary Student Support Program will provide support to students registered with Serpent River First Nation.

Procedure

1. The Postsecondary Student Assistance Program is designed to encourage students registered with Serpent River First Nation to acquire post-secondary education and professional qualifications in their choice of program or career.
2. The program will be administered in a way that ensures that ensures that post-secondary funding is provided to as many students as possible.
3. The program will support student educational goals, and ensure their success at all levels considering their physical, emotional and spiritual needs.
4. The Education Department is responsible for the implementation of the policy and guidelines, which include administrative and operational responsibilities.
5. The Education Department will assist students in the process of goal setting, including engaging in academic and career counselling.
6. The Education Department promotes Serpent River First Nation’s Vision and Mission Statement in the implementation of the Postsecondary Student Support Program.

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POSTSECONDARY STUDENT SUPPORT PROGRAM



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POLICY TITLE: STUDENT ELIGIBILITY FOR ASSISTANCE

POLICY NUMBER: I-02

Policy

To be eligible to receive assistance under the terms for the Post Secondary Student Support Program, it is necessary that:

1. The applicant is a registered member of Serpent River First Nation. The student must provide proof of registration (i.e. copy of status card)
2. The applicant must submit an application for funding to the Education Department by April 30th of each year. This includes all interested applicants – continuing students, high school graduates and mature students.
3. An applicant for renewed assistance (i.e. continuing student) must submit documentation indicating promotion and/or approval to continue in the same program of studies from the Post Secondary Institution which the student most recently has attended
4. An applicant for renewed assistance must submit relevant transcripts, grade reports, diplomas, certificates, licences and degrees
5. An applicant for initial assistance has attained Post Secondary Entrance requirements through successful completion of Secondary School studies and has been accepted for registration by a recognized College, University, or Institution into a program of studies which has Secondary School graduation as a normal prerequisite to registration, OR

An applicant for initial assistance is a registered apprentice with the Ministry of Education and Training in a trade recognized by this Ministry

6. An applicant for initial assistance shall make available a Letter of Acceptance from the Postsecondary Institution, which the student plans to attend.
7. An applicant has been accepted for the registration as a “mature student” into a program of study as listed in #3 above, and has not been registered as a full-time student in a recognized secondary school for at least one year prior to application.
8. The applicant has resided in Canada for at least one year prior to acceptance at a Canadian College or University

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9. The applicant shall have completely filled out an Application for Educational Assistance, Student Information Forms, as well as appropriate consent forms.


10. The applicant shall complete an educational goal plan, and submit this as a part of their application.

Reference Documents:

Appendix A: Application for Post Secondary Assistance
 Appendix B: Student Education Plan

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POSTSECONDARY STUDENT SUPPORT PROGRAM

 Serpent River First Nation	POLICY TITLE: PRIORITY LIST FOR FUNDING POLICY NUMBER: I-03	
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Policy

All applications will be reviewed by the Education Committee, and considered using the following priority list for funding:

1. Continuing students
 - a. Students currently funded by the Serpent River First Nation Post Secondary Student Support Program who are eligible to continue at the same level (i.e. full-time student maintaining full-time student status, or part-time student maintaining part-time student status) to achieve their educational goal as identified in their educational goal plan.
 - i. Special considerations can be made on a case by case situation in consultation with the Education Administrator for no more than one additional year (8 student months) as set out in **Policy I-05 Assistance Limits and Conditions**
 - ii. Special consideration can be made on a case by case situation in consultations with the Education Administrator for a change from full-time to part-time studies and vice versa.
 - b. Students who are currently funded by the Serpent River First Nation Post Secondary Student Support Program, who have completed their current level of study and wish to continue at a higher level in the same field of study (i.e. Bachelor degree continuing on for a Masters degree).
 - i. Students must continue without taking a break in order to be considered a continuing student
 - c. Students who are a one-time graduate from a secondary school program, including OSSD, GED and Academic and Career Entrance (ACE) programs, within the last 20 months.
2. Deferred applicants who have never received funding through the Post Secondary Student Support Program. Applicants must have applied in one or more previous years, and were not granted funding at the time of their application.
3. Deferred applicants who received alternate sources of funding to attend post-secondary, who are continuing in their post-secondary field of study
4. Applicants who have never received post-secondary funding, and have not previously applied.
5. Applicants, who have previously received post-secondary funding, obtained a degree or diploma, took a break in their schooling, and would like to continue at a higher level

