



Aboriginal Affairs and
Northern Development Canada

Affaires autochtones et
Développement du Nord Canada

Aboriginal Affairs and Northern Development Canada

Post-Secondary Student Support Program and University and College Entrance Preparation Program

National Program Guidelines 2014-2015



Canada

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1 Introduction

The following Post-Secondary Student Support Program (PSSSP) and University and College Entrance Preparation (UCEP) program National Program Guidelines will be in effect as of April 1, 2014.

These program guidelines include program and eligibility information. Aboriginal Affairs and Northern Development Canada (AANDC) regional offices may provide additional detail for the delivery of the programs and their services.

Any issues that arise concerning the interpretation of these PSSSP and UCEP program guidelines will be resolved by the Programs Directorate, Education Branch, in the Education and Social Development Programs and Partnerships (ESDPP) Sector with the support of regional offices.

These program guidelines replace the Post-Secondary Education Assistance Program, E-12 Guidelines, dated October 1977 and supersede departmental directives which relate to the application of the E-12 Guidelines including rates of training allowances and limits of support; as well as, the 2013-2014 National Guidelines.

2 Objectives

2.1 Post-Secondary Student Support Program (PSSSP)

The program objective is to improve the employability of First Nation and eligible Inuit students by providing them with funding to access education and skills development opportunities at the post-secondary level.

2.2 University and College Entrance Preparation (UCEP) program

The program objective is to provide financial support to First Nation and eligible Inuit students who are enrolled in university and college entrance preparation programs offered in Canadian post-secondary institutions, to enable them to attain the academic level required for entrance into degree and diploma credit programs.

3 Outcomes

3.1 Post-Secondary Student Support Program (PSSSP)

The program is expected to increase post-secondary enrollment and graduation rates among First Nation and Inuit students.

3.2 University and College Entrance Preparation (UCEP) program

The program is expected to increase the number of First Nation and Inuit students with the requisite academic level required for entrance to post-secondary programs.

4 Eligibility

4.1 Eligible Recipients

Eligible recipients under PSSSP and UCEP are:

- Band Councils of recognized First Nations bands as well as Inuit communities;
- Organizations designated by Band Councils (bands/settlements, tribal councils, education organizations, political/treaty organizations engaged by or on behalf of First Nations) or Inuit communities; and
- Self-governing First Nations in Yukon that have not yet assumed responsibility for Post-Secondary Education through a Programs and Services Transfer Agreement or through the terms of their self-government agreement.

In addition, AANDC may also enter into funding agreements with a recipient appointed advisor or a third-party funding agreement manager to administer PSSSP or UCEP programming funds jointly with or on behalf of a First Nations or Inuit community. In the case where such an agreement does not exist, the regional office in the province/territory where the student is residing is responsible to review and assess the student applications for funding.

4.2 Eligible Students

Recipients are required to demonstrate the eligibility of students to receive funding.

To be eligible for funding, students:

- Are either:
 - Treaty/registered First Nation individuals who have been resident in Canada for 12 consecutive months prior to the date of application for funding; or
 - Inuits who are resident in Canada for 12 consecutive months prior to the date of application for funding but who reside outside their territory and are no longer eligible to be funded by their territory (proof of refusal is required); **and**
- Can provide documentation indicating that they have been accepted by an eligible post-secondary institution into either a degree, diploma or certificate program, or a UCEP program (also see 4.3 and 4.4); **and**
- Maintain satisfactory academic standing within that institution (as per the institution's definition of satisfactory academic standing).
- **UCEP students** must also obtain from the post-secondary institution offering the program a statement that attests the UCEP program will provide the student with the necessary courses to attain the academic level for university or college entrance and the student will be eligible to be accepted as a student of a regular university or college credit program upon successful completion of the UCEP course of studies.

Funding is limited and not all students may be funded or partial funding may be provided.

