TEMAGAMI FIRST NATION

POST-SECONDARY POLICIES AND PROCEDURES MANUAL

A GUIDE FOR ADMINISTRATORS
AND
TEMAGAMI FIRST NATION STUDENTS

Dated: AUGUST 10, 2005

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1.0 INTRODUCTION

This document describes the policy for administration of the Temagami First Nation Post Secondary Program (TFNPSP).

The objective of the TFNPSP policy is to ensure that a maximum number of TFN members are able to achieve their academic and vocational goals through the funds available for this program.

Temagami First Nation Chief and Council have adopted these policies and mandate the Education Director to follow the policies as written to ensure fair and objective decisions for all students.

In summary, the sponsorship process is simplified as follows: TFN members requesting post secondary funding are provided a copy of this policy. Application is made to one or more post secondary institutes. The application forms are completed and returned to the Education Director along with verification of application The Education Committee will then appraise the applications in terms of funding priority and funding availability and advise the student as promptly as possible as to whether or not his/her application for sponsorship has been approved.

2.0 ELIGIBILITY FOR POST SECONDARY

To apply for assistance, the applicant/student must:

1. Be a member of Temagami First Nation as defined by the Indian Act.

2. Be currently enrolled or have made application to a qualified post secondary institution. This includes college, university, public or private professional schools (examples are the Anishnabek Educational Institute, Kenjgewin Teg Educational Institute, CTS).

3.0 HOW FULL TIME STUDENT FUNDING IS PRIORITIZED

3.1 DESCRIPTION OF VARIOUS TYPES OF STUDENTS

Full-time Students: Students are considered full time if they are classified as full-time by the educational institute that they are attending. When justified with an education plan students will be considered full-time provided they are required to attend classes/lectures for a minimum of nine hours per week.

Continuing Students: are those currently funded by the Temagami First Nation, are in good academic standing (grade point average of 2.0 or higher) and are abiding by the policies contained in this manual.

Recent Secondary School Graduates: are those who have successfully completed the requirements for their Secondary School Diploma and are entering a post secondary program for the first time and are accepted into a program according to the provisions of this Manual. Applicants under this section must apply for education assistance within two years of their secondary school graduation date.

Deferred Students: students that have applied for funding and meet all the criteria for funding in this manual but are deferred because of INAC funding shortfalls and have reapplied.

Graduate and Post Graduate Students: are those students that are accepted into graduate or post graduate programs and are not considered continuing students.

Returning/Mature Students: are those who have been accepted into a post secondary program that are returning or entering post secondary studies for the first time either based on previous education or considered mature students as defined by the institution offering the program.

3.2 FUNDING PRIORITY LIST FOR FULL-TIME STUDENTS

Priority 1	Continuing Students in current program
Priority 2	Recent Secondary School Graduates
Priority 3	Continuing Students proceeding to next level of education in related field
Priority 4	Deferred Students Students must reapply each year to remain on the deferred list.
Priority 5	Post Graduate Students
Priority 6	Returning / Mature Students Priority will be given to those that a) have never attended before b) are proceeding to the next level c) want to obtain a 2nd diploma or degree at same level or go from level II to level I

NOTE: Limits of funding support will be considered when prioritizing students.

4.0 FUNDING SUPPORT

TYPES OF FUNDING SUPPORT
There are five types of funding support;, students are required to identify the amounts requested on the application form. The Temagami First Nation will not be responsible for repaying any loans for education taken out by the individual student.

Tuition
Tuition will be paid in full, for all mandatory tuition expenses, for all sponsored students.

Students are required, if possible, to opt out of any medical or dental plans offered by educational institutes, and failure to do so will result in the student being billed for these charges.

The fee for application to Colleges and Universities will be paid directly by TFN if requested by recent secondary school graduates only. All other students must pay the cost for applicable fees such as confirmation, application and registration fees associated with applying to a Post Secondary Institution. Once sponsorship is approved, the student must supply original receipts to the Education Director for reimbursement of these costs.

The TFN Education Director will issue a confirmation letter on behalf of the sponsored student to the Post-Secondary Institution that guarantees "payment for tuition". TFN Education Department will be invoiced directly by the school.

