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Micmacs of Gesgapegiag

Post-Secondary Education Support Program Policy

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1. EFFECTIVE DATE

This Policy supports the implementation of the Micmacs of Gesgapegiag Post-Secondary Education Support Program (PSESP) approved by Council on March 29, 2017. The Policy and its related Directive and Procedures will be reviewed at least every five years.

2. DEFINITIONS

Under this program policy,

“**Academic year**” as defined by the post-secondary education institution.

“**Attestations of Collegial Studies (ACS)**” are credited and recognized collegial programs of study that are shorter in duration, usually equivalent to one year, and built from existing Diploma of college studies programs. They have been specially created for adults, to reflect the most recent job market reality.

“**Canadian residency**”, for the Micmacs of Gesgapegiag Post-Secondary Education Support Program (PSESP), means the applicant has resided in Canada for 12 consecutive months prior to apply to the PSESP.

“**CEGEP**” is an abbreviation of Collège d'enseignement général et professionnel. CEGEPs operate in Quebec. CEGEPs offer specialized professional or vocational education in specific employment fields as well as general 2-year programs that allow students to graduate with a diploma and then pursue undergraduate studies at the university level.

“**Certificate of Indian status**”, commonly referred to as the status card, is an identity document issued by Indian and Northern Affairs Canada (INAC) confirming the individual is registered as an Indian under the *Indian Act*.

“**College**” is usually used to refer to technical schools that offer specialized professional or vocational education in specific employment fields. They include colleges of applied arts and technology, colleges of applied sciences, etc. In the Quebec education system, a college diploma is required in order to continue onto university (see definition of CEGEP).

“**Co-op program**” means a program of study where the student alternates between academic studies and paid work placements related to his/her areas of interest.

“**Council**” are individuals who have been democratically elected every four years to represent Micmacs of Gesgapegiag members and provide directions to an administration responsible for the development, implementation, monitoring and evaluation of programs and services to Micmacs of Gesgapegiag members. The Council is comprised of one Chief and eight councillors. Each councillor is assigned one or more portfolios such as Education.

“**Diploma of college studies (DCS)**” means a pre-university or career (technical) diploma at the college/CEGEP level.

“Eligible Micmacs of Gesgapegiag member” means a Micmacs of Gesgapegiag member meets all admission requirements of the post-secondary education institution, and the funding application requirements of Micmacs of Gesgapegiag Post-Secondary Education Support Program (PSESP) Policy.

“Gesgapegiag Education Services” is the Department within the Micmacs of Gesgapegiag Administration responsible for the development, implementation, monitoring and evaluation of the Micmacs of Gesgapegiag PSESP Policy, Directive and Procedures.

“Immediate family” means the student’s: spouse or common-law partner; father and mother and the spouse or the common-law partner of the father or mother; children and the children of the student’s spouse or common-law partner; grandchildren; brothers and sisters; grandfather and grandmother; father and mother of the spouse or common-law partner and the spouse or common law partner of the father or mother; relative who resides permanently with the student or whom the student permanently resides; and, parent surrogate by tradition.

“Mature Students” is normally classified as a student who is at least 25 years old at the start of their program of study, and usually has been away from school for at least two years. Mature students can also include students away from school for decades or students with no secondary education as situations allow. It should be noted that the requirements for admission and the definition of the term "mature" vary, not only from one post-secondary education(PSE) institution to another, but within a given PSE institution depending on the program of study.

“Micmacs of Gesgapegiag” is the legal name of one of three Mi’gmaq communities on the south shore of the Gaspésie with a total population of almost 1,500 of which close to 50% live in the community. For the purpose of this policy, the term can also mean the administration arm responsible for the development, delivery and review of programs and services.

“Micmacs of Gesgapegiag member” means an individual registered as an Indian under the *Indian Act* and whose name is on the Micmacs of Gesgapegiag Band Membership List (Registry Group) maintained by INAC.

“Part-time students” are students in less than the required number of courses to be considered full-time, as defined by the post-secondary education institution.