- Bill C-31 and C-3 Registrants: People who gain Indian status by virtue of the 1985 revision of the Indian Act (Bill C-31) or Bill C-3: *Gender Equity in Indian Registration Act*.
 - ✓ A person whose application for Indian status is in process is not eligible to apply for support until he/she has a letter from the Registry of the Indian Registry confirming Indian status or his/her name is formally entered in AANDC's Indian Register.
- Inuit: Inuit students who have been residing outside of the Northwest Territories or Nunavut for 12 consecutive months could be eligible for funding through the Post-Secondary Student Support Program. These are the 12 months immediately prior to the date of submitting an application, e.g., an application dated May 5, 2013 requires the student to have been a resident of Canada, outside Northwest territories or Nunavut from May 2012 to April 2013. Inuit students residing in these territories are eligible for funding support from their respective territorial governments and not from this program.
- Students who are normally resident in Canada but who for reasons of post-secondary education have been living outside of Canada for all or part of the year prior to the application for support. For students attending institutions outside Canada, the residency provision applies only to their first year of studies.
- Employees of the federal or provincial governments appointed to foreign posts.
- The dependent children of the above government employees who accompany the employee abroad.
- Students who, under the authority of provincial or territorial child welfare legislation, were placed outside of Canada in a foster home, an institution e.g., a group home, or through an adoption and have returned to Canada.
- Where there is doubt that the student meets the residency requirement, the student will be required to provide a notarized statement which establishes his/her residency in Canada for the 12-month period preceding the date of application.
- James Bay and Northern Quebec Agreement (JBNQA) and Northeastern Quebec Agreements (NEQA):
 - ✓ The Cree School Board, Kativik School Board and the Central Quebec Regional School Board each operate programs of post-secondary student financial support. These programs are resourced by AANDC consistent with the JBNQA and the NEQA.
 - ✓ Students who are eligible for support under these programs cannot apply for support under the Post Secondary Student Support Program unless they have been outside of their territory for more than 10 years.
- Northwest Territories Students:
 - ✓ The Government of the Northwest Territories provides grants and bursaries to residents of the Northwest Territories (NWT) including Indians and Inuit. Students eligible for NWT support cannot receive funding from this Program.
- Proof of refusal: The recipient must not accept applications from people whose band or community is in the Northwest Territories or Northern Quebec unless the student can provide a statement from the Northwest Territories government or the Cree or Kativik or Central Quebec Regional School Boards that the student is not eligible for this support from these organizations because he/she has not met their residency requirement.
 - ✓ Recipients must not accept applications from students who have been refused support from the Cree or Kativik or Central Quebec Regional School Boards and Northwest Territories Government respectively for reasons other than residency requirements.

4.3 Eligible Programs

Under the PSSSP and the UCEP program, an eligible post-secondary education program is a program of studies:

- For which the completion of secondary school studies, or the equivalent as recognized by the post-secondary institution, is required; **and**
- Offered by a post-secondary institution that is at least one academic year of duration (as defined by the institution); **and**
- Delivered at an eligible institution as defined in section 4.4.
- UCEP programs must provide the student with the necessary courses to attain the academic level for university or college entrance.

Refer to the student's province or territory of residency Ministry of Education for information on student admissibility to a program of study, see Annex 2.

To be eligible to receive support as a UCEPP student, the student must:

- Be accepted for enrolment in a UCEPP at a Canadian post-secondary institution; **or**
- Qualify under the mature student admission requirements of the post-secondary institution; **and**
- Not have been financially supported previously by AANDC for post-secondary programs (exemptions to this condition may be made for medical reasons).

4.4 Eligible Institutions

Eligible post-secondary institutions are degree, diploma or certificate granting institutions which are:

- Recognized by a province or territory (in Canada or abroad); or
- Educational institutions recognized to deliver post-secondary programs by arrangement within an eligible post-secondary institution.

- For a list of accredited Canadian post secondary institutions in your province or territory, please consult the appropriate provincial or territorial Ministry of Education website for their list of certified institutions (See Annex 2).

5 Program Requirements

When locally administering the PSSSP and the UCEP program, recipients (as defined in section 4.1) must meet the following minimum standards:

- Provision, administration and distribution of funding, within the recipient's budgetary envelope, to all eligible post-secondary education students as per the maximum amount payable outlined in section 6.2;
- Development and implementation of local operating guidelines in accordance with National Program Guidelines (Note: until local program guidelines are in place, National Program Guidelines will apply); and
- Implementation and administration of an appeal process.