Books & Supplies
Students are to provide the cost of books on the application form from the course calendar and submit book list. A $600 allowance for books and supplies will be issued at the beginning of the school year for full-time students, upon submission of a book list. Arrangements can be made for payment directly to book store
Students are required to keep all book receipts.

Students requesting reimbursement for expenses beyond the allotted amount must submit original receipts accounting for the $600 and the additional funds requested. Eligible expenses beyond the allotted amount will be reimbursed.

For part-time and correspondence students, books and supplies for each course will be reimbursed upon submission of receipts or payment can be arranged directly to the educational institute.

4.1 TYPES OF FUNDING SUPPORT (cont'd)

Living Allowance
Living allowance is to be used for accommodation, food and sundry items.
Living allowances will be deposited directly into student's bank accounts if students so choose, and they have an account with the Bank of Nova Scotia. Students must complete the direct deposit form and submit to the Education Director by August 15th.
Living allowances will be issued on a monthly basis by the last working day of the month preceding the month for which the living allowance is for, except for the April payment that will not be issued until the first working day in April. A list of deposit dates will be provided to students at the beginning of the school year.

Schedule of living allowance can be found in Appendix A.

At the beginning of the school year, special consideration may be given for an advance for rent.

University or College Residence – Special arrangements for residence fees can be made upon request.

Travel Allowance
The TFN will subsidize travel for full-time sponsored students. Student traveling from their normal place of residence to an educational institute in another community may apply for and receive a maximum of $200.00 per year. Applications will be reviewed and approved on an individual basis.

Supplementary Request for Special Assistance
Special circumstances may arise that require additional funding for contingencies arising from the course curriculum that was not known at registration. The Education Director will review the request and inform the student in writing of the decision.

To apply for the special funding the student must:

1. Make a written application to the Education Director that describes in detail what the funds are for and why they are necessary to the course.

2. Provide a written support letter from the Institution that describes why the student requires the goods or services to complete the course.

3. Understand that approval for these requests are subject to the availability of funds and the importance of the request.

After approval for funding, arrangements for payment directly from TFN can be made or original receipts can be submitted for reimbursement.

4.2 LIMITS OF FUNDING SUPPORT

Students must be aware of limits to assistance and take any special needs into account when making decisions regarding their education plans.

Assistance will be provided for four levels of Post-Secondary Education as follows:
Level 1 – College or equivalent
Level 2 – Undergraduate University Degree
Level 3 – Graduate University Degree (Master's)
Level 4 – Post-Graduate Degree (Doctoral)

Program Limits
Education allowance assistance is for the purpose of completing one diploma or degree at the different levels of post secondary study, with the exception of stepped/concurrent programs.

Students proceeding from Level 1 to Level 2 are considered continuing students if the Level 2 program is directly related to the Level 1 program.

Students who have completed Level 2 may be funded for Level 1, if funding is available.

Students who have completed level 3 or level 4 will not be eligible for level 1 or 2 programs.

Time Limits
The time period TFN will fund a specific full-time course of study is the official length of the program, as identified by the educational institute and stated on the Application for Funding Form. It is very important that each student understands that TFN expects students to take a full course load and to pass the courses they are enrolled in. Special consideration will be given for completing a program beyond the official length of the program up to a maximum of one year if the extension can be justified, an education plan has been developed in consultation with an Education Counsellor and it has been approved by the Education Committee.

Funding approval may be granted beyond the regular course length if the student provides verified proof of a medical reason or compassionate grounds for extensions. The onus will be on the student to notify the Education Director immediately upon any disruption in their studies. The maximum time allowed for extensions in funding for medical or compassionate reasons is one year.

4.3 FULL-TIME FUNDING

For those students sponsored for full-time education, all types of funding support can be applied for. Full-time students must abide by all the policies contained in this policy manual.

Full-Time Students who choose to fast track
A student is considered to fast track if they will complete their program earlier than the expected graduation date. A TFN student who is in full-time studies and wishes to fast track must attend at least one intersession course and at least two summer courses to be considered for full financial support for the whole summer.

The student must also meet the following criteria:

1. Make a formal written request including an education plan demonstrating that they are fast tracking to the TFN Education Director by March 1st in the year they wish to fast track.

2. Submit grade transcripts for the winter session and class schedules for intersession and summer school as soon as they are available to the Education Director.