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within a related field (i.e. Child and Youth Worker diploma continuing to a Bachelor of Social Work, etc.)

6. Applicants who have previously received post-secondary funding, obtained a degree or diploma, and would like to continue in a different field from what they previously studied.

7. Other

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POLICY

TITLE:

POLICY

NUMBER:

EXTERNAL FUNDING SOURCES

I-04

Policy

Wherever possible, students are encouraged to seek alternate means of funding including bursaries and scholarships.

1. To avoid duplications of funding, students are to accept any and all educational assistance made **unconditionally** available to them by other funding agencies to offset a portion of or all of the financial assistance required from this program.
2. Awards granted to the student, whether based on financial need or academic merit, will not affect the computation of assistance benefits available to the student.
 - a. In the event that such award is applied directly to the student's tuition, the Education Department will release the amount of this award to the student, upon receipt of proof of award. For example, if a student is awarded a \$1,000.00 entrance scholarship which is applied to their tuition fees, the Education Department will release a cheque for \$1,000.00 to the student.

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Serpent River First Nation

POLICY TITLE: ASSISTANCE LIMITS AND CONDITIONS

POLICY NUMBER: I-05

Policy

INDIVIDUAL ASSISTANCE LIMITS AND CONDITIONS

1. While adhering to all the applicable assistance regulations and conditions set out in this document, the total assistance provided to an individual student shall not exceed the required "student months" as required by the institution

2. The number of student months provided will depend on the course length of particular courses as determined by the institution. In exceptional circumstances, students may be eligible for additional student months. The following are the maximum number of "student months" of assistance which may be provided for each of the five major post-secondary education levels
 - A. Community college

(1-year program)	8 student months
(2-year program)	16 student months
(3-year program)	24 student months
 - B. Bachelor's degree or equivalent 32 student months
 - C. Honours bachelor degree 8 student months
 - D. Master's degree or equivalent 16 student months
 - E. Doctorate (PhD) 16 student months

3. The Period of Assistance covered is September to April (8 months). Spring-summer sessions **will not** be covered unless the program is required through spring-summer as specified in the institution's calendar or student begins the year in this period. Tuition may be provided for students taking courses through the spring/summer, provided these courses are required for their approved program of study. Proof is required.

4. Where students change programs within one of the levels, the academic years or student months used for each program enrolled in within the level will be counted for assistance purposes. Students must inform the Education Administrator of the program change and provide documentation of the program change.
 - A. For example, if a student has completed two years of an undergraduate degree in chemistry and transfers to a four-year undergraduate economics program, the duration of assistance provided for the economics program

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will be two years (i.e. the four years for economics less the two years took in chemistry).

5. All allowances and tuition fees will be paid in Canadian funds only regardless of the location of the Post Secondary Institution.

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Serpent River First Nation

POLICY TITLE:

LIVING ALLOWANCE

POLICY NUMBER:

I-06

Policy

LIVING ALLOWANCE

- a. Training allowances are paid to students to assist with normal daily living expenditures such as food, lodging, etc.
- b. Allowances paid to students vary according to the number of the student's dependents and whether it is necessary for the student to live away from home to attend college or university, etc.
- c. Training allowances are **not** provided for "part-time" students or fully employed students. Educational assistance to cover the cost of tuition and books shall be made available if not otherwise provided
- d. The applicant is considered single status if the spouse is working
- e. Students staying in residence will receive an allowance determined by the total cost of residence. An allowance will be calculated as follows: (total allocation for the year – residence fees) / 8 months = monthly living allowance rate
 - a) Where the cost of Residence + Meal Plan exceed the maximum available from full-time sponsorship, the balance of fees owing will be the student's responsibility.
- f. Students claiming dependents must provide copies of birth certificates
- g. Married students without dependents are both eligible for single funding
- h. When two Serpent River First Nation funded students are married, have dependents, and are in school full time, only one student may claim the dependents and the other student is eligible for single student funding

Resource Document:

Appendix C: Training Allowance Funding Table

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POLICY TITLE:

CHILD CARE

POLICY NUMBER:

I-07

Policy

CHILDCARE

- a) Child care is available to assist with the costs associated with babysitting and day care of children between the ages of 0-12 years of age, while the student is attending classes
- b) Part-time childcare for children between the ages of 5 and 12 will be available upon request and need. This category includes the need for childcare after regular elementary school hours (i.e. for night classes). Part-time childcare will be actual costs and may be calculated by using a proportionate amount of the monthly rate at maximum.
- c) Childcare will **not be** available for married students where the spouse is a dependent
 - a) **Child Care Receipts, Birth Certificates and Student Timetables are required** for the childcare allowance
 - b) Failure to provide childcare receipts will result in loss of childcare funding.

Child care will be actual costs up to a maximum as follows:

One child	- under the age of 5 - \$320 per month
Two children	- under the age of 5 - \$400 per month
Three children	- under the age of 5 - \$480 per month

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Serpent River First Nation

POLICY TITLE:

TUITION

**POLICY
NUMBER:**

I-08

Policy

- a) A tuition allowance equal to the actual tuition and registration fees shall be made available for a student enrolling in a Canadian Post Secondary Education program of studies in an accredited institution of higher learning. Tuition and registration fees will be paid directly to the institution only

- b) High-cost tuition is limited to the "average" tuition cost of a full-time program in a recognized institution for the current term of application, in an accredited institution of higher learning, to a maximum as follows:
 - a) One year of a college level program - \$420
 - b) One year of a university level program - \$8000

- c) Tuition for part-time studies may be covered at par with a recognized institution offering similar programs (i.e. Computer course at a recognized institution costs \$300. This amount only, may be covered for a student taking a similar course elsewhere regardless of the cost of the course at the chosen institution)

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POLICY TITLE:

TRAVEL ALLOWANCE

POLICY NUMBER:

I-09

Policy

SEASONAL TRAVEL

- a) Seasonal travel costs will be provided only from the student's usual place of residence to the nearest accredited Canadian University or College which offers the program of studies the student has selected
- b) Students may receive a seasonal travel allowance:
 - I. Only upon request
 - II. Equal to the cost of one return trip, using the most cost-efficient mode of transportation, from the student's usual or permanent residence, as listed on the application, to the University or College. Students would receive this allowance at the beginning of the school year, at Christmas break and at the end of the year or end of the semester
 - III. If the period of time of the student's enrolment exceeds two months, the student is entitled to a travel allowance equal to one return trip for the student's dependents who will be living with the student in the locale of the University or College while the student is enrolled
- c) With prior approval of the Education Administrator, a student may receive an allowance to cover the cost of emergency travel to the student's home community. Emergency travel includes serious illness and/or death in the immediate family

DAILY TRAVEL

Daily travel may include one of the following (with receipts):

- a) Bus passes will be paid at a set rate of \$95 per month
- b) Parking on College/University campuses will be paid up to a maximum of \$95 per month. Yearly parking passes on campus will be paid at a maximum of \$760 per year for full-time students in school for eight months