- The student must meet all the program prerequisites (refer to the student's province of residency Ministry of Education for information on student admissibility to a program of study).
 - ✓ One (1) academic year in duration is as defined by the institution.
 - ✓ The program is delivered at an accredited post secondary institution listed on the Ministry of Education website (see Annex 2).
- Acceptance by Institutions:
 - ✓ The student must provide a copy of the letter of acceptance or conditional acceptance for enrolment in the program of studies;
 - ✓ Enrolment must be in a program of studies in one of the accredited institutions listed in the relevant provincial or territorial Ministry of Education website;
 - ✓ If the program of studies is in a foreign institution, the student must provide evidence that it is recognized in Canada as an acceptable post-secondary program of studies.
- For reporting purpose by the recipients:
Additions to Approved List of Institutions:
 - ✓ Where the institution selected by the student is not listed on the Annual Register of PSE Students, AANDC's regional office in the region where the institution is located, will recommend its inclusion, as per section 4.4 of the National Program Guidelines, to the Education Branch, headquarters. In turn, Education Branch at Headquarters will be responsible to add it to the data collection instrument.

5.1 Local Operating Guidelines

Recipients must have local program guidelines in place for the administration of the PSE funds. Local guidelines must be consistent with the guidelines set out in this document. The local guidelines must include:

- Selection priority criteria;
- An appeal process; and

Local guidelines may also include rates and allowances for amounts payable to students, provided that they do not exceed the maximum amounts payable set out in section 6.2. These local guidelines must be publicly available.

5.2 Potential selection priorities

The following is a list of examples of potential selection priorities currently used by some First Nations (other criteria may be applicable as well):

- Continuing students (students already being funded through PSSSP);
- Recent high school graduates;
- Deferred students (eligible but not funded in the past due to limited funding);
- Recent PSE Graduates (who wish to further their studies);
- New students already studying at a post-secondary level (students who have already completed part of their program but were not previously funded by the PSSSP);
- Returning students (students who had stepped out from their post-secondary studies and now wish to return); and/or
- Part-time students.

Note: Applications received from eligible students after the post-secondary education budget is exhausted will be deferred until the following year or until the budget for the program is reallocated. There is no guarantee of funding.

- Continuing students and recent graduates:
 - ✓ Students who were enrolled in post-secondary studies or have graduated from high school or college entrance preparation program in the preceding academic year and who are continuing in a post-secondary program of studies shall be deemed a priority. This includes the student who completes an undergraduate degree and continues on to an advanced degree program of studies without a break in studies. It also includes the student who completes a community college or CEGEP program and continues on to an undergraduate degree program without a break in studies.
- Deferred student:
 - ✓ Students whose applications for support were deferred for lack of funds and who are reapplying for support.
- Other post-secondary students and students enrolled in university and college entrance preparation programs:
 - ✓ Within this priority category an administrative organization may rank particular programs of study based upon local demand. These priorities must be based on consultation with community education leaders and be publicly available.

5.3 Appeal Process

To ensure fairness and equitable treatment under the PSSSP and the UCEP program, recipients must have an appeal process in place. The appeal process must include the following elements:

- Public distribution of the PSE policy and procedures;
- Student access to an established appeal process. This includes the existence of an impartial appeal board;
- Student access to advisory support;
- Community representatives participate in the appeal process;
- The recipient will provide funding for board members and the student to attend the appeal hearing, if necessary;
- Specific time frames for the appeal hearing to be set and for decisions to be made; and
- A governance process confirming that the recipient will abide by the appeal board's decision.

Note: A student may not appeal to AANDC the administrative decisions and appeal rulings made by the local appeal process.

- When an application is approved, rejected or deferred, students will be informed, in writing, if their application for support was approved, or the reasons for rejecting or deferring the application.
- Where a student is convinced that the First Nations education department's guidelines are not being fairly applied to his or her situation then the student shall have access to an appeal hearing.
- There is no appeal against refusal of assistance because funds are not available.
- The appeal board's ruling must be consistent with the intent of the Post-Secondary Student Support Program's policy and guidelines.
- The board's decision is final.