Book Expenses will be reimbursed upon submission of receipts.

4.4 PART TIME and CORRESPONDENCE FUNDING (credited)

Part-time students: are those who have been accepted into a clearly defined Part-Time program or those that are taking courses for credit towards a certificate, diploma or degree.

Students interested in taking part-time or correspondence courses must request funds by the May 30th deadline. Requests beyond this date will be considered based on availability of funds. Temagami First Nation will only fund students for 2 courses at any given time.

The following expenses will be considered for part-time and correspondence students:

1. Tuition costs for courses approved by the Education Committee will be paid in full.
2. Books and supplies for each course will be reimbursed with submission of receipts or payment can be arranged directly to the educational institute.
3. Supplementary funding may be requested.
4. Monthly living allowance if enrolled in a short-term program on a full-time basis and must reside away from home.

Part-time students (cont'd)
Students are required to:

1. Abide by the policies in this manual.

2. Submit final grades for courses before they will be considered for any further funding. Failure to complete or pass a course may be dealt with in one of two ways:
   Option 1: Repay all funds received. You are immediately eligible to receive further part-time funding.
   Option 2: Self-fund the failed course with the same course or with a course of the same academic level, credit value and tuition costs as the failed course. You will not be eligible for further education assistance of any kind until proof of successful completion of the self-funded course is received.

4.5 SPECIAL INTEREST COURSES (non-credit)

Special Interest Courses are those courses that are offered by an approved post-secondary institution. Consideration for this type of program is based solely on the availability of funds and on the individual merits of the application. Examples of this type of program are First Aid, Creative Writing, C.P.R. etc.

Funding will be considered on an individual basis, based on actual tuition and book costs.

5.0 APPLYING FOR FUNDING

All students, new or continuing are required to apply each year.
All new applicants are required to meet or speak to the Education Director regarding their choice of study and a copy of this policy will be supplied to all new applicants at that time.

Prior to submitting an application for financial support to the post secondary selection committee, the applicant/student must:

1. Read, understand and meet all the conditions listed in Section 2.0, Eligibility for Support.

2. Read, understand and accept the listing of Student Priority Funding in section 3.2.

In order to be considered for funding for fall or winter terms, the applicant must, before MAY 30th, submit to the Education Director the following documentation:

1. Verification that application has been made to a post secondary institute.

2. All transcripts, report cards, certificates, licenses, diplomas or degrees.

3. Application for Post Secondary Education Funding Form

4. Statement of Intent Form that describes why the program of study has been selected and outline future goals and job prospects.

5. **Read and Sign** Responsibilities of the Temagami First Nation Post Secondary Student Form.

The TFN Education Committee will approve, defer or reject the application in a timely manner. The applicant will be informed in writing of the decision.
Upon approval of funding, the college or university application fee will be reimbursed to the student upon submission of original receipt.

NOTE: *Late submissions may risk the applicant being declined and asked to apply again before the next May 30th deadline.*

6.0 FUNDING CRITERIA

6.1 Native Based Private Institutions

1. Temagami First Nation Education Department and Administration strongly support Aboriginal Programs and Institutions.
2. Submissions for sponsorship to any Native Educational organization such as Kenjgewin Teg or Anishnawbek Educational Institute must include an information package describing the course content, length and cost and two supporting letters - one from the Institution and one from the applicant. The letter from the Institution must be in support of the applicant and the applicant's letter must state the purpose for taking the course and what the Employment and other benefits or opportunities are.

6.2 Private and Government Non-Accredited Post-Secondary Programs

1. Temagami First Nation encourages all applicants to look first at accredited post secondary institutions that offer degrees, diplomas or certificates. If the student feels that a private institution offers the program that best suits his or her career goals, the applicant must submit a letter to the Temagami Education Director describing the course detail, length and cost.
2. If approved by the Education Committee, the course will be funded on a 'one time' basis.
3. The Education Committee will review applications for private non-native institutions after all other applications are dealt with and if funds are still available, consideration will be given.
4. If approved, funding will be the same as all other programs.
5. There will be no transferring of programs in the Non-accredited Private Institution allowed.
6. Withdrawals from a Private Non-accredited program will result in a two year wait from applying for further Post-Secondary funding from Temagami First Nation.