PRE-ADMISSION TESTING TRAVEL

- a) Travel may be provided **once only** at each level of education (college or university) to one institution only, to assist with costs associated with English level testing or pre-admission testing if required by the post-secondary institution. Documentation is required
- b) Pre-admission testing travel may include:
 - I. Return bus fare to the post-secondary institution within the province
 - II. Meals at flat rates, at a maximum of \$50 per day
 - III. Lodging, if required, at a maximum of \$50 per night

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TRAVEL TO GRADUATION CEREMONIES

- a) Travel to Graduation Ceremonies may be provided **once only** at each level of education. Proof of graduation must be provided along with a written request at least three weeks in advance. The most cost-efficient method of transportation will be provided for the student and two family members. Travel may include:
 - Accommodations, if not otherwise available, at \$50 per night max.
 - Mileage or bus fare, whichever is less
 - Meals at a flat rate of \$50 per day, per person, if applicable

TRAVEL FOR PART-TIME STUDIES

- a) Students who are enrolled in regular part-time or distance education studies are not eligible to receive travel allowances.
- b) Students enrolled in specialized part-time programs which require regular blocks of two or more consecutive days of in-class time (i.e. programming through Anishinabek Education Institute, First Nations Technical Institute, etc.) may be eligible for accommodations, meals and mileage. In order to be considered for this assistance, students must provide proof that in-class instruction is required, as well as the necessary in class dates.

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POLICY TITLE: SPECIAL CLOTHING AND EQUIPMENT

POLICY NUMBER: I-10

Policy

Students may be eligible for funding to purchase special equipment. Students must advise the Education Administrator of this request, and provide a valid course syllabus, which identifies that the equipment requested is necessary.

- a) If specified by the University or College course calendar (syllabus) as necessary for the student's program of studies, an allowance to cover the cost of rental or purchase of special equipment and/or clothing may be provided, as required.
- b) Items such as special tools, microscopes, drafting equipment or specialized clothing for field trips, and computers may be considered if the course syllabus clearly outlines that this is required on a **one time only basis.**
- c) Receipts must be provided
- d) Proof of requirement must be provided within the course syllabus

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POLICY TITLE:

BOOKS AND SUPPLIES

**POLICY
NUMBER:**

I-11

Policy

Students will be provided with an allowance to purchase books and supplies.

- a. Students enrolled in full-time studies will be eligible for \$400.00 per semester to purchase books and supplies.
- b. Students enrolled in part-time studies will be eligible for \$100.00 *per course* to purchase books and supplies.
- c. Should the cost of required materials exceed this allowance, the cost of items officially listed in the course syllabus will be paid in full. Course outlines and receipts showing proof of purchase are required.
- d. Students taking a full year, full credit courses (September to April), may be eligible for the full book allowance at the beginning of the academic year at an \$800 maximum. In this case, students are not eligible for a second-semester book allowance. Course outlines are required

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POLICY TITLE:

SPECIAL TUTORIAL ASSISTANCE

**POLICY
NUMBER:**

I-12

Policy

Upon written recommendation of the student's instructor(s), an allowance may be provided to cover the cost of special tutorial assistance to overcome areas of academic challenge, to a maximum of \$1,000.00 per academic year.

1. The student must provide a letter of support from their instructor, clearly identifying a need for special assistance.
2. The student will keep in contact with the Education Administrator and will advise of their needs for further assistance.
3. Receipts and/or contacts of tutorial assistance must be submitted.

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Serpent River First Nation

POLICY TITLE:

LANGUAGE RETENTION AND CULTURAL
MAINTENANCE

POLICY NUMBER:

I-13

Policy

Serpent River First Nation recognizes the need and importance of maintaining the Ojibway Language and Culture and supports students interested in learning the Ojibway Language and Culture. If students have access to courses where Ojibway Language/Culture/History/Drumming/Dance/Dress are taught, then they may apply for special assistance up to a maximum of \$500.00 per year, subject to availability of funding.

Students must submit a letter of request, including the following:

- ✓ Location of Program
- ✓ Start and End Date of Program
- ✓ Length of Program
- ✓ Instructors Names
- ✓ Breakdown of costs

Students must provide receipts showing payment of fees.