“Post-secondary education institutions” are degree, diploma, certificate and ACS granting institutions that are recognized (approved “by a province”), and including educational institutions affiliated with or delivering accredited post-secondary education programs by arrangement with a post-secondary education institution. (list of eligible post-secondary education institutions: <https://www.aadnc-aandc.gc.ca/eng/1450118747581/1450118780992#chp4>)

“Post-secondary education program” means a recognized program of study offered by a recognized post-secondary education institution for which completion of secondary/high school or equivalent is required for admission and provides a degree, diploma, certificate or ACS.

“Program of Study” includes all post-secondary education program, leading to an ACS, a certificate, diploma or degree.

“UCEPP” means a university or college entrance preparation program offered in post-secondary education institutions, to enable students to attain the academic level required for entrance into a post-secondary program of study.

“University graduate” can be completed after an undergraduate degree. It involves additional study in a particular area of interest and may include research or the completion of a thesis. For the purpose of this policy, the term university graduate will encompass: advanced or professional degree, masters and, doctoral programs.

“University undergraduate” is the first degree you can complete at the university level. It is commonly called a baccalaureate or bachelor’s degree and may be further classified as honours or general. A student can also complete certificate, an undergraduate certificate or diploma.

“Work placement” means either Co-operative (co-op) education, work placement or internship programs offered by a post-secondary education institution and designed to provide students with on-the-job experience as part of their program of study. Co-op students alternate between academic studies and paid work placements related to their areas of interest. Some internships and work placement are paid while others provide academic credits towards a degree.

3. INTRODUCTION

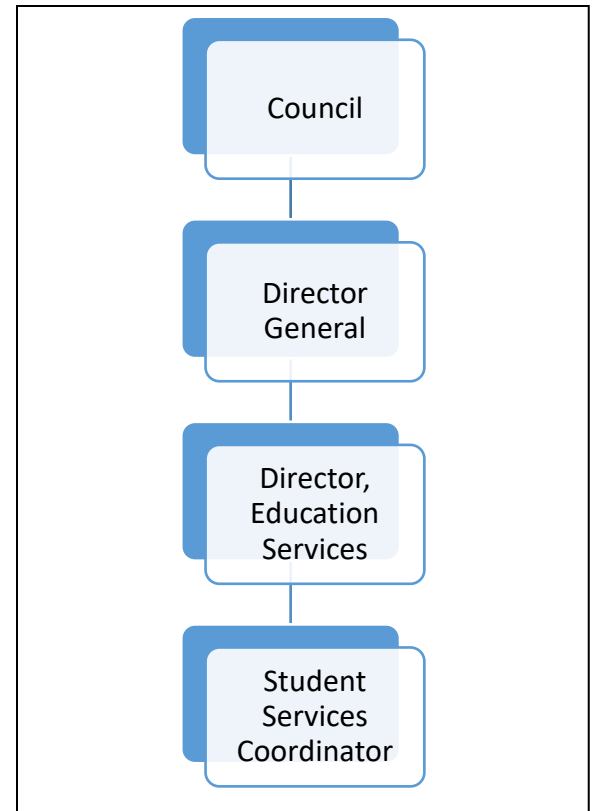
For the Micmacs of Gesgapegiag, Education is one of the pillars of its autonomy. Over the years, programs have been implemented to support Micmacs of Gesgapegiag members in their lifelong learning journey.

The Micmacs of Gesgapegiag Post-Secondary Education Support Program (PSESP) provides support services as well as financial assistance to eligible Micmacs of Gesgapegiag members who want to access and pursue post-secondary studies. Financial assistance can be provided from federal or provincial funding programs as well as investment from Micmacs of Gesgapegiag own source revenues. In making decisions about the allocation of funds available to support post-secondary students, the priority will be to fund the maximum number of students. If funds remain available, applications received for academic achievement scholarship and/or graduation incentives will then be considered.

This PSESP policy and its companion directive and procedures shall serve as the operating guidelines for the Micmacs of Gesgapegiag while administering the program.