6.3 International Approved Post-Secondary Institutions

1. Temagami First Nation encourages all applicants to look first at accredited post secondary institutions that offer degrees, diplomas or certificates. If the student feels that a private institution offers the program that best suits his or her career goals, the applicant must submit a letter to the Temagami Education Director describing the course detail, length and cost.
2. The applicant has been accepted into an accredited International post-secondary institution.
3. The applicant must satisfy all other relevant policies contained in this Policy Manual.
4. Living allowance will be paid in Canadian funds as for all other students.
5. Tuition payments will be issued in Canadian funds at the equivalent rates of the top tuition amounts for Canadian institutions offering the same program if available. If the amount is less than required, the applicant must seek alternate funding for the balance.

7.0 RESPONSIBILITIES

7.1 Responsibilities of the Student

The applicant / student must read and sign the Responsibilities of the Student form before they will be considered for funding. By doing so, the student agrees to:

1. Represent Temagami First Nation in a positive holistic manner at all time.
2. Take an active interest in their studies and perform to the best of their abilities.
3. Attend classes regularly.
4. Successfully complete their program of study.
5. Submit a copy of registered class schedule to the Education Director within two weeks of receipt each semester and notify of any change.
6. Submit a transcript of marks to the Education Director within two weeks of release from the Institution they are attending each semester.
7. Provide their school email address to the Education Director within two weeks of the start of school.
8. Send an email to the Education Director one week before the end of each sponsored month to report on school progress.
9. Carefully read and comply with all conditions contained in this policy manual.
10. Notify Education Director in writing of any program or course transfers or withdrawals.

7.2 Responsibilities of the Education Director

The roles of the Education Director are outlined in the job description attached as Appendix B.

7.3 Responsibilities of the TFN Education Committee

The responsibilities of the TFN Education Committee are outlined in the Terms of Reference attached as Appendix C.

8.0 STUDENT AWARDS AND SCHOLARSHIP INCENTIVES

To be considered for these awards, the student must:

1. Be a full-time sponsored post-secondary student.
2. Complete the Awards Application Form.
3. Submit official transcripts.

Students are encouraged to attend the Laura McKenzie Learning School graduation ceremony in June to accept their award. Travel expenses may be considered upon request.

Where TFN Chief and Council have identified an urgent need for people in a specific field, special bursaries may apply.

YEARLY INCENTIVE AWARDS will only be provided if there are funds available at the end of the fiscal year. All students are eligible to apply.

Students may receive one graduation award at each level. A copy of the diploma or degree must be submitted to the Education Director. Graduation pictures are requested.

GRADUATION AWARDS

PROGRAM	AWARD
1 Year College Certificate	100.00
2 Year College Diploma	200.00
3 Year College Diploma	300.00
University Degree	500.00
Graduate Studies-Masters, and specialized degrees ie. Law, Vet, Medical Doctor	1,000.00
Post Graduate Studies PhD	1,500.00

9.0 PROGRAM TRANSFERS/WITHDRAWALS

Transfers

1. A student is allowed one program transfer within their current level without completing the first program entered as long as the student completes the full year with a passing grade point average. After the first transfer, no other transfers will be granted until the student has completed the program they transferred to.

2. The student must notify the Temagami First Nation Education Director within two weeks of the transfer and supply the Director with detailed course information for the new program prior to funding being granted as a continuing student.

3. The student must notify the Temagami First Nation Education Director if he or she has transferred from full-time to part-time in any program within two weeks of the transfer.

Withdrawals

A student is considered withdrawn from a program by Temagami First Nation if they have completed the following:

1. Notified the Temagami First Nation Education Director immediately upon withdrawal.

2. Gone through the proper steps prescribed by the Post-Secondary institution to officially withdraw from a program.

3. Submitted a letter within two weeks of withdrawal to the Temagami First Nation Education Director explaining in detail why he or she withdrew. A student who is considered to be withdrawn will be placed on a Deferral List and must wait for the following time periods to re-apply for Band sponsorship.

Consequences of Withdrawals

1. The student will be required to account for book expenditures and pay back any unused portion.

2. If the withdrawal is deemed to be for medical or compassionate reasons, the Education Committee will allow the student to reapply the following semester.

