



Education Policy Post-Secondary Program

Education department

The mission of the Odanak Band Council consists in ensuring the representation of members of the Abenaki Community of Odanak and promoting the preservation of their identity, culture and quality of life.

To do so, the Council seeks to provide quality services for youth, elders and for the entire community, according to the Band's resources.

The Council is committed to transparency and equity in its decisions, while supporting individual and collective autonomy to ensure the Band's future.

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1. OBJECTIVES SOUGHT BY THE ABENAKIS OF ODANAK COUNCIL

- Promote, within the budget limits available and the established rules, the increase of the education level of Odanak Band members.
- Ensure that Odanak Band students receive the educational services to which they are entitled, while adopting measures that promote educational success and prevent school dropout.
- Promote educational funding for students pursuing their studies on a continuous basis.
- Facilitate the return to school for adults, subject to available funds.

2. ELIGIBILITY

To be eligible for financial assistance to post-secondary education, students must meet **all** the following criteria:

- Be a status member registered on the Odanak Band list
- Be a resident of Canada, for at least one year (having resided in Canada for twelve consecutive months), from the date of receipt of the application for assistance. Proof of residency must be provided with the application
- Be enrolled in a college or university program with the objective of obtaining a degree
- File an application for assistance with the Department of Education. The application must be complete and compliant, and filed within the required timeline (see **Annex I for deadlines**) for each academic semester.

3. CHOICE OF AN EDUCATIONAL INSTITUTION

To be eligible for funding purposes, the institution must be public and recognized by the Quebec Ministry of Education or the Ministry of Education from another Canadian province, as applicable. Financial assistance for a private institution is accepted if the same or similar program is not available at a public institution. Students choosing a private institution for a program offered at a public institution shall cover the difference between the public and private institution fees.

4. FINANCIAL ASSISTANCE – FULL-TIME STUDENT

Financial assistance for students enrolled full-time includes:

- Tuition fees
 - Costs for books
 - Monthly living allowances
- Validation of full-time status is based on the educational institution's criteria.
 - Only courses included in the program of study are recognized to be considered full-time.

4.1 Tuition fees

College

For students attending college in Québec, fees are reimbursed to students on presentation of supporting documents/original receipts.

For students attending college in a province other than Quebec, fees are transferred directly to the college for each semester. The officer in charge obtains the invoices from each college.

University

For all students, fees are transferred directly to the university for each semester. The officer in charge obtains the invoices from each university.

- Admission fees are reimbursed on presentation of supporting documents (maximum reimbursement for two admissions).

4.2 Costs for books

A fixed amount for the purchase of books is paid to students for each semester eligible for financial assistance. The amount is determined by the AOC annually. If the cost for the mandatory books exceeds the allocated fixed amount, they will be reimbursed upon presentation of supporting documents (course outlines and payment receipts).

No amount is paid for the purchase of books during the writing of a graduate thesis or dissertation (master's and/or doctoral programs).

Students whose record is not complete by the deadline will receive the amount for the purchase of books at the end of the semester's 2nd month or the following month if the delay persists.

4.3 Living allowances

The allowances granted to students as well as the terms of payment are determined annually by the AOC (see Annex 2 for the amounts and payment dates).

Funds permitting, living allowances are indexed to the cost of living as of September 1st of each year during the school attendance period. Allowances are transferred monthly to the student's bank account at the end of each month, for the month that the student attended school which just ended.

For students beginning in August, living allowances for August are paid at 75%, except for full-time students continuing their studies during the summer (May, June, July, August). Students beginning post-secondary education in January receive 75% of the living allowance for that month.

If the last month of study of the school year or the last month of the completed program only comprises 15 school days or less, living allowances are paid at 75%. If it exceeds 15 days, the allowance is paid at 100%.

4.4 Documents to be provided

To qualify for financial assistance for the post-secondary program, you are responsible for meeting the documentary requirements which are divided into two main categories:

- First category of required documents: documents relating to the *application for assistance* (see Annex 3)
- Second category of required documents: *follow-up* documents (see Annex 3)

Students unable to provide the documents by the scheduled dates must contact the education officer in order to explain the situation. The reasons provided must be verifiable.

4.5 Sanctions

Sanctions will be applicable to students in the following two situations:

- For each incomplete *application for financial assistance* submitted or which fails to meet the deadline.
- For each incomplete *follow-up* document submitted or which fails to meet the deadline.

These sanctions postpone the transfer of the living allowance to the month following the month of allowance eligibility.

The transfer of living allowances commences on the date when the application for financial assistance is complete and compliant, and is prorated for the number of eligible days.