This program is administered by the Education Services Department under the responsibility of a Director. The Director reports to a Director General who, in turn, reports to Council. The Director, Education Services, delegates the administration of the Post-Secondary Education Support Program to the Student Services Coordinator. Under the direct supervision of the Director, Education Services, the Coordinator is responsible for: implementing the Micmacs of Gesgapegiag Education Services Post-Secondary Education Support Program, its policy, directive and relevant procedures; providing support to students; and liaising with community members, other departments/organizations and, post-secondary education institutions.

All program policies and directives are effective once approved by Micmacs of Gesgapegiag Council and can be accessed through the Micmacs of Gesgapegiag's website at www.gesgapegiag.ca.



4. OBJECTIVES

The PSESP aims to support all eligible Micmacs of Gesgapegiag members who want to access and pursue post-secondary studies.

The objectives of the program are to:

- Promote access to post-secondary studies among Micmacs of Gesgapegiag members who meet the requirements of post-secondary education institutions;
- Support students to persevere and graduate with a post-secondary education diploma that confirms they have the necessary skills and competencies to access the labour market and pursue individual careers;
- Develop the human resources capacity of the Micmacs of Gesgapegiag for its benefit and future development and the well-being of its Micmacs of Gesgapegiag members; and,
- Offer financial support to eligible Micmacs of Gesgapegiag members accepted in a recognized post-secondary education program offered by a post-secondary education institution and that will lead to a recognized post-secondary education diploma.

5. PROGRAM ELIGIBILITY CRITERIA

5.1 Criteria

To be eligible to apply for financial support under the Post-Secondary Education Support Program (PSESP), the applicant must:

- be a Micmacs of Gesgapegiag member;
- have Canadian residency;
- have been living in Canada at least one year before applying to the PSESP;
- have met post-secondary education entrance requirements and been accepted at a post-secondary education institution recognized by First Nations or by a province or a territory;
- maintain a satisfactory academic standing within that institution (as per the institutions definition of satisfactory academic standing); and,
- not be the subject of a sanction under this Program.

5.2 Conditions

Students who want to apply to the Micmacs of Gesgapegiag Post-Secondary Education Support Program (PSESP) must submit a fully completed “**Application for Post-Secondary Educational Financial Support**” form with all the required documents by the appropriate deadline. Students can download the form from the Gesgapegiag website at www.gesgapegiag.ca under post-secondary education support.

Each application will be assessed in accordance with the PSESP policy, directives and procedures for decision. If the application is approved for financial support, the student will need to sign a financial support contract and other documents which will set out all the student’s requirements during the period of financial support.

A student will not be eligible to apply to the PSESP (full-time or part-time) for:

- One school year following withdraw from the post-secondary education program of study without a valid reason (supported by a medical certificate or in the case of a death in the immediate family a letter from the student’s faculty advisor), failing an academic probation or not respecting the signed financial support contract with the Micmacs of Gesgapegiag Education Services; and,
- Two school years for a false declaration in the application for funding or in any correspondence with the Education Services Department. A false declaration could result in criminal accusations or banned from accessing future financial support.

In addition, if the student has collected unjustified funding, the student will have to sign a repayment schedule agreement with the Director of Education on behalf of the Micmacs of Gesgapegiag. Please refer to section 10 in the Post-Secondary Education Support Program Directive and Procedures for more details on the procedures to follow.

6. ADMISSION TO THE PROGRAM

6.1 Student Priority Categories

The Micmacs of Gesgapegiag may not have sufficient funds to financially support all eligible Micmacs of Gesgapegiag members under the Post-Secondary Education Support Program (PSESP).

Therefore, the Education Services will use the following 7 categories to rank all applications received:

Category One: Full-time students currently supported financially by the Micmacs of Gesgapegiag under the PSESP and who have successfully completed year one or subsequent years of their post-secondary education program of study OR full-time students who ceased to attend during the previous post-secondary school year for valid reasons (which must be documented by a valid medical certificate or in the case of a death in the immediate family by a valid medical certificate or a letter from the student's faculty advisor dated no more than two weeks after having officially withdraw from school).