3. If the student withdraws from a program and there is no medical or compassionate reason, the student will be required to undertake career counseling through an education plan mutually agreed upon between the student and the Education Director. The student will have to wait until the following school year to re-apply for sponsorship from the Temagami First Nation.

4. If the student withdraws for a second time and there is no medical or compassionate reason, they will be suspended indefinitely from support by the Temagami First Nation.

10.0 MISUSE OF SUPPORT THAT IS DEEMED NEGLIGENT

A student is considered negligent when any of the following occur:

1. The student reports **any** misinformation to the Temagami First Nation Education representatives to obtain or maintain sponsorship.

2. A student continues to collect any financial support from the Temagami First Nation for education purposes and has not reported that they have either a) withdrawn from that program or b) are deemed to have quit school.

3. A student continues to collect full-time support from the Temagami First Nation and the student has become a Part-time student and fails to report the change to the Temagami First Nation Education Director.

Consequences of Negligent Misuse of Funding

If a student is found negligent in any of the above circumstances, the following will occur:

1. Funding will be discontinued immediately and the student will be notified by registered mail.

2. The student will be required to pay back all funding support received and paid on their behalf for the entire school year in which the negligent activity occurred.

3. The student is not eligible to reapply for the 2 school years following the school year in which the negligence occurred.

11.0 APPEALS PROCEDURE

To ensure fairness and equitable treatment. this appeal process may be used if a student is unhappy with a decision by the Education Committee or the Education Director.

1. The student must file the Appeal within four weeks (post marked) of the situation that the student feels justified to appeal. (e.g. deferral or rejection of funding application). This letter should be sent to the Education Director.

2. The appeal letter should be detailed in explaining the issue/problem with specific reference to the section of the Temagami First Nation Post Secondary Policy Manual that is disputed.

11.0 APPEALS PROCEDURE (cont'd)

3. If the student is currently attending post-secondary at the time of the appeal, he or she must attach the following to the appeal letter:
   a) Attendance report from the school if available
   b) All transcripts of marks, certificates, licenses, diplomas and degrees earned by the appealing student
   c) Relevant documentation to support the student position such as character and support letters from school counselors, professors, teachers, doctors etc.
   d) List of total months attended and supported financially by Temagami First Nation and the number of months left to be funded.

4. A positive appeal outcome will not be granted if the student has proven to be negligent in parts 1, 2 or 3 of Section 10.

5. The Education Director will call a meeting of the Education Committee to consider the appeal. Whether the appeal is granted or denied by the Education Committee, a written response will be sent the appealing student within 7 days of the Committee's decision. If the student is not satisfied he or she can further appeal to Chief and Council using the same process described above.

6. Chief and Council decision is final.

7. The Temagami First Nation Education Director will notify the appealing student in writing within one week of Chief and Council's decision.

12.0 POLICY REVIEW

1. The Education Committee will review this policy manual in January of each year.

2. Notice will be given to currently sponsored students and those on the deferral list at least 2 weeks in advance of said review and input will be received orally or in writing up to the day of review for consideration by the Education Committee.

3. Any amendments to this policy manual will be published and available to all band members, upon request.

4. Any student who is attending post secondary programs at the time policies are amended will be supplied a copy of the amendments.

APPENDIX A

SCHEDULE OF LIVING ALLOWANCE FOR FULL-TIME STUDENTS

Single students	900.00
Single Parents	
Single parent with 1 dependent	1,150.00
Single parent with 2 dependents	1,275.00
Single parent with 3 dependents	1,400.00
Add $50.00 for each additional dependent	
Married students	900.00
With one dependent	1,050.00
With two dependents	1,150.00
With three dependents	1,250.00
Add $50.00 for each additional dependent	

Dependents are children of the student, 18 years and younger attending school. Dependents must be residing with the student and the student must not be receiving other school funding directly for these dependents from Temagami First Nation.

