

To: All Post Secondary Student Applicants

**Re: Application for Off-Reserve Student Assistance
Fall/Winter/Spring/Summer Sessions**

Please be advised that the application deadline date for post secondary student support sponsorship for Fall/Winter/Spring/Summer sessions of any year is listed at the end of this package. MHR will begin accepting applications for September semesters in **January** of each New Year.

Complete applications should be used when applying for any term: Fall/Winter/Spring/Summer. If funding has not been approved for a particular academic year or term, then the student's application will not be automatically forwarded to the next successive term or put on a waiting list for the next available funding. **It remains the student's responsibility to obtain application packages and apply every year or term for funding.**

In order for applications to be processed, applicants must:

1. Submit a **fully completed application form in the mail (faxes will not be accepted)** (incomplete forms will be returned to you). For information on how to complete the application, please refer to the application package for more details.
2. Submit **confirmation of acceptance** or **confirmation of conditional acceptance** at an accredited post secondary institution.

If you are currently being funded under the Post Secondary Support Program:

- (1) you must submit an official transcript of marks at the end of every semester
- (2) you must maintain an overall academic average of 60% each semester.

If you are not being funded by the Post Secondary Support Program and you are putting yourself through school:

- (1) you must submit an official transcript of marks for the year or semester you have just completed as a confirmation of your acceptance at school for the upcoming semester

For high school students, we will accept a copy of December semester marks as a confirmation of high school attendance for confirmation of conditional acceptance.

Please note that if you are a re-enrollment student of the post-secondary student support program and you are re-applying for assistance for September, we will accept December semester marks as confirmation of acceptance for processing applications submitted in January for September semesters.

3. Provide the name, age, relationship and band number of your dependent(s) on the dependent form - [see application package](#).

4. Provide your home address on the application form and your mailing address on the mailing address form - [see application package](#).
5. Provide proof of your Indian/Inuit status (include your band number on the application), if you are applying for post secondary student support for the first time.
6. All applicants must maintain an overall academic average of 60% each semester once they have been approved for funding assistance.

Please read all information in your **Application and Information Packages**. If you have any questions or require further clarification, please call us at (709) 882-1272.

Funds received by MHR for the Off-Reserve Post Secondary Student Support Program is used to fund Off-Reserve Miawpukek Band members only. Please keep in mind that this program is only designed to “assist” band members financially while in training and we cannot be responsible for all expenses incurred during your study period.

Not all students who apply and meet the criteria for approval will be automatically funded. Funding is based on budget availability for the current fiscal year. For further details pertaining to this, please see below.

All applications received will be subjected to availability of funds.

Dates of Application Deadlines:

**	For September enrollment For January enrollment For Spring enrollment For Summer enrollment	June 30 November 17 March 3 April 13
**	MHR will begin accepting student applications for September semesters in January of each New Year.	

Since MHR has been administering the Off-Reserve Post Secondary Student Support Program, the amount of students applying for assistance have been greater than the funds available from the Department of Indian & Northern Development (DIAND) for this program. In short, there is not enough money to fund all Off-Reserve students applying for assistance.

To ensure that all Off-Reserve Miawpukek Band members have equal access to the program, MHR has developed a general information package and application package to be used by all applicants of the program. Eligibility criteria has been outlined and followed so all students can be processed in the same manner.

We ask all applicants of this program to please remember that this is an assistance program only. This program is meant to assist students with their post secondary costs and not meant to cover every conceivable expense. Students will/may have to incur some post secondary costs.

PRIORITY GUIDELINES FOR STUDENT SELECTION

The approval process for appropriating funds to eligible post secondary applicants will be in accordance with a priority framework based upon the following three general categories:

- 1. Re-enrollments (those already being sponsored by the program)**
- 2. Characteristics of Student (Continuing, Non-continuing, etc.)**
- 3. Program Considerations (length of course, UCEP, other)**

In the priorities which follow, **continuing student** refers to a student who has completed high school or graduated from UCEP and is continuing studies at an accredited post secondary institution as well as to a student who is currently studying at a recognized post secondary institution and will continue during the academic year for which sponsorship is being requested. A **non-continuing student** is a student not currently attending high school or post secondary studies.