Category Two:

- a. Deferred secondary/high school graduates due to lack of funding who apply for full-time studies; and,
- b. Current secondary/high school graduates continuing on to post-secondary education without a break in studies who apply for full-time studies.

Category Three:

- a. Full-time or Part-time students whose applications for support were deferred due to lack of funds and who are re-applying for support (who do not fall under category 2); and,
- b. Part-time students already supported financially by the Micmacs of Gesgapegiag's PSESP and who apply for funding to attend school full-time.

Category Four:

- a. Full-time Students already studying at a recognized post-secondary education institution who have never received financial support from the Micmacs of Gesgapegiag PSESP; and,
- b. Mature Students who meet PSESP requirements and who apply for the first time to the Micmacs of Gesgapegiag's PSESP.

Category Five: Students who have completed an undergraduate degree (with or without financial support from the Micmacs of Gesgapegiag's PSESP) and continue on to a graduate program of study with or without a break in studies.

Category Six:

Full-time students who withdrew from their post-secondary studies OR students who were dismissed previously from a post-secondary education institution.

Category Seven: Students who apply for funding for part-time studies.

Category Eight: Students who have already completed a program of study at the same level as the program of study for which they apply for financial support from the Micmacs of Gesgapegiag.

Full-Time Students/Studies

Students will have to maintain the minimum course load determined by the post-secondary education institution to be considered full-time for each term. Students who are employed on a full-time basis while attending studies on a full-time basis are ineligible for living allowance support. Although they may carry a full-time course load, they will be sponsored as a part-time student and will only be entitled to support for tuition (including compulsory fees) and required books and supplies.

Part-Time Students/Studies

Students are classified as “part-time” if they do not maintain the minimum course load required for “full-time” enrollment. Part-time students who are employed full-time should first ask their employer for financial support to cover their tuition, books and supplies and will need to provide a written confirmation from the employer that financial support for tuition, books and supplies is not available in order to be considered under the PSESP.

E-learning and Distance Education Programs

E-learning and distance education programs are different in terms of being considered full-time or part-time programs. Therefore, the level of financial support that can be provided under the PSESP will be different. The Student Services Coordinator will determine the level of financial support provided to the student based on the review of the application and information provided by the post-secondary education institution. For example, distance education programs allow students to be available to work full-time. In such circumstances, the student will be considered a part-time student. Some e-learning programs have courses during the day and students attend class by video-conference. In such circumstances, the student may not be able to work full-time and therefore will be considered a full-time student if the student maintains the minimum course load determined by the post-secondary education institution to be considered full-time for each term.

6.2 Pre-Admission

All students must apply every year to request financial support.

Gesgapegiag Education Services will only assess applications that have been provided by the appropriate deadline and have a completed application form with all the required documents.

PRE-ADMISSION – REQUIRED DOCUMENTS	
FIRST APPLICATION	ONGOING PSE STUDENTS
✓ Gesgapegiag Post-Secondary Education Support Program Application Form – First Application	✓ Gesgapegiag Post-Secondary Education Support Program Application Form – Continuing Student
✓ Proof of Admission or registration to a recognized post-secondary education institution in a recognized post-secondary education program of study	✓ Proof of admission ONLY if student has changed its post-secondary education program of study ✓ Transcript from the last semester (if not already provided to the Student Services Coordinator)
Student who is registered under an ACS or a DCS need to provide confirmation of the training indicating start and ending dates.	
✓ Birth certificate (for dependent children) ✓ Certificate of Indian status (copy of both sides of the certificate) ✓ Financial Institution Direct Deposit Form ✓ Financial Institution Cheque Specimen ✓ Copy of last diploma/transcript	N/A
Student will be considered independent: if 20 years old and over OR is not living at his/her parent(s)/guardian(s) residence (Student will have to provide a proof of residence, a copy of hydro or phone bill, a copy of a lease or a signed agreement with the tenant) OR has one or more children under his/her care. In the later situation, the student must provide the birth certificate for every child as well as an official document confirming that the child or the children are under his/her care. Any applicable adjustment to living allowances will take effect once documents are received by the Student Services Coordinator. (to be provided every year)	
Note: The Student Services Coordinator may ask for additional documents to complete the analysis of the application such as two documents proving Canadian residency.	