6 Eligible expenditures

Eligible expenditures for PSSSP and UCEP are:

- The actual cost of tuition and other compulsory student fees;
- Initial professional certification and examination fees;
- Books and supplies required by the student for their program of study (to a maximum of \$2000/year);
- Regional living allowances for the student, and if applicable, each dependent established by the Canada Student Loan Program (CSLP) as amended from time to time. Refer to the [CSLP website](#);
- The actual cost of one return trip to the student's permanent place of residence from the nearest Canadian PSE institution that offers the program of studies selected by the student, every 16 weeks (not more than two trips per academic year) for the student and for each dependent;
- Tutorial, guidance and counseling services for students enrolled in PSSSP or the UCEP program;
- Scholarship and incentive payments (as outlined in Section 6.4); and
- Administration costs as outlined in Section 6.3.

Part-time students, as defined by the post-secondary institution being attended, may receive assistance for tuition and compulsory fees, and the actual cost of books and supplies which are listed as required by the post-secondary institution but they are not eligible for living allowances or travel costs.

Note: Application and assessment fees are not eligible expenditures

6.1 Eligible Tuition

Tuition support may be provided under the following conditions:

- Students attending Canadian public institutions at the normal tuition rate, including compulsory student fees charged by the institution for a Canadian student; or
- Students attending private or foreign post-secondary institutions at the same tuition rate, including compulsory student fees, charged by the public or private Canadian institution nearest to the student's place of residence (i.e. residence at the time of application) which offers the least expensive comparable program; or
- Students enrolled in a foreign institution 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. Approval from the regional AANDC office must be acquired prior to funding students in such a situation.

Note: Part-time students, as defined by the post-secondary institution being attended, may receive assistance for tuition and compulsory fees as required by the post-secondary institution

CANADIAN POST-SECONDARY INSTITUTIONS

- Support will be provided for the following:
 - ✓ Regular tuition fees; that is the tuition fees normally charged by the institution to Canadian students;
 - ✓ Mandatory registration fees as indicated in the institution's calendar, including student activity fees and special testing fees;
 - ✓ Transcript fees for enrolment purposes;
 - ✓ Registration for other program activities e.g., practicums, tutorials; and
 - ✓ Initial professional certification and examination fees.
- The tuition support is calculated using the tuition registration, transcript and application fee rates published by the Canadian public institution for the applicable program of studies for the period of time for which the application is made.
- In the case of an indigenous post-secondary institution, the tuition fees will be those normally charged to students attending a comparable program at a nearby provincial institution.
- The student will provide documentary evidence of tuition, registration and mandatory student activity fees.
- Tuition support may be paid directly to the student.

PRIVATE AND FOREIGN POST SECONDARY INSTITUTIONS

- For support purposes, students may enrol in any post-secondary institution recognized by the provincial or territorial Ministry of Education or in an acceptable program of studies in a foreign institution (see Acceptance by Institutions, Section 4.4 of the National Program Guidelines).
- A program of studies at a private or foreign institution is comparable to a program of studies at a Canadian public institution when the following conditions are met:
 - ✓ The minimum academic prerequisites are equivalent;
 - ✓ The number of credit hours are equivalent to within 10%, i.e., a 20 credit hour program is equivalent to another program which has between 18 to 22 credit hours; and
 - ✓ The course content generally covers the same subject matter.
- A student enrolling in a private or foreign institution must provide documentation with the application which identifies the most comparable program in the nearest Canadian public institution to his/her place of residence. The documentation must include application, registration, tuition and mandatory student activity fees of the Canadian public institution.

An example of Calculating Tuition for Foreign Institutions:

A student living in Ottawa and enrolling in an equivalent business administration program in St. Lawrence College, New York must provide documentation of the application, registration, tuition and mandatory student activity fees for the business administration program in Algonquin College, Ottawa. If the St. Lawrence College tuition is \$1000 U.S. and the Algonquin College is \$700 Canadian, the tuition support provided to the student will be \$700 Canadian.

BOOKS AND SUPPLIES

- Support for books and supplies will normally cover textbooks and supplies including special equipment, officially listed as required by the university or college for a student's program of studies.
 - ✓ The recipient may provide up to \$500 for books and supplies;
 - ✓ An amount in excess of \$500, but not over \$2,000 may be approved if a student demonstrates need by submitting copies of the course outlines and the prices charged by the institution's bookstore or suppliers.