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Serpent River First Nation

POLICY TITLE:

GRADUATION AWARD

POLICY NUMBER:

I-14

Policy

Upon successful completion and graduation of a program of studies, students funded through the Post Secondary Student Support Program upon graduation may be eligible for Graduation Awards for the following four levels:

1. College Diploma
 - a. College Diploma (2-3 year program) \$400.00
 - b. Dual College Diploma (2 programs) \$500.00
2. University Bachelor Degree
 - a. Bachelor Degree (3 or 4-year program) \$600.00
 - b. Bachelor of Education or LLB (Law) \$700.00
3. University Masters Degree \$800.00
4. University PhD Degree \$1000.00

The following criteria apply for Graduation Awards:

- a) Students must submit a copy of their diploma to be eligible for this award
- b) Students are eligible for one award only per level
- c) Awards will be distributed at the Annual Education Awards Banquet. Should the student not be able to attend the Banquet, the award will be mailed to them

General Arts & Science and/or College Vocational Diplomas are not eligible for these awards

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Serpent River First Nation

POLICY TITLE:

APPROVAL PROCESS

POLICY NUMBER:

I-15

Policy

All band members who are interested in receiving educational assistance under the terms of this program are to contact the Education Department and fill out an Application for Education Assistance.

Applicants must meet the eligibility requirements as specified under I-02 Eligibility for Assistance.

The deadline for applications is April 30, annually.

Procedure

1. An approval committee consisting of the Education Program Administrator and a minimum of two (2) Education Committee members will convene within 2 weeks of the application deadline to review applications and apply the priority list.

2. When applications are reviewed, the following considerations will be made:
 - a. Priority list level
 - b. Date of application
 - c. Length of program, and assistance required
 - d. If the applicant can contribute anyway to their postsecondary funding
 - e. If the applicant has contributed financially to their education (i.e. OSAP, etc.)
 - f. If the applicant has met the terms and conditions of funding as specified in **I-17 Responsibilities of the Students**.

3. The Education Administrator will provide written notification to each applicant regarding the Committee's decision around their funding within five (5) business days of the review meeting. Applicants placed on the waiting list will be notified where they are on the waitlist.

If the applicant is dissatisfied with the decision of the Committee, they may appeal this decision following the appeals process as identified in **Policy I-21: Student Appeals**.

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Serpent River First Nation

POLICY TITLE:

PROVISION OF INFORMATION TO STUDENTS

POLICY NUMBER:

I-16

Policy

Once an application has been approved by the Band’s Education Program Administrator, the student will be advised of their eligible assistance benefits and payment schedules. Assistance benefits will usually be made available to the student on a monthly basis at the commencement of the assistance period. Direct deposits will be made to the student **through the Bank of Nova Scotia only.**

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Serpent River First Nation

POLICY TITLE:

RESPONSIBILITIES OF THE STUDENT

POLICY NUMBER:

I-17

Policy

Students receiving educational assistance benefits under the terms of this program shall be responsible for:

- a) Satisfying the academic requirements of the institution of higher learning in which they are enrolled
- b) Managing the assistance funds made available to them in a manner which ensures that all fees and personal expenses are paid when due
- c) Submitting required receipts and documentation in a timely manner
- d) Submitting progress reports, transcripts, timetables and attendance records within two weeks of release from that post-secondary institution (all terms)
 - a. The preferred method of submitting grades, transcripts is now through your Online Student Portal. Students will provide the Serpent River First Nation Education Unit with username and password to your online student account.
 - b. Failure to provide your schedule and progress report will result in your scheduled assistance being placed on hold until all documents are received.
- e) Contacting the Education Administrator with a change in address, telephone number, and number of dependents
- f) Contacting the Education Administrator in writing within two weeks before courses and/or programs are changed and/or dropped
- g) Attending all classes regularly
- h) Maintaining a grade point average of 2.0 (or equivalent as determined by the institution) per term or passing
- i) Ensuring proper withdraw procedures have taken place
- j) Become familiar with their post-secondary institution's calendar for important dates such as withdraw dates without penalty, withdraw dates for reimbursement of fees, exam dates, etc.