4.6 Courses failed

Failure to complete a course successfully during a full-time semester does not impact funding for the following semester unless this failed course causes the student to become part-time. In this case, students are responsible for demonstrating that they have done all the work and exams required in the course outline.

Should a student fail half or more of the courses and/or credits, their living allowance will be reduced by 25% per month for the following semester. In this case, students are responsible for demonstrating that they have done all the work and exams required in the course outline.

Should a student fail two consecutive semesters, their living allowance will be suspended in full for the following semester.

An incomplete notation on the transcript is considered a failure.

4.7 Number of eligible degrees

Living allowances are transferred for a single degree per education level, unless a career change or academic reorientation is approved and recommended by a professional counselor. Otherwise, students who enroll in another degree of the same level will only be eligible to tuition and costs for books.

4.8 Funding duration

The Council grants living allowances to eligible students under section 2.1 as follows:

College level studies:

Attestation of collegial studies (ACS)	The AOC grants a living allowance for the normal duration for graduation
Pre-university programs; DCS 2-year general program (4 semesters)	The AOC grants a living allowance for one additional semester for students who do not complete their program within the prescribed schedule
Technical programs; DCS 3-year technical program (6 semesters)	The AOC grants a living allowance for two additional semesters for students who do not complete their program within the prescribed schedule

University level studies:

Undergraduate studies; Certificate	The AOC grants a living allowance for the normal duration for graduation
Undergraduate studies; Bachelor's	The AOC grants a living allowance for two additional semesters for students who do not complete their program within the prescribed schedule
Graduate studies: DESS, Master's and doctoral degrees	The AOC may grant a living allowance for one additional semester in exceptional circumstances

Note: All completed semesters for a given level are included in the calculation of the granted semesters (e.g. in the case of a program change, semesters already completed are included).

4.9 Allowances with dependent children

Only children under the age of eighteen (18) are considered dependent children;

Students requesting an allowance for dependent children must provide a copy of the birth certificate and proof that the child or children are under the applicant's care. In the case of joint custody, the student is only eligible to half of the living allowance supplement based on the number of dependent children.

5. FINANCIAL ASSISTANCE – PART-TIME STUDENT

Financial assistance for students includes:

- Tuition fees
- Costs for books

5.1 Tuition fees

College

For students attending college in Québec, fees are reimbursed to students on presentation of supporting documents/original receipts.

For students attending college in a province other than Quebec, fees are transferred directly to the college for each semester. The officer in charge obtains the invoices from each college.

University

For all students, fees are transferred directly to the university for each semester. The officer in charge obtains the invoices from each university.

- Admission fees are reimbursed on presentation of supporting documents (maximum reimbursement for two admissions).

5.2 Costs for books

Only mandatory books are reimbursed, on presentation of supporting documents (course outlines and payment receipts).

5.3 Documents to be provided

To qualify for financial assistance for the post-secondary program, you are responsible for meeting the documentary requirements which are divided into two main categories:

- First category of required documents: documents relating to the *application for assistance* (see Annex 3)
- Second category of required documents: *follow-up* documents (see Annex 3)

Students unable to provide the documents by the scheduled dates must contact the education officer in order to explain the situation. The reasons provided must be verifiable.

5.4 Sanctions

There are no reimbursements for books when an application for financial assistance is incomplete or filed after the deadline.

5.5 Courses failed

In the event a course has not been completed successfully, students are responsible for demonstrating that they have done all the work and exams required in the course outline in order to avoid having to reimburse the tuition paid by the AOC for the said semester.

6. MAXIMUM AMOUNT ASSISTANCE

A maximum of \$35,000 per academic year is allocated for financial assistance for education unless an approval from the AOC has been received.

7. STUDENT MONITORING

The individual responsible for education monitors the progress of each post-secondary student enrolled in full-time academic program. A confidential file is kept for each student.

8. STUDENT DEBT

Students owing money to the AOC will be obligated to reach a repayment agreement with the department in question. If the debt exceeds \$5,000, students must repay the difference between the debt and the amount of \$5,000 prior to reaching a repayment agreement. The minimum payment on a repayment agreement represents 10% of the living allowance. If no repayment agreement is reached and respected, the student will not be eligible for various funding provided by the Department of Education.

9. SPECIAL ASSISTANCE MEASURES

Upon request, the cost for hiring a career counselor (member of the order) may be incurred if the institution does not already offer this service.

10. REQUEST FOR REVIEW

Should a student not agree with a decision made under this program, the student can file a request for review in writing (form available at the AOC), stating the reason for the request within 30 days after receiving the notice of decision or amendment.