6.3 Deadlines

The following are the deadline to apply for each semester. Students who apply for two or three consecutive semesters need to submit their application for all these semesters by the deadline for the first semester. Most students that need to apply for three consecutive semesters are students in a co-op program. Co-op students who will complete a paid work placement during one of the semesters need to clearly indicate on their application form which semester they will complete their paid work placement. If they are not sure at the time of application, they should apply for all three semesters as full-time students. If they are accepted for financial support, as soon as they know which semester will be their paid work placement, they have to inform the Student Services Coordinator by the same deadlines. For example, if the paid work placement will be during the summer semester, the student needs to inform the Student Services Coordinator by March 15.



Fall
June 15



Winter
November 15



Spring/Summer
March 15

6.4 Definitive Admission

Full-time Students

For each pre-admitted student, the definitive admission, and, therefore, the deposit of money for living allowances, travel, books and supplies will take place once the student provides his/her course schedule and transcripts (for ongoing students) **and** signs a student contract with the Micmacs of Gesgapegiag Education Services.

With respect to the payment of tuition, the Education Services will send a letter of support to the student's post-secondary education institution. The letter will ask the institution to send an invoice to Micmac of Gesgapegiag Education Services. Upon receipt of the invoice, the Micmacs of Gesgapegiag will send a payment directly to the institution.

Part-Time Students

For each pre-admitted student, the definitive admission will take place once the student provides his/her course schedule and signs a contract with the Micmacs of Gesgapegiag Education Services.

DEFINITIVE ADMISSION – REQUIRED DOCUMENTS	
FIRST APPLICATION	ONGOING PSE STUDENTS
<ul style="list-style-type: none"> ✓ Course(s) Schedule (and for each subsequent financially supported semester) ✓ Signed Transcript Release Letter ✓ Student Contract 	<ul style="list-style-type: none"> ✓ Course(s) Schedule (and for each subsequent funded semester) ✓ Signed Transcript Release Letter ✓ Student Contract
<ul style="list-style-type: none"> ✓ Most recent school transcript 	<ul style="list-style-type: none"> ✓ Student should have already provided last school semester transcript
AT THE END OF THE PROGRAM, PROVIDE A COPY OF THE DIPLOMA	

7. LEVEL OF FINANCIAL SUPPORT

Based on funding provided by Indigenous Services Canada and additional funding from community own-source revenues and approved by Council of Micmacs of Gesgapegiag, financial support may be provided to students for the following expenditures:

	FULL-TIME STUDENTS	PART-TIME STUDENTS
TUITION	Actual cost of application, registration, tuition, official transcript and other compulsory student fees (such as assessment fees) Fees for transportation and health insurance ARE NOT ELIGIBLE EXPENDITURES under tuition. (see living allowances and travel) Initial professional certification and examination fees Admission fees (max 2)	Actual cost will be reimbursed upon successful completion of the course(s). Admission and registration fees if applicable.
BOOKS AND SUPPLIES	Actual cost of books and supplies which are listed as required by the post-secondary education institution for his/her program of study	Actual cost of books, if not already included in the tuition, will be reimbursed upon successful completion of the course(s).
LIVING ALLOWANCES	A monthly amount based on the student's situation (see Appendix A for rates) Daily transportation costs such as parking and bus are part of the living allowances amount.	Not admissible

TRAVEL	Actual cost of one return trip per semester from the student's permanent place of residence to the nearest post-secondary education institution that offers the program of study selected by the student, for the student and, if applicable, for each dependent.	Not admissible
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Note: Health and dental insurances fees included in the tuition fees will not be paid as an individual with a certificate of Indian Status is eligible under the Non-Insured Health Benefits Program of Health Canada. In addition, some students may also be covered by a private insurance plan. The student is responsible for requesting opt-out procedures from the post-secondary education institution.