TRAVEL

- Travel Support Living Allowance are provided to students taking a Level 1, 2, 3 or 4 program of studies as defined in section 6.2.1.
- Travel support may include public transport fares or car mileage. It does not include the removal of household effects.
- Students may select any recognized post-secondary institution for their studies. However, travel support is normally restricted to the travel costs to the Canadian post-secondary institution, which offers the selected program of studies, nearest the student's home.

- Travel support may be provided to the institution selected by the student if one of the following conditions is met:
 - ✓ Professional accreditation is required and the required program of studies is not offered at the Canadian post-secondary institution nearest the student's home;
 - ✓ The program of studies selected is not available to the student in Canada;
 - ✓ The student cannot gain admittance to the Canadian post-secondary institution nearest the student's home;
 - ✓ The program of studies selected is funded by the department's Indian Studies Support Program.
- Seasonal travel is to be calculated using the most cost-effective mode of public transportation, in accordance with rates set out in the Treasury Board Secretariat of Canada [Travel Directive](#) for government travel, taking into account the time for ground travel in relation to air travel. As between economy air fares and minimum car mileage rates; plus meals and accommodation for the journey, the lesser amount will be paid.

Note: In some cases an institution in the United States may be nearer to a student's home than a Canadian institution. If the United States' program of studies is accepted in Canada it may be cost effective and less disruptive for a student to enrol in the United States' institution.

LIVING EXPENSES

- Recipients will use the rates in the Student Financial Assistance Estimator found on the [CanLearn website](#) as a guide for the administration of the program.
- The living allowances will be paid in Canadian dollars regardless of the location of the institution.
- Living allowances are paid for Christmas and study breaks. Additional time may be allowed for students to settle into accommodation at the place of study at the beginning of the academic year and to move out at the end of the academic year.
- The recipient may provide to students an advance of the living allowance e.g., rent advances.
 - ✓ Where a student is provided an advance, the recipient may spread the adjustment over the payment periods of the academic year and make the appropriate deductions from the living allowance for each payment period. For example, if an \$800 advance is provided and if living allowances are paid monthly over the academic year from September to April, the level of living allowance will be paid according to the Student Financial Assistance Estimator found on the [CanLearn website](#).
- Where two students are married to each other, and have no dependents, the living allowance for each will be calculated as a married student with employed spouse.
- Where two students are married to each other and have dependents, one of them will be designated as a married student with employed spouse with dependents; the other will be designated as a married student with employed spouse.

6.2 Maximum Amounts Payable to Students

The maximum amount payable per year to one full-time student from the PSSSP or the UCEP program covers only the eligible expenditures listed in Section 6 (whether the method of delivery is in the classroom, through distance education or e-learning).

- The actual cost of tuition and other compulsory student fees;
- Books and required supplies (to a maximum of \$2000/year);
- The actual cost of one return trip to the student's permanent place of residence from the nearest Canadian PSE institution that offers the program of studies selected by the student, every 16 weeks (not more than two trips per academic year) for the student and for each dependent;
- Students taking classes through distance education or e-learning who are required to travel to another location to complete their required exams can be eligible for travel support. However, requests for accommodations such as taking the exam in the local school under the supervision of a teacher or school principal should be first examined to minimize travel costs; and
- The living allowances established by the Canada Student Loan Program (CSLP) as amended from time to time. Refer to the [CanLearn website](#).

For a student in a UCEP program, community college or CEGEP diploma or certificate program, or an undergraduate university program, the maximum amount payable per full-time student under PSSSP or UCEP cannot exceed \$35,000 per year. On an extraordinary and justified basis, the maximum amount payable per year for a student in an advanced or professional degree program (e.g. dentistry, medicine) or a Masters or Doctoral program may exceed \$35,000 up to a maximum of \$50,000. Such awards may be granted by special request on a case-by-case basis only and considered when a graduate student has extraordinary circumstances that warrant the setting aside of the standard policy on maximum amounts payable. **Funding for an individual graduate student above \$35,000 must be reviewed by the regional office before approval is granted.**

Note: This is a maximum allowable payment per student. No student is entitled to this amount. The maximum amount was established to ensure that the most extreme circumstances could be funded as necessary. The actual amount of funding available to a student will depend on the overall amount of funding available in the program and for each recipient.