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Serpent River First Nation

POLICY TITLE: WITHDRAW/DEFERMENT PROCEDURES

POLICY NUMBER: I-18

Policy

1. Students who withdraw from a program or course must:
 - a) Immediately notify the Education Administrator of their intention to withdraw
 - b) Go through the proper channels to officially withdraw from the post-secondary institution – usually the registrar’s office
 - c) Submit a letter in writing to the Education Administrator within two weeks, stating reasons why they withdrew

2. Students who withdraw from their program and follow the above procedures will be considered as priority #7 on the Priority List (Policy I-03) for funding should they reapply. The following exceptions apply:
 - a) Students who withdraw for compassionate or medical reasons must submit letters of support from a counsellor(s), professors and/or medical professionals AND MUST NOT EXCEED A PERIOD OF ONE YEAR.
 - b) Students who withdraw from school without contacting the Education Administrator and who continue to collect financial support from the Serpent River First Nation Post Secondary Education Assistance Program will be required to reimburse funds in accordance with Policy I-1 Loss of Funding
 - c) Students who withdraw with no support reasons and who reimburse any and all applicable allowances must wait one year from the withdraw date for consideration of future funding

3. Students who wish to defer their Education can do so for up to 1 year with a medical note from a doctor. Deferment cannot exceed one year, and if the student is unable to attend after a one-year period, the applicant is put back into the waiting list.

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Serpent River First Nation

POLICY TITLE:

LOSS OF FUNDING

POLICY NUMBER:

I-19

Policy

- a) The Serpent River First Nation Education Department may terminate educational assistance to a student who has demonstrated a lack of ability or willingness to meet the academic or financial management responsibilities which the student has accepted. If the personal circumstances of the student are such that further consideration is recommended by the student's education officer, a conditional extension of educational assistance benefits may be approved
- b) When a student has used the total allocation of student months provided for any of the various academic levels, assistance will be discontinued until the student is enrolled in a more advanced program of studies. When a student has used the total allocation of student months, all further assistance will be automatically terminated. In exceptional circumstances, students may be provided with additional student months
- c) Where a student has collected allowances when they have not attended classes or have withdrawn from school without informing the Education Department, the student will be required to reimburse the Education Department the total amount paid from the time of withdrawal or period of regular absenteeism. This includes students who collect allowances for the beginning of the semester and do not attend school at all. The student will not be eligible for future funding until the above amount has been taken care of by the student. Payment options can be discussed with the Education Administrator

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Serpent River First Nation

POLICY TITLE:

ACADEMIC PROBATION

POLICY NUMBER:

I-20

Policy

Students who do not satisfy the academic requirements of the institution of higher learning in which they are enrolled will be subject to academic probation.

If a student is unsuccessful in achieving a minimum standard, the student will be placed on probation and will be required to sign a probationary contract. The contract shall include, but will not be limited to the following conditions:

1. The student shall attend all classes, complete assignments and utilize all counselling and tutoring services available to assist in meeting the academic requirements of the institution.
2. The student will complete a revised Educational Plan outlining:
 - a. Student's perspective as to why he/she was not successful in passing his/her courses.
 - b. Identify if the courses were mandatory courses or elective courses.
 - c. Identify when the course will be available to retake
 - d. Inform if this will have an effect on the date of graduation
 - e. Identify the student services available to them
3. The student must discuss their progress on the probationary plan on a monthly basis with the Education Department by telephone or e-mail.
4. If available, the student will submit an attendance report to the Serpent River First Nation Education Department by telephone or e-mail.
5. If the student performance remains below the minimum requirements, the Education Department shall discontinue funding.