For students under a co-op program, during the paid work experience period, the student will not be eligible to monthly living allowances as well as travel to and from the employer.

For part-time students, only tuition, books and supplies are eligible expenditures (see above) and will be reimbursed only upon the successful completion of the course(s). Part-time students are responsible to provide the relevant receipts with the school transcript confirming the successful completion **within one month of the completion of the course(s)**. The Student Services Coordinator will prepare a request for payment to be approved by the Director, Education Services. The request for payment will then be sent to the Department of Finance who will proceed with the payment to the student.

If a student does not provide all the documentation within one month of the completion of the course(s), the Student Services Coordinator will contact the student by e-mail AND by phone to remind the student. Two months after the reminder, if the student has not yet provided the information, the Director of Education will send a letter to the student informing him/her that the student is no longer eligible for reimbursement for tuition and/or books and supplies.

8. SCHOLARSHIP & GRADUATION INCENTIVES (IF FUNDING IS AVAILABLE)

8.1 Academic Achievement

In recognition of academic achievement, the Micmacs of Gesgapegiag may award achievement scholarships to students enrolled full-time in a regular post-secondary education program of study and who have achieved an overall average of B (or equivalent). The scholarship is for a full academic year commencing in September. There will be no partial awards of this scholarship. For example, a student who enrolls in January will not be entitled to half of the scholarship. Eligibility for the scholarship will be conditional upon successful completion of one year of the program of study and continuation in it and, in accordance with the length of the program as defined in section 9 of this Policy. If funding is available, the scholarship may only be awarded to the student upon receipt of an OFFICIAL TRANSCRIPT from the post-secondary education institution, therefore at the beginning of

the next school year. The maximum amount will vary depending on the program of study and if the program is at the college/CEGEP, university undergraduate or graduate levels:

- College/CEGEP: maximum 500.00\$
- University Undergraduate: maximum 800.00\$
- University Graduate: maximum 1000.00\$

8.2 Graduation Incentives

In recognition of graduation, the Micmacs of Gesgapegiag may award a graduation incentive as well as an amount toward graduation expenses to both full-time and part-time students:

Graduation Incentive:

- College/CEGEP: maximum of 400.00\$
- University undergraduate studies: maximum of 800.00\$
- University graduate studies: maximum of 1000.00\$

Financial Support for Graduation:

- A maximum of 350.00\$ with proof of expenses through receipts.

These amounts may only be awarded to the student upon receipt of an OFFICIAL TRANSCRIPT from the post-secondary education institution.

It is the responsibility of the student to apply for the academic achievement scholarship (8.1) and/or the graduation incentives (8.2) by completing the Scholarship and Graduation Incentives Application Form. Please refer to section 7 in the Post-Secondary Education Support Program (PSESP) Directive and Procedures for more details on the procedures to follow.

9. LIMITS AND DURATION OF FINANCIAL SUPPORT UNDER THE PSESP

The maximum amount of financial support payable per full-time student is CAN\$50,000.00 per year. On an extraordinary and justified basis, the maximum amount payable per year for a full-time student in an advance or professional degree program (e.g. dentistry, medicine) or a Masters or Doctoral program may exceed CAN\$50,000 up to a maximum of CAN\$85,000. Such financial support may be granted by a special request on a case-by-case basis and only considered when a graduate student has extraordinary circumstances that warrant the setting aside of the maximum amounts payable. Because of the level of funding requested, any applicant in that situation will have to inform Micmacs of Gesgapegiag Education Services in writing one year prior to the beginning of the program of study.

Tuition fees for a student enrolled in a foreign institution will only be reimbursed at the actual tuition rate, including other compulsory student fees charged by the foreign institution, when it is

demonstrated that there is no comparable program available at an institution in Canada. If not, the Micmacs of Gesgapegiag will reimburse an amount in Canadian dollars equivalent to the tuition fees (including other compulsory student fees) charged by the Canadian institution that offers a comparable program.