6.2.1 Limits of Assistance

Assistance can be provided at four levels of post-secondary education:

- Level 1:** Community college and CEGEP diploma or certificate programs;
- Level 2:** Undergraduate university programs (certificate, diploma, degree);
- Level 3:** Advanced or professional degree programs, or masters programs; and
- Level 4:** Doctoral programs.

1. Financial assistance for tuition, compulsory student fees and required books may be provided to students enrolled in all four levels.
2. Assistance may be provided to students to complete only one program at each level.
3. Exceptionally, Level 2 may include assistance for an additional degree at the bachelor level which has as a prerequisite an undergraduate degree or undergraduate courses.
4. The duration of assistance will accord with the official length of the program as defined by the post-secondary 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".
5. Students enrolled in Levels 1 and 2 may be assisted for up to one additional academic year per level if such an extension is approved in writing by the institution's dean or the department head. Students enrolled in Level 3 or 4 may be assisted for up to one additional academic year for medical or personal reasons.
6. Students may be assisted in Level 1 studies after dropping out of Level 2 studies if not previously funded for Level 1.
7. Students who have completed a Level 2, 3 or 4 program, **with or without assistance from this program**, are ineligible for program assistance for lower levels.
8. Student support will not exceed the limits set out in the paragraphs above. Where students change programs within one of the levels or temporarily pause their studies, the academic years or semesters used for each program within each level will be counted for assistance purposes. Students who become eligible for assistance and who have previously completed a portion of post-secondary studies **without assistance from this program** may receive assistance for the balance of their program of studies but will not be reimbursed for previous expenses.
9. If the demand from eligible students exceeds the funding available, selection priority criteria will apply as per local policies.
10. Students receiving funding from the PSSSP must declare support received from this program as a source of income when applying for social assistance.

6.2.2 Limits of assistance for UCEP

For all UCEP students, the maximum time limit for financial support will be one (1) academic year (as defined by the institution offering the program) or in the case of part-time students, the equivalent of one academic year. At the end of the first term (or part of the academic year, as defined by the institution offering the program), continued financial support for the term will be subject to receipt of a statement from the institution confirming the successful completion of the first term.

Students receiving UCEP funding must declare the support received from this program as a source of income if applying for social assistance.

The support for tuition, books and supplies, travel and living costs for the UCEP program will be the same as that provided under the PSSSP.

6.3 Administration Costs

Administration costs must not exceed 10% of the sub-total amount requested before administration costs. The program's Data Collection Instrument (DCI) will automatically calculate the amount.

Eligible administration costs include only the actual costs associated directly with administering PSSSP/UCEP funding. Eligible expenditures could include the following costs:

- Salaries and benefits of personnel directly employed in the administration and delivery of the funding. In the case of multiple responsibilities, the portion of the salary to be included under administration costs should be proportional to the amount of time spent fulfilling PSSSP/UCEP duties;
- Materials and resources required for the management of funds;
- Rent and utilities;
- Printing and communications costs;
- Travel and accommodation;
- The collection, maintenance, and reporting of data and information in accordance with program and financial reporting requirements; and
- Costs associated with ensuring that personal information is appropriately managed and safeguarded during its collection, retention, use, disclosure and disposal.

Further distribution of funds by AANDC's funding recipients: When a funding recipient further transfers, to a Third Party, funds that were received under this program, the 10% allowed for administration costs must be divided between the parties, as agreed to between the parties. The total administration costs retained by all parties must not exceed 10% of the sub-total amount requested before administration costs.

6.4 Incentives

Recipients may provide incentives for students to engage in studies that directly contribute to First Nations achieving self-government and economic self-reliance, or to recognize academic achievement. Scholarships will be available to a maximum of five per cent of the PSSSP-funded student population, as described below. One scholarship will be available where the five percent maximum is less than one student. Students receiving a scholarship will be determined by the recipient.

The recipient may provide the types of incentives listed in this section. Eligible students may be awarded either one Strategic Studies Scholarship or one Academic Achievement Scholarship in an academic year.