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Serpent River First Nation

POLICY TITLE:

APPEALS PROCESS

POLICY NUMBER:

I-21

Policy

Should any student be convinced that the preceding regulations and guidelines have not been fairly applied to his or her situation, the student shall have the right to appeal. Appeals should be in writing and signed by the student. Appeals will be considered by the following:

1. Should a student not be satisfied with the appeal decision of the appeal decision of the Approval Committee, the student can appeal to the Education Committee in writing within 10 working days of the Approval Committee's decision. The Education Committee must review the appeal within 5 working days and render a decision to the Education Administrator for follow up.
2. Should a student not be satisfied with the appeal decision of the Education Committee, the student can then appeal to the Band Council within 10 working days of the Education Committee's decision. Band Council must review the appeal at their first regularly scheduled meeting upon receipt of the appeal and render a decision to the Education Committee

Band Council's decision is final and no further appeals will be accepted.

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POSTSECONDARY STUDENT SUPPORT PROGRAM



Serpent River First Nation

POLICY TITLE:

SRFN BURSARY AWARDS

POLICY NUMBER:

I-22

Policy

Students from the Serpent River First Nation can apply for one (1) of ten (10) awards of \$1,000.00. The deadline for these applications is October 31st, annually.

Selection Criteria / Eligibility

1. Applicants must be currently enrolled in a post secondary program. This can include both full-time and part-time studies, trades, diploma and degree programs, graduate and postgraduate studies.
2. Applicants must provide proof of membership with the Serpent River Band
3. Applicants must fill out the attached Serpent River First Nation Post-Secondary Student Bursary Award application
4. Applicants must submit an original 1-2 page essay which:
 - a. Provides a formal introduction of themselves to the selection committee
 - b. Identifies their field of study, as well as their academic goals
 - c. Identifies their long-term career goals
 - d. Identifies their contribution to the community and / or other communities around them

The essay will be graded based on the applicant's ability to incorporate 4 (a) (b) (c) (d).

Additional marks will be awarded for spelling, grammar, and flow of the essay, for a total of 25 points.

5. Applicants must submit a letter of reference from either the following:
 - a. Professor
 - b. Dean or Program Advisor
 - c. Student Counsellor
 - d. Administrator / Coordinator / Manager at Volunteer Organization
6. Late or Incomplete applications will not be considered

Selection Committee

The Selection Committee is comprised of:

- A volunteer representative from the Education Committee
- A member of Council who holds the Education Portfolio
- The Education Administrator

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- The Community Development Manager
- Selection Process

The Selection Committee will convene within 2 weeks of the application deadline to review submissions and select successful candidates.

Each committee member will receive a copy each applicant`s submission. Each committee member will review each application, and ensure that all of the necessary documentation has been included. Each committee member will review the essays of each candidate, and assign a score based on the established score sheet. The scores will be tallied, with the top ten (10) applicants with the highest scores awarded bursaries.

Conflict of Interest

The Selection Committee will follow the **Serpent River First Nation Policy IV-15 – Conflict of Interest** as it applies to this process:

To apply:

Interested applicants must submit their application by Friday November 13, 2015 at 12:00 p.m. EST. Applications may be sent:

By Mail: Serpent River First Nation
 Attn: Bursary Selection Committee
 195 Village Road
 Cutler, ON
 P0P1B0

By Fax: 705-844-2757

By E-mail: dianemeawasige.srfn@ontera.net or edcoordinator.srfn@ontera.net

Serpent River First Nation Post-Secondary Student Bursary Awards
 Submission Checklist

- Completed application form
- 1-2 page original essay
- Proof of membership with Serpent River First Nation
- Proof of enrollment at an accredited post-secondary institution

****Reminder**** Late and / or incomplete applications will not be considered.

Reference Documents:
 Appendix D: SRFN Bursary Award Application Form
 Appendix E: SRFN Bursary Award Screening Form

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