APPENDIX B

RESPONSIBILITIES OF THE TEMAGAMI FIRST NATION EDUCATION DIRECTOR

Job title:	**Interim Education Director (reports to Reserve Manager)**
Primary function:	To provide overall leadership and management of the educational programs and services for the Temagami First Nation including program and administrative supervision and the achievement of the educational goals of the Temagami First Nation.
Reporting relationship:	This position reports to the Reserve Manager and liaises on an ongoing basis with the Bear Island Education Authority and the Education Committee. This position is responsible for the supervision of all education department personnel.
Salary range:	
Term of employment:	Temporary Full-time, 1 year contract
Effective date:	August 15, 2005
Incumbent:	Lynn Cote

Main Duties:

The Interim Education Director is accountable to the Temagami First Nation Chief and Council for the overall management of the education programs within the education department. Under the supervision of the Reserve Manager, and in consultation with the Bear Island Education Authority, the Interim Education Director performs administrative tasks relating to planning, organizing, coordinating and controlling human and financial resources to ensure the Temagami First Nation educational goals are attained. The Interim Director oversees the proper functioning of all education department programs and services in areas of financial management, planning, policy and program development, human resource management, organizational relationships and administration. The Interim Director is at the core of all communications within the education department and is responsible to ensure that information regarding various education activities and issues are conveyed to the appropriate education department staff. The Interim Director promotes education that is inclusive to community members and reflective of Temagami First Nation culture and languages. The Interim Director also represents the interests of the Temagami First Nation education stakeholders when meeting with outside persons or authorities.

Financial

- Prepare and submit an annual operational budget for the Temagami First Nation education department administrative services and programs including: 1) Laura McKenzie Learning Centre, 2) Secondary School Student Support Services, 3) Post-Secondary School Student Support Services;
- Ensure monthly financial statements are prepared for the Reserve Manager and Bear Island Education Authority meetings, and interpret these as required;
- Ensure all requests for additional funds as required by education Directors and program staff are negotiated and submitted to the Reserve Manager for approval;
- Oversee the management of all education department financial records and files;
- Work with the Executive Assistant and the Bear Island Education Authority to develop the BIEA budget;
- Work with the school principal to develop the Laura McKenzie Learning Centre budget;
- Monitor and control education budgeted expenditures, including salaries and contracts;
- Ensure the prescribed guidelines are followed for issuing student allowances, tuition fees, travel allowances and any other direct payment to individuals or institutions;
- Ensure all reports are completed and applications are made to appropriate funding bodies;
- Negotiate funding requests and project subsidies, as required, on behalf of the Bear Island Education Authority and Temagami First Nation Chief and Council;
- Ensure the required commitments and guidelines for reporting under the funding agreements are followed and met in an efficient and timely manner;
- Any other related financial management activities as required;

Planning

- Oversee the development of a long-term strategic plan for education and school improvement plan;
- Develop an annual work plan based on the goals provided by Temagami First Nation Chief and Council and in consultation with the Bear Island Education Authority;
- Ensure all education department staff develop annual work plans that are consistent with the Temagami First Nation education goals;
- Monitor the achievement of annual goals and objectives to ensure that work is on course;
- Provide an evaluation of the achievement of the education department annual goals and objectives and submit to the Bear Island Education Authority and the Reserve Manager;
- Prepare monthly and annual reports on the activities of the education department programs to the Reserve Manager;
- Coordinate the research, development and implementation of high school student support programs and post-secondary student support programs for the community;
- Maintain ongoing communication and liaise with the Bear Island Education Authority, Reserve Manager, Chief and Council and the community regarding issues and trends related to education;

Policy and Program Development

- Ensure all educational programs are consistent with appropriate federal and provincial policy guidelines;
- Ensure appropriate secondary and post-secondary education policies and procedures are in place and reviewed annually;
- Facilitate the development and ensure the implementation of educational policies with the

Bear Island Education Authority and Temagami First Nation;

- Negotiate tuition agreements for secondary students and review annually;
- Ensure all student services for liaison, counseling, advice and assistance, and academic support are appropriate;
- Advise the Bear Island Education Authority to keep the Laura McKenzie Learning Centre up to date on current educational trends, programs and policies and implementing these as necessary;
- Research alternative forms of educational programs and their delivery for potential implementation in the Temagami First Nation educational system;
- Identify educational needs of community members and ensure these needs are being met within the policy and budget guidelines provided to the department;
- Recommend to the Reserve Manager and Bear Island Education Authority, methods of improving the educational offerings of the Temagami First Nation;

