



# Saugeen Education Department

6493 Highway 21

Southampton, ON N0H 2L0

Phone: (519) 797-2129

Fax: (519) 797-1763

## **FACT SHEET: SAUGEEN FIRST NATION EDUCATION DEPARTMENT**

### **New Intake Applicants:**

Saugeen First Nation will make every effort to provide funding to those intending to participate in Post-Secondary studies.

### **Eligibility:**

Applicant must be a Saugeen Band Member that has resided in Canada for a period of twelve (12) consecutive months prior to the date of application; and

- ❖ Be accepted into a full time post-secondary program of studies; or
- ❖ Be enrolled in the University and College Entrance Preparation program (ACE) that is a minimum of eight (8) months in duration; or
- ❖ Be enrolled and in good standing with a full time post-secondary program of studies;
- ❖ Must be progressing through the education process.

### **A Letter of Intent**

To be submitted to the Education Department outlining the applicant's educational goals. Please provide details on the program of interest, indicate choice of college/university. This letter is part of the application for funding and must be included with the other application forms.

Any further questions or clarification, please call or email Stephanie John.

### **Application Process**

All students wishing to apply must complete an application form. Applications must be submitted to the Education Department prior to the April 30<sup>th</sup> deadline for a fall start. For those who intend to start in January the deadline is November 23<sup>rd</sup>.

The application form **must** be completed in full and accompanied by the following documentation:

- Copy of the band member's status card and any dependents;
- Acceptance letter from a recognized College or University;
- Program outline for the duration of program;
- Prior results from a secondary or post-secondary educational institution - copy of diploma or transcript(s).

### **Please Note:**

Failure to comply with the deadline dates, missing information and missing documentation will result in the application being immediately placed on the waiting list for funding.



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**APPLICATION FOR POST-SECONDARY FINANCIAL ASSISTANCE**

Application date \_\_\_\_\_ Were you previously funded? \_\_\_\_\_ When? \_\_\_\_\_

College Program _____			University program _____			Re-Admission _____		
Student Number		Program Name/Major			Student's School Email			
Program Co-ordinator		Co-ordinator Phone # & Ext.			Co-ordinator Email			
Co-op field placement		Start Date & End Date			Location (School & Campus if applicable)			
Type of Program: Certification <input type="checkbox"/> Diploma <input type="checkbox"/> Bachelor <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate <input type="checkbox"/>								
1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> or 4 <sup>th</sup> Yr. of Study:			Length of Program:			Graduation Date:		

**STUDENT INFORMATION**

Region: ONTARIO (4) Department use only:		District: SOUTHERN (479) Department use only:		Band: SAUGEEN (123) Department use only:	
Certificate of Indian Status Registry No. (10 digits)					
Date of birth			Social Insurance Number		
Surname		First Name		Middle Name	
Current Mailing Address at School				City/Town	Postal Code
Permanent Mailing Home Address				City/Town	Postal Code
Home Phone Number		Cell Number		Personal Email Address	
Bank		Branch Number		Bank Account Number	
Applicants Signature				Date	



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## RENTAL ARRANGEMENTS FOR STUDENT

**Status:**

Single/Married/Common Law \_\_\_\_\_ Living With Parents

Single/Married/Common Law \_\_\_\_\_ Living Away From Home

Single Parent  Please submit a copy of your status card and all dependents.

## STUDENT DEPENDENT/S

FULL NAME OF CHILD	DATE OF BIRTH	BAND NUMBER

I, \_\_\_\_\_ consent to release information verifying the number of dependents for the determination of post-secondary financial support.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

Education Advisor \_\_\_\_\_ Date \_\_\_\_\_



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## CONSENT TO RELEASE INFORMATION

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I am a sponsored student of the Saugeen First Nation. I understand that my funding is dependent upon my attendance and academic progress in my program of studies. My rights and obligations as a sponsored student are clearly outlined in the Post-Secondary Student Assistance Program Guidelines and Policies.

I further understand that as per section 1.7 of the Post-Secondary Student Assistance program that “a student must provide official transcripts indicating their completion of each semester and approval to continue their studies. Failure to do so will result in suspension of funding.” Furthermore; as per section 4.2 “funding will be suspended or terminated if the student fails to verify that he/she is continuing in approved program of studies.” I permit Saugeen First Nation Education Department to access my student computer code to keep my information current.

I agree to permit the education institute \_\_\_\_\_ to exchange information with the **Education Administrator and Education Department Staff** of Saugeen First Nation to provide an academic update when requested and to verify that I have successfully completed the semester. I will send my official transcript when I receive them from the College or University.

If I am a recipient of a Scholarship I must also inform the Education Administrator and Education Department. I agree to permit the scholarship sponsor \_\_\_\_\_ to exchange information with the **Education Administrator and Education Department Staff** of Saugeen First Nation to provide any information regarding the Scholarship I may receive as a sponsored post-secondary student of Saugeen First Nation.

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PROGRAM

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STUDENT NUMBER

COMPUTER ACCESS CODE

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STUDENT FULL NAME

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STUDENT SIGNATURE

DATE



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Dear Post-Secondary Student: Please do not hesitate to contact the Education Department if you have any questions or concerns during the 2020/2021 school year (September-April).