6.4.1 Academic Achievement Scholarship

In recognition of academic achievement, the recipient may award scholarships to students in Level 1 and Level 2 enrolled as full-time students and who have achieved a grade average of B or higher in their program of studies:

- Students currently receiving support under the PSSSP are eligible for scholarships in recognition of academic achievements.
- The amount of scholarship awarded by the recipient will be up to a maximum of \$1,000 annually.
- Students may be eligible for the scholarship upon successful completion of each year of their program of studies, and awarded at the beginning of the next school year.

- This scholarship will be awarded upon successful completion of the 2014-2015 academic year.
- This incentive will be awarded annually in accordance with the official length of the program of studies as determined by the institution the student is enrolled in. It will not be awarded for the additional academic year provided for Level I and Level II students.
- A local process for awarding these scholarships will be established.

6.4.2 Strategic Studies Scholarships in Level 2

In order to encourage students to engage in studies that directly contribute to First Nations achieving self-government and economic self-reliance, the recipient may offer incentive scholarships.

- Students who are currently receiving financial support under the PSSSP and who are enrolled as full-time students in a program of studies in the areas of commerce, public or business administration, physical science, mathematics and computer sciences, forestry and engineering are eligible for the Strategic Studies Scholarships.
- The amount of the scholarships awarded by the recipient may be up to a maximum of \$3,500 annually.
- Eligibility for the scholarship will be conditional upon successful completion of one year of the program of study and continuation in it. The scholarship will be awarded annually at the beginning of each year and thereafter in accordance with the length of the program as defined in limits of assistance in section 6.2.1.

- 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 in one of the programs of studies identified below will not be entitled to half of the scholarship.
- In accordance with the National Program Guidelines, the Strategic Studies Scholarship will not be provided for an additional academic year due to approved extension for medical or personal reasons.
- Examples:
 - ✓ A student who has completed the first year of the program of studies and who is continuing into the second year may receive the scholarship;
 - ✓ A student who has completed the first year in a Level II program of studies but is not continuing in the same program cannot receive the scholarship;
 - ✓ A student in a four year program of studies who has completed the third year and is continuing in the fourth year may receive the scholarship;
 - ✓ A student in a four year program of studies who has completed the fourth year cannot receive the scholarship.
- A process for awarding these scholarships will be established by the recipient in consultation with local Indian leaders.

The manner of awarding scholarships will be made publicly available.

6.4.3 Incentives for students enrolled in Level 3 or 4 programs

Students enrolled as full-time students in a Level 3 or 4 degree program may receive an incentive once at either level from the recipient, subject to a maximum of \$1,500. This incentive will only be provided once. Students will be eligible for this incentive upon commencement of the second year of the degree, or upon successful completion of the degree.

- See limits of assistance (Section 6.2.1) for a description of Level 3 and 4 programs.
- In calculating the level of support for a student enrolled in the second year of a Level 3 program of studies, the recipient will include this incentive in the support.
- Students who have completed two or more years of their program of studies at Level 3 without support from the Student Support Program will receive the incentive upon commencement of the first year they are supported by the program. For example, a student who completes two years of his/her Level III program of studies without support but who applies for and receives support for his/her third year, will automatically receive the incentive for that year.
- In the case of a professional degree, the level equivalent to a Masters degree is the first two years of the professional degree program. The level equivalent to a doctoral degree is the third and subsequent years of the professional degree programs.

In selecting students for a Scholarship in Recognition of Academic Achievement, the recipient must verify that these students have not been selected for a Strategic Studies Scholarship.

7 Funding Arrangement

Funding will be available in the form of a one-year or multi-year Set, Fixed or Block contribution depending on the type of institution and the type of services. The results of the General Assessment (GA) of each recipient may impact the recipient's ability to access certain funding approaches. Information on funding approaches and the GA can be found through the [Transfer Payments](#) page on the AANDC website.

8 Monitoring and Accountability

AANDC is committed to providing assistance to recipients in order for them to effectively carry out the obligations contained in each funding agreement. Regional offices and other departmental contacts are available to answer questions and provide guidance related to AANDC programs and funding.

To ensure that program terms and conditions and funding criteria are being met, that funds are expended on the intended purposes, and that AANDC's accountability to Parliament is being met, in-office and on-site monitoring and compliance activities will be conducted with all recipients.