Students may be granted financial support to complete more than one program of study per level of education (college/CEGEP, university undergraduate and university graduate studies).

The maximum duration of financial support per level will be based on the official length of the program of study (months/semesters) as defined by the post-secondary education institution in which the student is enrolled, as long as the student is in satisfactory academic standing at the institution as per the institution's definition of satisfactory "academic standing".

There could be a situation where a full-time student, for valid and documented reasons, needs additional time to complete his/her program of study (not applicable for part-time students). In order to continue its financial support, the Micmacs of Gesgapegiag will require confirmation in writing by the institution's dean or the department head that the extension is determined necessary and that with such extension, the student should complete successfully his or her program of study and graduate.

Where students change program within one of the levels or temporarily pause their studies, the number of courses/months/semesters used for each program within each level will be counted for financial support purposes.

Students who become eligible for financial support and who have previously completed a portion of post-secondary studies without funding from the Micmacs of Gesgapegiag may receive financial support for the balance of their program of study **but will not be reimbursed for previous expenses.**

<p>University and College/CEGEP Entrance Preparation Program (UCEPP)</p>	<ul style="list-style-type: none"> • considered an exceptional measure (see 10.1 below) • maximum duration of assistance could be two full-time semesters or in the case of part-time students, the number of courses equivalent to two full-time semesters
<p>College/CEGEP (level I)</p>	<ul style="list-style-type: none"> • Based on number of semesters required by the post-secondary education institution to complete the program of study • Includes Attestation of College Studies, Diploma of College Studies (general and technical/professional) • At least one academic year in duration (2 semesters) to a maximum of 4 years
<p>University (Undergraduate) (level II)</p>	<ul style="list-style-type: none"> • Based on the number of semesters required by the post-secondary education institution to complete the program of study • Includes Certificate, Diploma or Bachelor Degree • Duration: At least one academic year (2 semesters or 30 credits) to a maximum of five years (140 credits) depending on program of study
<p>University (Graduate) (level III)</p>	<ul style="list-style-type: none"> • Based on the number of semesters required by the Institution to complete the program of study • Advanced/professional degree program, Master or Doctorate

10. EXCEPTIONAL MEASURE

The Micmacs of Gesgapegiag considers a University and College Entrance Preparation Program (UCEPP) as an exceptional measure. Some students may not have the pre-requisite courses to be accepted in a regular post-secondary program of study. A student could be supported financially by the Micmacs of Gesgapegiag to complete the necessary courses prescribed by the post-secondary education institution to be accepted in a regular post-secondary program. For these students, the maximum duration of financial support will be four full-time semesters or, in the case of part-time students, the equivalent of four full-time semesters. At the end of 50% of the program, or equivalent (as defined by the institution offering the program), continued financial support for the remaining of the program will be subject to the receipt of a statement from the institution confirming the successful completion to date. Any applicant who would like to be considered under this exceptional measure will have to meet **ALL of** the following criteria:

1. The applicant does not have the pre-requisites to be admitted into a regular college or university credited program of study. This is confirmed in a formal assessment from the post-secondary education institution. The Micmacs of Gesgapegiag Student Service Coordinator may refer to the Ministry/Department of Education in the applicant's province or territory of residency for information on student admissibility to a regular post-secondary program of study.
2. If the applicant has his/her permanent residence in the province of Quebec, the applicant has demonstrated that the pre-requisite courses **cannot** be taken through adult education, CEGEP and/or any government supported academic upgrading and/or employability measures offered in the province of Quebec.

3. If the applicant has his/her permanent residence outside the province of Quebec, the applicant has demonstrated that the pre-requisite courses **cannot** be taken through adult education or any government supported academic upgrading and/or employability measures in the province of their permanent residence.
4. The post-secondary education institution is an eligible institution.
5. The institution has confirmed in writing the list of the necessary courses it will provide the applicant to attain the academic level for university or college entrance and that the applicant will be automatically accepted as a student of a regular college or university credit program upon successful completion of the UCEPP courses of studies.
6. The institution has confirmed in writing that it will take a maximum of four full-time semesters basis for the student to meet all the pre-requisites for his/her chosen post-secondary education program.