Selection Process:

- 1. All Off-Reserve Post Secondary Student applications are dated the day of which MHR receives the application.**
- 2. Students are then categorized as continuing or non-continuing.**
- 3. Two lists of new student applicants are created and arranged according to date that the application received.**
- 4. Students currently being funded by the Post Secondary Program (re-enrollments) are provided funding from the budget first. The remaining dollars are then used to provide assistance to new applicants.**
- 5. New students in category #1 (continuing students) are provided funding next.**
- 6. If all the students in category #1 are funded and there is money left in the budget, new students from category #2 (non-continuing students) are funded.**
- 7. A fee schedule is completed covering the student costs for the entire academic year. A complete cost-breakdown is required from the post-secondary institution in which you will be attending in order for us to be as accurate as possible in our budget analysis for the current year.**
- 8. Cheques or direct deposit is completed on a monthly basis or the residence fees are paid directly to the post-secondary institution.**

Applicant Selection by Decreasing Order of Priority

Category #1 - Continuing Student	
(a)	<p>Students who were successful last year:</p> <p>(1) in completing high school & continuing on to a post secondary institution, or (2) continuing on with their post secondary program after finishing their first year or next year leading to at least a two year certificate, diploma or degree.</p>
(b)	<p>Students who have been accepted in:</p> <p>(1) a post secondary program not normally sponsored by HRDC & (2) requiring less than two years to complete</p>
(c)	<p>Students who meet the requirements set out in UCEP Policy who need a year to qualify for entrance to a post secondary program requiring two or more years for completion</p>
(d)	<p>Students who were:</p> <p>(1) previously accepted into a program and would have been a continuing student but could not be supported last year because funds were not available (2) continuing with their schooling without funding and will be considered if applying for the upcoming year.</p>
Category #2 - Non Continuing Student <small>(Not currently attending high school or post secondary studies)</small>	
(a)	<p>Students who were not in school in the year immediately prior to their application for assistance and who remained unfunded because funds were not available but who have again been accepted into a post secondary program of at least two years in length.</p>
(b)	<p>Students who have been accepted into a program of at least two years in length but who were not in school last year.</p>
(c)	<p>Students who were not in school in the year immediately prior to the initial application for assistance and who remained unfunded because funds were not available but who have again been accepted in a post secondary program not normally sponsored by HRDC and requiring less than two years for completion</p>
(d)	<p>Students who have been accepted in post secondary programs not normally sponsored by HRDC and requiring less than two years for completion</p>
(e)	<p>Students who meet the requirements set out in the UCEP Policy who need a year in order to qualify for entrance to post secondary programs requiring two or more years for completion</p>

**MIAWPUKEK HUMAN RESOURCES
ALLOWANCE CATEGORIES**

ALLOWANCE CATEGORY	DESCRIPTION	MONTHLY ALLOWANCE
S-1	Single student living with employed parent	\$ 290.00
S-2	Single student	\$ 800.00
S-3	Single Parent with: <ul style="list-style-type: none"> • one dependent • two dependents • three dependents and • additional dependents 	\$1,045.00 \$1,205.00 \$1,355.00 \$ 50.00 (Each additional dependent)
M-1	Married Student with: <ul style="list-style-type: none"> • employed spouse • one dependent • two dependents • three dependents • additional dependents 	\$ 800.00 \$ 850.00 \$1,030.00 \$1,205.00 \$ 50.00 (Each additional dependent)
M-2	Married Student with: <ul style="list-style-type: none"> • dependent spouse • one dependent • two dependents • three dependents • additional dependents 	\$ 895.00 \$1,045.00 \$1,205.00 \$1,355.00 \$ 50.00 (Each additional dependent)

INTERSESSIONS/SUMMER SESSION ASSISTANCE CRITERIA

For students who receive Post Secondary Student Assistance directly from Miawpukek Human Resources, **The First Priority For Budget Expenditures Remains Full Time, Fall/Winter Students.** Students who wish to receive financial support for intersession or summer session studies must provide documentation from their post-secondary institution, which demonstrates why the course should be taken during these sessions or lists the intersession as mandatory. Consideration will be given to the following:

- **COURSE LOAD TAKEN DURING THE FALL/WINTER TERM**
- **ACADEMIC PROGRESS**
- **NUMBER OF COURSES REQUIRED FOR COMPLETION OF THE PROGRAM**
- **ANTICIPATED GRADUATION DATE**
- **AVAILABILITY OF FUNDING**

All applications for intersession and summer session should be accompanied by an education plan which lists not only the courses to be taken during the spring/summer break, but also those to be taken by session and year to complete the program requirements.