9 Reporting Requirements

The reporting requirements are listed in the recipient's funding agreement. To access the reports (Data Collection Instruments), log on to the [AANDC Services Portal](#). If you do not have access to the AANDC Services Portal, contact your [regional office](#). Reports are also available on [AANDC's website](#).

- The confidentiality of the information will be managed in accordance with the Privacy of Information legislation.

10 Contact Information

For further program information, please visit the [Post-Secondary Education](#) page.

The regional offices coordinates can be found on the [Contact Regional Offices](#) page.

You can also write to:

Education Branch
Aboriginal Affairs and Northern Development Canada
10 Wellington Street
GATINEAU QC K1A 0H4
Fax number: 819-934-1478
education@aadnc-aandc.gc.ca

These National Program Guidelines can be downloaded from AANDC's website, in the [Education](#) section. They can also be accessed through the *View Instructions* button on the first page of this program's Data Collection Instrument (DCI).

ANNEX 1- Glossary

Term	Definition
Academic year	is as defined by the post-secondary institution, but will not be less than eight months duration during a calendar year.
Band	as defined by the Indian Act.
Canadian public institution	is a post-secondary institution that receives the majority of its funding from federal and provincial governments.
CEGEP	is an abbreviation of Collège d'enseignement général et professionnel. CEGEP's operate in Quebec.
Dependent	means a person who is dependent upon the student as defined by Revenue Canada and who does not receive income in excess of income allowed for a dependent spouse by Revenue Canada.
Dependent Spouse	means a person who is married to the student or a person who has lived with the student as husband or wife for a period of at least one year prior to application for educational support. This person is dependent upon the student and does not receive income in excess of the level of income allowed for a dependent spouse by Revenue Canada. (Which is currently called the Canada Revenue Agency).
Full-time students and Part-time students	are as defined by the post-secondary institution.
Post-secondary education	means a program of studies, offered by a post-secondary institution, for which completion of secondary school studies or its equivalent is a prerequisite.
Post-Secondary institutions	are degree, diploma, and certificate granting institutions which are recognized by a province or territory and include educational institutions affiliated with, or delivering accredited post-secondary programs by arrangement with a post-secondary institution.
Private post-secondary institution	is a Canadian or foreign post-secondary institution which receives the majority of its funding from sources other than governments.
Program of Studies	includes all post-secondary programs, at least one academic year in duration, leading to a certificate, diploma or degree. Programs less than one academic year which are prerequisites to post-secondary programs of at least one academic year are included.
Recipient	is an administering organization in receipt of funds intended to finance the PSSSP and UCEP program in accordance with the National Program Guidelines. This may be bands, tribal councils, Indian education authorities, or other Indian organizations which have responsibility for the administration of the program or a portion of it.
Resident	means an eligible Treaty / Status Indian or Inuk who has resided in Canada for twelve consecutive months prior to application. This also includes students who have been living outside Canada as a result of their studies.

Term	Definition
Semester	refers to a part of the academic year, as defined by the post-secondary institutions. Semesters usually cover the periods from September to December, January to April, and May to August.
Student	is an individual who has successfully applied to be funded under the programs and is maintaining the conditions of the programs in order receive financial support to successfully attain a post secondary diploma.
Treaty / Status Indian and Indian	means a person whose name has been entered in the Indian Registry maintained by the Department as defined by the Indian Act.

ANNEX 2 - List of Provincial/Territorial Ministries of Education Weblinks

Atlantic

[New Brunswick Department of Education](#)

[Newfoundland Department of Education](#)

[Nova Scotia Labour and Advanced Education](#)

[Prince Edward Island Innovation and Advanced Learning](#)

Quebec

[Ministère de l'Enseignement Supérieur, Recherche, Science et Technologie du Québec](#)

Ontario

[Ministry of Education and Training](#)

Manitoba

[Ministry of Advanced Education and Literacy](#)

Saskatchewan

[Ministry of Advanced Education](#)

Alberta

[Ministry of Education and Training](#)

British Columbia

[Ministry of Education](#)

Yukon

[Department of Education](#)

Northwest Territories

[Department of Education, Culture and Employment](#)

Nunavut

[Department of Education](#)