11. WHILE RECEIVING FINANCIAL SUPPORT FROM THE MICMACS OF GESGAPEGIAG

Courses Schedule: A student can add courses to his/her schedule. To be eligible for additional tuition and books expenditures, the student needs PRIOR approval in writing by Gesgapegiag Education Services. A student who decides to drop one or more courses needs to: first, ensure he/she is still considered full-time; and 2) do it before the deadline to ensure reimbursement of tuition by the postsecondary institution. If not, the student may have to reimburse the Micmacs of Gesgapegiag Education Services part of the tuition for the course(s) withdrawn from.

Change status from full-time to part-time or withdrawal from program of study during semester: In these situations, the student should do it before any financial penalty from the post-secondary education institution AND immediately inform the Student Services Coordinator of the Micmacs of Gesgapegiag Education Services. If done without any medical reason, the student will be financially responsible for any amount of tuition not reimbursed by the institution to the Micmacs of Gesgapegiag Education Services as well as any living allowances and other amounts provided to the student. The student will have to reimburse these amounts, subject to the Micmacs of Gesgapegiag Education Services Accounts Receivables Procedures¹.

Post-secondary education institution Strikes:

In the case of post-secondary education institution strikes, a financially supported student under the Post-Secondary Education Support Program (PSESP) has to attend class IF they are being offered in order to maintain monthly living allowance. The student has to inform the Micmacs of Gesgapegiag's Student Services Coordinator right away, either by phone or e-mail, and keep the coordinator informed of the situation.

¹ Micmacs of Gesgapegiag Education Services Accounts Receivables Procedures, approved by Council on March 29, 2017

12. OTHER DEPARTMENTS AND EMPLOYERS

Gesgapegiag Human Resources Commission and the Income Assistance Coordinator may collaborate with Education Services to provide support to Gesgapegiag post-secondary students. Other departments may also contribute to the success of students by providing work experience either during the school year (part time) and/or during summer.

Employee training and professional development are legitimate expenses for any organization or business. With respect to other departments and employers, the financing of employee training and professional development should be pursued and promoted within their department or organization/business.

13. INFORMATION MANAGEMENT

The Micmacs of Gesgapegiag Education Services will ensure that all the information collected regarding each applicant and each funded student will be used, stored and kept secure according to the Micmacs of Gesgapegiag Information Management Policy².

14. APPEAL OF DECISION

Anyone who feels he/she did not receive a fair and equitable treatment in accordance with Micmacs of Gesgapegiag's Post-Secondary Education Support Program Policy, its directive and procedures can file an appeal. Notices to Appeal a PSESP decision must be filed in writing within 30 days of the occurrence. Appeal notices received beyond this time will not be accepted. Please note that an application that is deferred because of lack of funding is **not** grounds for appeal. Please refer to section 12 in the PSESP Directive and Procedures for more details on the procedures to follow.

Appendix A: Rate of living allowances

Appendix B: Forms

² To be developed

APPENDIX A: RATES FOR LIVING ALLOWANCE AND BOOKS AND SUPPLIES (as of April 1, 2018)

**PLEASE NOTE THAT THESE RATES WILL BE REVIEWED ON AN ANNUAL BASIS
AND MAY BE SUBJECT TO CHANGE)**

Living Allowances (only for full-time students)

Single student	906.00\$
Single student living at home or studying through e-learning	424.00\$
Parent student (based amount)	1018.00\$
Each dependent (see note)	406.00\$

Note: A dependent is considered a child and/or a disabled individual in the care of the parent student financially supported under the PSESP.

Books and Supplies

The actual cost of books and supplies which are listed as required by the post-secondary institution for his/her program of study. All funded students will have to provide receipts of books and supplies purchases with course syllabuses to justify the amount of money received from Education Services.

Please read section 6 of the Post-Secondary Education Support Program Directive and Procedures for detailed information about the process used by Education Services to provide funding for books and supplies.

APPENDIX B: FORMS