Human Resource Management

- Provide supervision to all education department full-time, part-time and casual employees;
- Ensure Temagami First Nation human resources policies and procedures are followed;
- Ensure annual performance reviews of all education department employees are completed and conduct or ensure an annual performance appraisal of the school principal is completed;
- Organize orientation program activities for new staff and new school board members;
- Ensure all education department positions are filled with trained and qualified personnel;
- Prepare job specifications and contracts for all staff positions, which have been recommended by the Bear Island Education Authority and Temagami First Nation;
- Arrange professional development for education department and school personnel;

Organizational Relationships

- Communicate professionally and sensitively with all people both inside and outside of the Temagami First Nation;
- Promote education and develop working partnerships with community and outside organizations;
- Meet regularly with the staff and ensure the education department function as a team, working in the best interests of the students and their parents;
- Coordinate and attend the Bear Island Education Authority meetings, in an advisory and non-voting capacity, and acting chairperson if requested by the Board Chairperson;
- Assist the Bear Island Education Authority to regularly assess the achievements and the needs of the Laura McKenzie Learning Centre;
- Act as a resource to the Bear Island Education Authority on educational matters;
- Liaise between the school and Bear Island Education Authority;
- Coordinate Education Committee meetings as required to ensure an equitable post secondary student support funding services administration policy;
- Maintain positive working relationships with external policy and funding bodies, including the Indian and Northern Affairs Canada, Ontario Ministry of Education and various school boards;

Administration

- Monitor the attendance and progress of the students who are attending school in other communities to be educated;
- Provide administration support to the Bear Island Education Authority;
- Provide administration for funding secondary and post-secondary school students attending school off-reserve;
- Provide support and respond to inquiries from sponsored secondary and post-secondary students;
- Respond to inquiries from all band members regarding education;
- Meet with post-secondary review committee to approve applications yearly;

Qualifications, Skills and Experience

- University degree in Education and/or a certified member of the Ontario College of Teachers;
- Post-secondary education or training or experience in business administration or public administration;
- Minimum of five years direct experience in education services delivery and coordination in positions of equal complexity;
- Knowledge and skills in proposal writing and research;
- Have a minimum two years work experience within a First Nation;
- Have a broad range of experience and competence related to education programs;
- Knowledge and experience in office administration procedures and budgeting processes;
- Knowledge and experience in human resource management techniques, principles and directives;
- Knowledge of Temagami First Nation culture and language;
- Knowledge of First Nation needs and goals in the education of First Nation people and education delivery;
- Excellent verbal, written and interpersonal communication skills;
- Proven skills in diplomacy, leadership and supervision;
- Proven computer skills in Windows, word processing, spreadsheets, databases, presentation software, e-mail and internet;
- Knowledge of secondary school and post-secondary campus academic processes and student support services;
- Knowledge and experience working with a First Nation Education Authority or school board;
- Knowledge and experience in program planning and development;
- Excellent problem-solving and analytical techniques;
- Strong, planning, organizing and project management related skills.

APPENDIX C - RESPONSIBILITIES OF THE TEMAGAMI FIRST NATION EDUCATION COMMITTEE

Forthcoming

APPENDIX D - FORMS

Application for Funding

Awards Application Form

Document Release Form

Responsibilities of Student Form

Statement of Intent

Direct Deposit Information Form

TEMAGAMI FIRST NATION POST SECONDARY PROGRAM
APPLICATION FOR FUNDING FORM

Student Identifier:
High School Grad_____ Continuing _____ Mature/Returning _____ Deferred _____

Student Information:

Surname: _____ Given Name: _____

Status No.: _____ Birth Date/Age: _____

Home Address: _____ School Address: _____

_____ _____

_____ _____

Home Phone: _____ School Phone: _____

Email: _____ School Email: _____

Dependent Information:

Do you have dependents that are 18 years or younger? Yes / No
If yes, please complete the chart below:

NAME	AGE	IN SCHOOL?	RELATIONSHIP TO YOU

Sponsorship Information:
Have you previously received educational assistance from TFN? Yes / No

If Yes, complete the chart below:

DATES	Program	Institute	Completed (yes/no)

Program Information:

Educational Program Enrolled or Accepted into: _____

Educational Institute:_____ City/Prov:_____

Program Type: Entrance:_____ College:____ University:____ Graduate:____ Other:____

Full-Time____ Part-Time____

Certificate_____ Diploma_____ Degree_____ Other_____

Length of Program: 1 2 3 4 years Year of Study: 1st 2nd 3rd 4th

Expected Graduation Date:_____

FUNDING REQUEST

TYPES OF FUNDING	**AMOUNT REQUESTED**
Living allowance	Yes / No
Monthly amount?	
Books and Supplies (approx.)	
Tuition Cost	
Travel Allowance	
Supplementary	

I certify that the above information is correct. I understand that it is my responsibility to inform the Temagami First Nation Education Director of any changes with regard to the above information. Failure to do so may result in termination of sponsorship.