II. IMPORTANT

Anyone who makes a false statement and/or commits fraud must repay the overpayments and shall be deemed ineligible for education services for a period of 3 years.

Considering the importance of the amounts granted to students pursuing their post-secondary education, the Abenakis of Odanak

Council requires them to follow the instructions given by the education service. Students must provide all documents required in the application for financial assistance within the prescribed time. Failure to meet the prescribed rules shall lead to the termination of the funding provided by the Band Council and the reimbursement of overpayments, where applicable.

Applications for financial assistance not compliant with this policy's parameters will be referred to the Abenakis of Odanak Council.

12. CONTACTS

Education officer – college level:

Ms. Ann Landry

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Tel: 1 888-568-2810, ext 3031

Education officer – university level:

Ms. Nathalie Cardin

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ANNEX 1

Deadlines for providing mandatory documents

SANCTIONS WILL APPLY FOR ANY FAILURE TO PROVIDE THE DOCUMENTS WITHIN THE DATES INDICATED.

FALL SEMESTER	Deadlines
Documents relating to the application for financial assistance (First category of required documents)	June 20
Transcript and schedule (Second category of required documents)	August 20
Students enrolled in a summer semester: transcript	September 10

WINTER SEMESTER	Deadlines
Documents relating to the application for financial assistance (First category of required documents)	November 20
Transcript and schedule (Second category of required documents)	February 10

SUMMER SEMESTER	Deadlines
Documents relating to the application for financial assistance (First category of required documents)	April 20
Transcript and schedule (Second category of required documents)	June 10

ANNEX 2

Student without dependent children:	895 \$
Student with 1 dependent child:	1381 \$
Student with 2 dependent children:	1594 \$
Student with 3 dependent children:	1795 \$
Fixed amount for college books:	539 \$
Fixed amount for university books:	661 \$ (319 \$ master or doctorate)

2019-2020 DEPOSIT DATES:

2019 FALL SEMESTER

STUDENTS BEGINNING IN AUGUST

DESCRIPTION	DEPOSIT DATES
Books	July 31
August allowance	August 30
September allowance	September 30
October allowance	October 31
November allowance	November 29
December allowance	December 31

STUDENTS BEGINNING IN SEPTEMBER

DESCRIPTION	DEPOSIT DATES
Books	August 30
September allowance	September 30
October allowance	October 31
November allowance	November 29
December allowance	December 31

2020 WINTER SEMESTER

DESCRIPTION	DEPOSIT DATES
Books	December 31
January allowance	January 31
February allowance	February 28
March allowance	March 31
April allowance	April 30
May allowance	May 29 for student finishing in May

2020 SUMMER SEMESTER

STUDENTS BEGINNING IN MAY

DESCRIPTION	DEPOSIT DATES
Books	April 30
May allowance	May 31
June allowance	June 28
July allowance	July 31
August allowance	August 30

STUDENTS BEGINNING IN JUNE

DESCRIPTION	DEPOSIT DATES
Books	May 31
June allowance	June 28
July allowance	July 31
August allowance	August 30

ANNEX 3

DOCUMENTS RELATING TO THE APPLICATION FOR ASSISTANCE: First category of required documents	
FIRST APPLICATION	CONTINUING STUDIES
Application for financial assistance (to be completed for each semester)	Application for financial assistance (to be completed for each semester)
Contract (to be completed for each semester)	Contract (to be completed for each semester)
Procuration or power of attorney (to be completed for each semester)	Procuration or power of attorney (to be completed for each semester)
*Registration confirmation letter (to be provided for each semester)	* Registration confirmation letter (to be provided for each semester)
Program description	Program description (if change of program)
Action plan	Action plan (if change of program)
Copy of Certificate of Indian Status (or letter from INAC)	Specimen cheque (if change in bank account)
Specimen cheque (first application)	
Copy of children's birth certificate (full-time students with dependent children)	
In the case of separation, copy of child custody court judgment (full-time students)	

* **Registration confirmation letter: document issued by the institution's registrar's office or the student's portal and must contain the following information: program title, full-time or part time status, semester start and end dates.**

FOLLOW-UP DOCUMENTS: Second category of required documents
Transcript from previous semester (to be provided for each semester)
Schedule or course selection (to be provided for each semester)

ANNEX 4

NON-ADMISSIBLE EXPENSES

- Medical and dental insurance fees;
- Donations;
- Late fees;
- Parking fees;
- Public transportation fees;
- Residence expenses;
- Expenses from which students may withdraw.

It will be your responsibility to cover or cancel these charges with your institution in accordance with the applicable procedures.

For more information, do not hesitate to contact the finance department of your educational institution.