## GUIDELINES

The following information is crucial for funding, please read it carefully:

- **Your first direct deposit will include funds for: Living allowance, Rent (if applicable), Technical Support, Public Transportation, Books. PLEASE BUDGET ACCORDINGLY.**
- All students seeking financial support need to apply on an ANNUAL BASIS. The deadline date for funding is April 30th of any given year;
- All students must submit grades at midterm and final grades at the end of each semester, when a mandatory co-op work placement is completed (if applicable) and at the school YEAR-END. This documentation confirms your academic standing & acceptance to the next level or year of your program of studies. If documentation is not submitted, funding for the next semester or school year maybe in jeopardy;
- Students will receive their monthly financial assistance by direct deposit into their bank accounts on the 20<sup>th</sup> of each month. Please note that students receive their living allowance in advance commencing August 20<sup>th</sup> of each year, these dollars are for the month of September. In March of next year, students' will receive their final deposit which is a month prior to the actual completion date of most programs, so budget wisely to ensure that funds are available for the month of April. If your program runs longer then you will continue to receive your living allowance when documentation is submitted verifying that the program runs longer;
- Students need to abide by the policies/regulations of their Post-Secondary Institution;
- Students need to abide by the policies/regulations of the Education Department by remaining within the guidelines of their program of studies and by remaining a fulltime student with the maximum number of courses allowable per semester
- That you complete your program within the allotted time frame as stated in the program outline (student months);
- **That you maintain acceptable academic achievement and satisfactorily complete program requirements each semester including mandatory co-op work placements;**
- **STUDENTS ARE NOT PERMITTED PROGRAM TRANSFERS, WITHOUT PRIOR APPROVAL FROM THE EDUCATION DEPARTMENT;**



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- If your program has a mandatory co-op placement component, a letter is required from your co-op coordinator verifying the location of placement, start date/end date of the placement, employer or supervisor, company address, telephone number and whether the placement is a **paid placement** or an **unpaid placement**. If it is a paid placement and you receive a wage, then you are ineligible to receive a living allowance, rent etc. for the duration of the placement but if it is an unpaid placement then you will continue to receive your living allowance for that timeframe. If you have to relocate to another city for this placement, the Education Department will require your telephone number, email and mailing address while there;
- Prior to traveling to school you will need to provide: tuition invoice, current banking information, direct deposit form, telephone number, email address, number of dependents. The Education Department must be able to reach you at all times;
- At the **beginning of each semester** you must submit the following information: confirmation of registration, class/student timetable, book list and original book receipts;
- In September, the following must be submitted as well, a copy of your rental agreement or a letter from your landlord confirming the address & indicating the amount of rent each month. First/last month's rent can be requested on the students' behalf for payment if required by the landlord to secure accommodations. The submission of a receipt confirming first/last has been paid is required;
- Funding is not provided for those attempting to raise their grade point average;
- Moving expenses will be provided to students who require moving their belongings to their school location. This will be either mileage to that location or U-Haul costs once a quote is submitted;
- Original childcare receipts are to be submitted each MONTH for reimbursement. They can be submitted within the Band's fiscal year end date which is March 31/20 for the 2020/21 school year;
- Depending on the program of studies, the Education Department staff may request that you submit supporting documentation such as a copy of your First Aid/CPR certificate, CPIC information, etc.;
- Each semester, at approximately mid-term, an academic update will be requested for all students and attendance will be monitored to ensure student success;
- If you fail to achieve all your credits during a semester or if you are placed on academic probation, it is your responsibility to contact the university/college and the Education Department to determine what your options are and whether you can continue. The Education Department does not pay for students to repeat courses. These costs are the responsibility of the student;
- If you are required to discontinue from your program of studies it is your responsibility to immediately notify the Education Department and submit appropriate documentation;



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- If you withdraw from your program of studies, you must abide by the college/university's withdrawal process and inform the Education Department immediately so we can proceed to recoup fees paid on your behalf. If any fees are incurred after the date, they will be your responsibility to pay;
- If you do not inform this office of your withdrawal or discontinuation and continue to receive financial assistance (living allowance, rent, etc.) you will be required to repay all the financial assistance that you do not qualify for and you will jeopardized future funding;
- If the Education Department withdraws sponsorship, you have the right to appeal this decision as per policy guidelines;
- Any students, who reside on reserve with family members or own their home, are not eligible for a rent subsidy;
- The Education Department staff will not discuss confidential student information without the student written permission. Documentation must be provided by the student;
- Sponsorship letters will be sent to your college/university only when this department receives transcripts indicating the successfully completion of the previous semester, co-op placement or year.

**The information outlined above will be strictly adhered to. Please ensure that all documentation is submitted when required so you continue to receive funding without any disruption in the 2020/2021 school year.**

Please sign below to indicate that you understand the information outlined and return the original to the Education Department. Please make a copy of this document for your future reference.

\_\_\_\_\_  
Name of post-secondary student

\_\_\_\_\_  
Date

Sincerely,

Stephanie John  
Post-Secondary Education and Student Advisor  
Saugeen First Nation Education Department  
6493 Hwy 21, Ontario N0H 2L0  
Ph: 519 797 2129; Fax: 519 797 1763  
stephanie.john@saugeen.org