_____ _____

Student Signature Date

Application Checklist (Please enclose)

- ❑ Letter of Acceptance from Educational Institute
- ❑ Most recent transcripts
- ❑ Responsibilities of Student Form
- ❑ Statement of Intent Form

TEMAGAMI FIRST NATION POST SECONDARY PROGRAM

AWARDS APPLICATION FORM

Student Name_____ Date:_____

Educational Institute Attended _____

Program of Study_____ Year of Study 1 2 3 4

AWARD

Are you applying for an incentive award_____ or graduation award _____

Please indicate the amount of the award that you have qualified for_____.

Do you plan on attending the Laura McKenzie Learning Centre graduation and awards night?
Yes / No (the date will be available on the internet as soon as it is available each year)

If yes, will you require travel assistance? Yes / No

If yes, please indicate the amount you will require._____

Please include a copy of your latest transcript or proof of graduation.

I certify that the above information is correct.
By accepting this award, I agree that TFN may publicize my picture, name and award.

_____ _____

Student Signature Date

DOCUMENT RELEASE FORM

Institute name:

_____

_____

_____

Attention: <u>Office of the Registrar:</u>

To whom this may concern:

As a student assisted by the Temagami First Nation, I hereby authorize the above mentioned educational institute to release all transcripts, attendance records and all other documents indicative of my progress to the sponsoring agency.

Student Name: _____

Student Number: _____

Program: _____

For School Year: 2010 - 2011

Please forward all transcripts and other academic documentation, as they become available, to the following address:

Temagami First Nation
Bear Island, Lake Temagami
Ontario P0H 1C0

ATTN: Cindy Hare, Director of Education

_____ _____

Student Signature Date

TEMAGAMI FIRST NATION POST SECONDARY PROGRAM

RESPONSIBLITIES OF STUDENT FORM

Student Name: _____

As a sponsored student of Temagami First Nation I agree to:

1. Represent Temagami First Nation in a positive holistic manner at all time.
2. Take an active interest in my studies and perform to the best of my abilities.
3. Attend classes regularly.
4. Successfully complete my program of study.
5. Submit a copy of registered class schedule to the TFN Education Director within two weeks of receipt each semester.
6. Submit a transcript of marks to the TFN Education Director within two weeks of release from the Institution I am attending each semester.
7. Provide my email address to the TFN Education Director within two weeks of the start of school.
8. Send an email to the Education Director one week before the end of each sponsored month to report on school progress.
9. Carefully read and comply with all conditions contained in this policy manual.
10. Notify TFN Education Director in writing of any program or course transfers or withdrawals.

_____ _____

Student Signature Date

TEMAGAMI FIRST NATION POST SECONDARY PROGRAM

STATEMENT OF INTENT

DATE:_____

Name: _____

Institute Attending: _____ Program: _____

Qualification sought: _____ Program Length: _____

Why have you selected this program and what are your future goals and job prospects? (attach an additional sheet if required)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

I acknowledge that I have read and understand the policies contained in Temagami First Nation's Post Secondary policies and procedures manual and will abide by it.

_____ _____

Student Signature Date

POST SECONDARY
DIRECT DEPOSIT INFORMATION

STUDENT NAME & ADDRESS:

_____

_____

_____

_____

_____

NAME OF BANK :_____

LOCATION OF BANK:_____

BRANCH NUMBER:(5 digits)_____

INSTITUTION ID (3-digits)_____

BANK ACCOUNT NUMBER:_____

Please forward this form by August 15th to the following address:

Temagami First Nation
Bear Island, Lake Temagami
Ontario P0H 1C0

ATTN: Cindy Hare, Education Director

_____ _____

Student Signature Date